BIRMINGHAM CITY University

ACADEMIC REGULATIONS:
New and returning students

These academic regulations apply to the following students:

- New students starting in September 2024 to study a Foundation Year (Level 3);
- New students starting in September 2024 to study an Honours Degree (Level 4);
- New students starting in September 2024 to study a Top-up Degree (Level 6);
- New students starting in September 2024 to study a Postgraduate Diploma or a Master's Degree;
- New students starting in September 2024 to study a Higher National Certificate/Diploma (HNC/HND);
- New students starting in September 2024 to study a Foundation Degree (FdSc, FdA, FdEng)
- Any student who was subject to these regulations 2023/24 and is returning in September 2024.

Undergraduate and Taught Postgraduate Handbook 2024/25

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ACADEMIC REGULATIONS

INTRODUCTION

1.1 Status

1.1.1 These regulations apply to students from the time they accept the offer of a place until their registration ends.

1.1.2 They apply to all taught courses at all levels leading to a Birmingham City University (BCU) award including courses offered in collaboration with approved partner institutions (except where otherwise agreed) and BTEC Higher National awards conferred under the University's Licence Agreement with Pearson Education Ltd (Edexcel). They also apply, where appropriate, to students registered for taught modules for which credit is awarded on successful completion but which by themselves do not lead to a BCU award.

1.1.3 Apprentices adhere to the Academic Regulations for University awards integrated within, or offered as part of, apprenticeship training. Where Education and Skills Funding Agency (ESFA) funding rules for providers specify an alternative requirement to that set out in the Academic Regulations, the ESFA rules will take precedence.

1.1.4 Separate regulations apply to BCU's research degrees including professional doctorates, higher doctorates and honorary degrees.

1.1.5 These regulations are the definitive statement over all other BCU documents of the regulatory framework for courses leading to a BCU taught award at all levels. In the unlikely event of a discrepancy between the regulations and any other BCU publication, the regulations take precedence and are applied in all cases.

1.1.6 Any Variations to these regulations require the approval of the Learning, Teaching, Assessment and Quality Committee. Such exceptional Variations (see also regulation 1.3) will normally be for the purpose of meeting the requirements of a Professional, Statutory or Regulatory Body (PSRB) in respect of assessment. Such variations are to be detailed in the course specification(s).

1.1.7 The regulations are maintained by Student and Academic Services and are approved by Academic Board. This version (Second Edition) was approved on **26 June 2024.** It applies from **1 August 2024.**

1.2   University Awards Framework

1.2.1   The University Awards Framework (UAF) is designed to ensure compliance with the Office for Students (OfS) Regulatory Framework and the 'sector-recognised standards' adopted in relation to the quality and standards conditions of registration. The UAF ensures that the University adheres to Part A (threshold standards for qualifications at all levels) of the sector-recognised standards through the adoption of standard conventions for qualification titles and the alignment of BCU awards with the relevant level of the Framework for Higher Education Qualifications (levels 4-8) and the typical volumes of credit for qualifications at each level. The UAF also describes the University's approach to credit and the award of credit and specifies the maximum period of registration for each University award.

1.2.2   The UAF is approved by the University's Academic Board. Any changes to the framework, including the addition of new awards, removal of existing awards and/or any changes to credit requirements and periods of registration require the approval of Academic Board. The UAF forms part of the regulations and is included at **Appendix A.**

1.3   Variations from the Academic Regulations

1.3.1   For particular courses, the Learning, Teaching, Assessment and Quality Committee (LTAQC) will consider a Variation to allow exemptions from aspects of the Academic Regulations. Faculties must submit cases prepared to the agreed deadlines and provide written evidence for the variation, which will normally be based on PSRB requirements. Variations will normally be considered during the academic approval stage of a new course and must be approved by LTAQC prior to commencement of the course.

SECTION 2: RECOGNITION OF PRIOR OR EXPERIENTIAL LEARNING

2.1   The process through which students can be admitted with credit to a particular undergraduate or postgraduate course through formal recognition of prior learning (RPL) is detailed in the University's Recognition of Prior Learning Policy

SECTION 3. REGISTRATION AND ENROLMENT

3.1   Students must enrol at the start of their programme and enrol for each level by the by the Friday of week four from the start date of their course unless a Break in Study has been approved.

3.2   Full-time undergraduate students are normally enrolled on modules totalling 120 credits in one academic year (180 credits in an extended year for a full-time student registered on an accelerated degree course). Postgraduate students are normally enrolled on 180 credits over an extended academic year. Full-time students normally take modules totalling 60 credits per semester.

3.3   Part-time students are normally enrolled on modules totalling up to 80 credits in one academic year (up to a maximum of 120 credits in an extended academic year for a part-time postgraduate student). Part-time students normally take modules totalling up to a maximum of 40 credits in any one semester.

3.4   While enrolled, students can request a course transfer, take a break in study for a specified period or permanently withdraw from the University. Details of the process and requirements are set out in the Change of Circumstances Policy.

SECTION 4. CHANGES OF CIRCUMSTANCES

4.1   The process for students who may wish to either take a temporary break from their studies (Break in Study) or permanently withdraw (PWD) from the University is set out in the Change of Circumstances Policy. It deals specifically with student-initiated breaks in study and permanent withdrawal. This is distinct from University-initiated permanent or break in study on the basis of an academic decision, for example where a student is taking a reduced study load and will need to be placed on a break in studies for part of the academic year and break in study on the basis of fitness to study, which is governed by the Fitness to Study Procedure.

4.2   There may be circumstances in which the University makes use of the Student Suspensions Guidance to suspend a student, usually from University premises. Suspension is a precautionary measure intended to manage any risk of harm or disruption to members of the University community. In all cases, the University will actively seek to put in place support to ensure a student can remain engaged with their course for the duration of any suspension. However, there may be times when this is not possible, for example due to the nature of the course delivery or because the suspension is extended over a significant period of time (where the suspension is associated with ongoing criminal proceedings, for instance). In these cases students may be encouraged to take a voluntary break in study. Where a student declines to take a break in study but the University deems that break in study is in the best interests of the student, or a necessary measure as part of the ongoing suspension, the University retains the right to impose a period of break in study. In all cases, students will be supported to understand the implications of break in study, including in respect of the student's financial and academic position.

SECTION 5. MAXIMUM REGISTRATION PERIODS

5.1   There are no minimum registration periods, but each University award has a maximum registration period. These are specified in the University Award Framework (see Appendix A) and incorporate any permitted period(s) for suspension of studies and/or resubmission of assessed work.

5.2   The maximum period of registration can exceptionally be extended by the Associate Dean (Teaching, Education and Student Experience) for one further academic year. Any such requests must be made by the Chair of the Progression and Award Board (PAB) and are reserved for instances where serious medium to longer term circumstances mean that a student has been unable to study for significant periods of time within the period of registration and it therefore becomes impossible to complete the course on a full-time basis within the specified period.

SECTION 6. ATTENDANCE AND ENGAGEMENT

6.1   Students are expected to participate fully in their course by attending regularly, engaging actively with learning opportunities and by taking responsibility for their learning and independent study.

6.2   The University monitors attendance and engagement. If there is cause for concern, students will be contacted and offered support. See the Student Attendance and Engagement Policy for more details. Apprentices should refer to the Apprentices Attendance and Engagement Policy.

SECTION 7. ASSESSMENT

7.1 Introduction

7.1.1 The University's expectations regarding attendance and engagement also apply to student engagement with assessment. The expectation is that students should aim to complete all assessments first time, on time. Students who successfully complete assessments at the first attempt and who submit assessments on time are likely to achieve better marks, complete their course on time and achieve a better overall degree outcome.

7.2 Passing a module

7.2.1 The pass mark for an undergraduate module (levels 3-6) is 40%. For taught postgraduate modules (level 7) it is 50%. Where the pass mark is achieved, credit is awarded for the module.

7.2.2 In modules where there is more than one element of assessment, a weighted average of 40% (UG) or 50% (PG) must be achieved to pass the module. Where an overall pass mark has been achieved, students are not required to pass all assessment elements. The only permitted exception will be in cases where there is a PSRB requirement that all assessments within a module are passed, in addition to achieving the overall pass mark. In such cases a variation will be required (see regulation 1.3).

7.2.3 Module marks are expressed as whole number percentages. Where weighted marks for elements of assessment are combined and the result is not a whole number, it is rounded. For example: 69.5% is rounded to 70%; 69.4% rounded to 69%.

7.2.4 Some modules are marked as pass or fail and therefore will not have a percentage mark. Pass/fail modules do not contribute to the calculation of the overall mark required for progression or for award classification.

7.2.5 Marks are provisional until they have been confirmed by Examination Boards.

Compensation

7.2.6 Compensation is the practice of permitting marginal failure in one or more modules on the basis of good overall academic performance and in accordance with specified criteria.

7.2.7 Compensation is available for marginal failure in undergraduate and postgraduate modules at all levels, provided a student meets the following criteria:

(i) An overall module mark of 35-39% (UG) or 45-49% (PG) has been achieved
(ii) An average mark of 40% or above for the level of study (UG) or 50% or above for the course (PG) has been achieved.

7.2.8 If all the above criteria have been satisfied, the failed module(s) are automatically compensated. The original module mark is retained and the module is classified as a 'compensated pass'. Credit is awarded for the module in the same way as a module where the pass mark has been achieved.

7.2.9   Compensation is limited to the following maximum number of credits per level/award:

Award	Limits to volume and level of compensation
Master's Degree (MA, MSc, MBA, LLM etc.)	Maximum of 40 credits for entire award
Postgraduate Diploma (PG Dip)	Maximum of 20 credits for entire award
Integrated Master's Degree (e.g., MEng)	Maximum of 80 credits for entire award and maximum of 40 credits at any one level, except Level 6 and Level 7 where a maximum of 20 credits is permitted
Honours Degree (480 credits)	Maximum of 80 credits for entire course and maximum of 40 credits at any one level, except Stage 4 where a maximum of 20 credits is permitted
Honours Degree (360 credits)	Maximum of 60 credits for entire course, with maximum of 40 credits at Levels 4 and 5, and maximum of 20 credits at Level 6
Level 6 Top-Up Honours Degree	Maximum of 20 credits for entire award
Non-honours Degree (BA, BSc etc.)* Foundation Degree (FdA, FdSc etc.) Diploma of Higher Education Higher National Diploma	Maximum of 40 credits for entire course and maximum of 40 credits at any one level
Higher National Certificate Certificate of Higher Education	Maximum of 20 credits for entire award
Graduate Diploma	Maximum of 20 credits for entire award
Foundation Year (Level 3)	Maximum of 20 credits for the level
Professional Placement Module	Compensation of credit is not permitted
Diploma in Professional Studies	Compensation of credit is not permitted
Advanced Diploma in Professional Studies	Compensation of credit is not permitted
Graduate Certificate	Compensation of credit is not permitted

* Where a non-honours degree (300 credits) is awarded as an exit award, a maximum of 60 credits can be applied for entire award

Where a non-honours degree (360 credits) is awarded as an exit award on the BMus, a maximum of 80 credits can be applied for the entire award

7.2.10   For undergraduate degrees, compensation is applied after resits. For Master's degrees compensation is applied at the final PAB following completion of the dissertation. This will normally be after the Resit progression and Award Board in the summer (for September starters).

7.2.11   The principle of compensation applies to all undergraduate and taught postgraduate courses except those courses containing fewer than 120 credits. Compensation may be excluded from other courses (or modules within them) only if exclusion is required by a PSRB, for which LTAQC approval is required through a variation request.

7.2.12   Final year dissertations and/or major projects at undergraduate level and Master's level research projects, dissertations and/or major projects cannot be compensated.

7.2.13   Students who are awarded a compensated pass are not required to be reassessed in the compensated module.

7.3   Assessment requirement during a study abroad

7.3.1   Students taking a study abroad/placement semester as a variation to a three year degree course will be required to achieve an overall average of 40% on the study abroad/placement assessments. For the placement semester, the assessment will be based on the assessment submitted and marked by the University, whereas the assessment for the study abroad will be agreed in advance. Any marks achieved for assessments completed during the study abroad will not contribute to the final degree classification.

7.4   Progressing to the next stage of an undergraduate course

7.4.1   Progression is the process of moving from one year (or level) of study to the next on an undergraduate course.

7.4.2   The Progression and Award Board (PAB) makes a formal annual progression decision for all students at the designated progression point for each course.

7.4.3   The level/stage average is used to calculate the final award classification for some undergraduate awards but is not used for progression decisions.

Full-time Progression

7.4.4   To progress from an integrated foundation year (level 3) to level 4, a student must have passed 120 credits at level 3. To progress beyond level 4, a minimum of 100 credits (or exceptionally 80 credits if one 40 credit module is failed) must be passed at each level. These credit requirements include compensated passes (see compensation section above).

7.4.5   Students who progress to the next level of study having achieved the minimum amount of credit required (100 or 80 credits) are required to successfully complete reassessment for the outstanding 20 or 40 credit module before they can progress to any further level of study. This is referred to as 'trailing' credit (see section 7.5.8 below).

7.4.6   A student who has not met the progression requirements for Levels 3, 4 and 5 in regulations 7.4.4 and 7.4.5 is not permitted to progress to the next year of study. If the student has passed at least 40 credits they will be offered the opportunity to repeat the entire year of study again. The opportunity to repeat a foundation year (Level 3) is not permitted.

7.4.7   A student who fails both the initial and re-assessment attempts for modules totalling more than 80 credits in the year of study will be discontinued from the course and may be eligible to receive an exit award.

Part-time Progression

7.4.8   The requirements for part-time progression are based on the same principles as used for full-time progression and the same range of progression decisions are used for part-time students.

7.4.9   Part-time students will normally study 60 or 80 credits in any one year of study. To progress to the next year of study a minimum of 40 or 60 credits respectively must be passed. Students will be required to successfully complete reassessment for the outstanding trailed credit before progressing to any further year of study.

7.4.10   A student who has not met the progression requirements in regulation 7.4.4 is not permitted to progress to the next year of study. If the student has passed at least 40 credits they will be offered the opportunity to repeat the entire year of study again.

7.4.11   A student who fails both the initial and re-assessment attempts for all modules but one (see 7.4.4 above) in the year of study will be discontinued from the course and may be eligible to receive an exit award.

7.5   Failure and Reassessment

Number of attempts

7.5.1   Students who fail a module at the first attempt are permitted one further opportunity to pass the module. This is referred to as a resit or reassessment attempt (without attendance). An exception to this is where a student is permitted to trail one module (up to 40 credits) into the next level of study. In this circumstance, the student is permitted a second resit or reassessment attempt for that module (without attendance).

Re-assessment of failure

7.5.2   Where a student fails a module, they may only be re-assessed in the failed assessment elements. Students may not be re-assessed in assessment elements or modules which have already been passed.

7.5.3   There are no limits on the number of modules or assessment components a student can be reassessed in.

7.5.4   A student who passes a module after re-assessment will be awarded the module pass mark (40% for modules at level 6 and below; 50% for level 7 modules). This includes modules with more than one element of assessment where a student may only be re-sitting one of a number of elements of assessment for the module. The overall mark for the module will be capped at the pass mark. This ensures that students who are undertaking resits do not have an unfair opportunity to improve marks.

7.5.5   Where a student has been assessed more than once in the same module but has still failed it, the highest mark achieved will be shown on the student's record.

7.5.6   Students will be automatically registered to take reassessments at the first opportunity provided.

7.5.7   If a student does not submit a reassessment when required or does not attend a resit examination as scheduled, the student will be recorded as having failed the reassessment.

Trailed resit opportunities on undergraduate courses

7.5.8   A trailed resit is a third, and final, attempt to pass the assessment for one failed module (without attendance). Trailed modules are only permitted for Levels 4 and 5 of a standard 3 year undergraduate degree. A Level 6 module can only be trailed on an integrated masters degree course. Where a student has met the minimum credit requirements for progression and has been permitted by the PAB to trail credits to the next academic year (normally 20 credits only), they must successfully pass the outstanding module within that academic year before they can progress to any subsequent level or year of study. A trailed module cannot be carried into a further subsequent level or year of study. In exceptional cases, where a course is made up entirely of 40 credit modules or has a mixture of 20 and 40 credit modules, the Progression and Award Board (PAB) has discretion to permit a student to trail one module. This is a discretionary decision and must only be permitted where the PAB feels it is in the student's best interest.

7.5.9   If a student fails the trailed module resit assessment (the third, and final, attempt at the assessment), the only remaining option for the student to continue on the course is to retake (restudy) the failed module with attendance, which will incur a further module fee and will delay completion. The alternative is withdrawal from the course with an exit award, where eligible.

7.5.10   Students are not permitted to trail a module into a Professional Placement Year.

7.5.11   Trailed resits are not permitted on postgraduate courses.

Retaking or replacing a failed module after re-assessment

7.5.12   Any student who fails a 20, 40 or 60 credit module after re-assessment is permitted to retake (restudy) the same module, whether compulsory or optional. Students can retake modules totalling up to a maximum of 60 credits.

7.5.13   If the failed module is optional a student can replace it with an alternative module at the same level from the list of optional modules set out in the relevant course specification (subject to availability).

7.5.14   When retaking a module, or taking a replacement module, a student is required to fully engage with the module in its entirety, attending all scheduled learning and teaching. The student is entitled to an initial attempt at all assessment elements and, if unsuccessful, one further re-assessment attempt (as per regulation 7.4.1). The first attempt for a retaken or replacement module will not be capped at the pass mark. Resit attempts will however be capped (as per regulation 7.4.4).

Repeating a year of study

7.5.15   Where a student has not met the requirements for progression and has passed at least 40 credits in the year/level of study (full-time and part-time students) they will be eligible to repeat the year/level of study.

7.4.16   Students in this position will be given the choice to repeat the year but it will be optional.

7.4.17   Students repeating a year of study are required to take the entire year again, as if for the first time. No marks or credit awarded in the original attempt at the year of study are carried forward. The expected completion date of the student's registration period is extended by one year.

7.5.18   Students will only be able to repeat a year of study on one occasion. Only one year/level of study can be repeated in a single award, so a student who has repeated level 4 of an undergraduate award would not be eligible to repeat another year/level of study.

Academic Misconduct

7.5.19   In cases where an allegation of misconduct is upheld, and it is deemed as Moderate, the mark for their work will be recorded as zero as per the Academic Misconduct Policy. Should a resit attempt be available, the student will be required to resubmit work for the element of the module in which the misconduct took place. The resubmitted work will be capped at the pass mark.

7.5.20   In cases where an allegation of cheating in an exam is upheld, the exam will be deemed void, and the student will receive a mark of zero as per the Academic Misconduct Policy. Should a resit opportunity be available, the student will be required to resit the exam.

7.6   Achieving the final award

Credit based academic awards

7.6.1   The majority of students studying at the University will be enrolled on a course which will lead to an academic award.

7.6.2   The most common awards of the university are outlined below. To gain an award a student must obtain a certain number of academic credits. The number of credits required and any additional criteria for gaining each award type are detailed below.

7.6.3   Credits are awarded either by passing a module or by a compensated pass for a marginal failure in a module(s).

Credits required for awards

7.6.4   The minimum credits needed to gain a university award are listed in the University Awards Framework (Appendix A).

Classification of awards

7.6.5   The table below shows the classification bands for the University's awards.

Classification band	Postgraduate awards[1]	Honours degree Integrated master's	Foundation degree HNC/HND DipHE
70% and above	Distinction	First class honours	Distinction
60-69%	Merit	Upper second (2:1)	Merit
50-59%	Pass	Lower second (2:2)	Pass
40-49%	Fail	Third class honours	Pass
Below 40%	Fail	Fail	Fail

[1] Postgraduate Certificate (PGCert) and Postgraduate Diploma (PGDip) exit awards are not classified. PGCE, PGCE (PCET) and PGDE awards are also not classified. Please refer to the UAF for full details.

Eligibility criteria for undergraduate awards

7.6.6   The university will make an undergraduate award if a student has met all the following criteria:
    (i)   Gained the minimum number of credits required for that award, as set out in the University Awards Framework. This may include a proportion of passed and compensated credits. The requirements for each award are provided in the table under 7.6.9 below.
    (ii) Achieved an overall average mark of at least:
       • 40% across the modules studied at the level of the award for all undergraduate awards.
       • 50% across the modules studied at level 7 for integrated master's awards.

Eligibility criteria for postgraduate awards

7.6.7   The university will make a postgraduate award if a student has met all the following criteria:
    (i)   Gained the minimum number of credits required for that award, as set out in the University Awards Framework. This may include a proportion of passed and compensated credits. The requirements for each award are provided in the table under 7.6.9 below.
    (ii) Achieved an overall average mark of at least 50% across the modules studied at the level of the award.

Methods for calculating award classifications

7.6.8   The methods for calculating the classification of awards are set out in the table below. The outcome of this classification calculation is called the 'average for classification' and will determine which classification band a student will be awarded.

7.6.9   Where an award includes a Professional Placement the placement module must be passed in order for the award title to include the suffix 'with professional placement'.

Award	Credit Requirement	Calculation of Classification
HNC	120 credits	Overall weighted average of 120 credits at Level 4.
HND | Foundation Degree | DipHE[2]	240 credits	Overall weighted average of 120 credits at Level 5.
Honours Degree (Level 6 top-up)	120 credits	Overall weighted average of 120 credits at Level 6.
Honours Degree	360 credits	Overall weighted average of best 100 credits at Level 5 and 100 credits at Level 6. 40:60 weighting.
Honours Degree (BMus)	480 credits	Overall weighted average of 60 credits at Level 5 and 180 credits at level 6, comprising: 60 level 5 credits and 60 level 6 credits (year 3) 120 level 6 credits (year 4) 25:75 weighting (year 3:4)
Integrated Master's Degree	480 credits	Overall weighted average of best 100 credits at Level 5, 100 credits at Level 6 and 120 credits at Level 7. 20:30:50 weighting.
Postgraduate Diploma	120 credits	Overall weighted average of 120 credits at Level 7[3]

Award	Credit Requirement	Calculation of Classification
Postgraduate Certificate	60 credits	Overall weighted average of 60 credits at Level 7
Master of Fine Art (MFA)	300 credits	Overall weighted average of 300 credits at Level 7
Master of Music (MMus)	240 credits	Overall weighted average of the best 180 credits at Level 7
Master of Architecture (MArch)	240 credits	Overall weighted average of all Stage 2 module marks at Level 7 (equivalent to 120 credits)
Master's Degree	180 credits	Overall weighted average of 180 credits at Level 7[4]

[2] Diploma of Higher Education (DipHE) exit awards are not classified. Please refer to the UAF for full details.

[3] PG Dip and PG Cert awards can include up to a maximum of 20 Level 6 credits. Where a course includes Level 6 credits these will be used alongside the Level 7 credits to calculate the final classification.

[4] Master's degrees can include up to a maximum of 20 Level 6 credits. Where a course includes Level 6 credits these will be used alongside the Level 7 credits to calculate the final classification.

Consideration band (borderline decisions)

7.6.10   The process of rounding marks to calculate the final degree classification may result in the 'average for classification' coming close to but below a degree classification boundary. A consideration band is applied for all classified awards where a student's average for classification is within one percent of the next classification band, as follows:

Consideration band	Postgraduate awards[5]	Integrated master's Honours degree	Foundation degree HNC/HND DipHE
69-70%	Distinction	First class honours	Distinction
59-60%	Merit	Upper second (2:1)	Merit
49-50%	Pass	Lower second (2:2)	Pass
39-40%	N/A	Third class honours	Pass

[5] Postgraduate Certificate (PGCert) and Postgraduate Diploma (PGDip) exit awards are not classified. PGCE, PGCE (PCET) and PGDE awards are also not classified. Please refer to the UAF for full details.

7.6.11   If a student achieves an average for classification no more than one percent below the next classification band and at least 50% of the credit that contributes to classification is in the higher classification band, the student will be automatically promoted to the higher classification. For Master's degrees consisting of 180 credits, a minimum of 80 credits (rather than 50% of the credit) must be in the higher classification band for promotion.

Exit Awards

7.6.12   Sometimes a student is unable to achieve their intended award because they have run out of reassessment opportunities or reached the maximum period of registration for the award. In these cases the university will make an exit award, if possible, based on the credits the student has achieved. Permitted exit awards are listed in the University Awards Framework and in individual course specifications.

7.6.13   In making an exit award, passed modules at higher levels of study may be used to offset module failure at lower levels to reach the minimum number of credits required at each level for the award. The same principle applies to Master's courses where the credit for the dissertation or major project can be used to meet the credit requirement for a Postgraduate Diploma award.

Aegrotat Awards

7.6.14   An Aegrotat award is an award without classification that may be awarded to a student who is unable to continue their studies, on the presumption that they would have satisfied the requirements for the award had they been able to continue.

7.6.15   Aegrotat awards will normally reflect the next highest award for which the student was eligible (e.g., a student who had completed level 4 of a Bachelor's degree and was in the second year of study would be recommended for the award of Diploma of Higher Education). Aegrotat awards are subject to the approval of the Pro-Vice-Chancellor (Education) following a recommendation from the relevant PAB.

7.6.16   Before an aegrotat award is made, consultation will take place with the student, if appropriate, or next-of-kin if the student is deceased or unable to make a decision. The student or next-of-kin will be asked to decide whether to accept the aegrotat award. If a student does not accept the aegrotat award they may undertake the required assessments to gain the intended award or may leave the university with an exit award.

Revoking an award of the University

7.6.17   The university reserves the right to revoke an award if it is discovered at any time and proved to the satisfaction of the university that there is good cause to do so. Good cause may include (but is not limited to) the following:

(i)   Discovery, subsequent to the conferment of an award, of academic misconduct in work submitted for the qualification;

(ii)   Discovery, subsequent to the conferment of an award that it was obtained by fraud and/or deception.

APPENDICES

APPENDIX A – ACADEMIC FRAMEWORK

1.   Introduction

1.1   The Awards Framework sets out the criteria and regulations for awards offered by Birmingham City University. In setting out these criteria the framework seeks to ensure that the University's academic standards are set in accordance with the sector recognised standards published by the Office for Students for the award of academic credit and individual qualifications.

1.2   The Awards Framework is approved by the University's Academic Board. Any changes to the framework, including the addition of new awards, removal of existing awards and/or any changes to credit requirements and periods of registration require the approval of Academic Board.

2.   Academic Standards

2.1   Birmingham City University uses **learning outcomes** to define academic standards and the level of student achievement. Learning outcomes describe at a threshold level the knowledge, understanding and transferable skills which students are expected to demonstrate on successful completion of a period of learning. Within the University's modular curriculum structure, learning outcomes are expressed for both courses and modules. Specifically:

• the primary level of student achievement is expressed in terms of intended learning outcomes at **course** level;

• intended learning outcomes at **module** level collectively contribute to student achievement of intended learning outcomes at course level;

• intended learning outcomes at module and course level define a threshold level of learning which all students who successfully complete a module and course are expected to demonstrate. Module and course learning outcomes are developed with reference to the Quality Assurance Agency's UK Quality Code for Higher Education and specifically the Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ).

2.2   **Level** is an indicator of the academic standard set for a module and in its delivery and assessment. Level is also used to define the academic standard of a Birmingham City University award in terms of the knowledge, understanding and skills that an award holder is expected to demonstrate on successful completion of the course.

2.3   The Awards Framework recognises the following six levels within the curriculum[6]:

Level	Qualification
Level 3	Foundation Year
Level 4	Certificate Level
Level 5	Diploma Level
Level 6	Honours Level
Level 7	Master's Degree Level [including Integrated Master's]
Level 8	Doctoral Degree Level

[6] Birmingham City University's levels of study map directly to Levels 4-7 of the Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ) within the QAA UK Quality Code. Where courses include an integrated foundation year (Level 3) the level of the final qualification is used as the reference point as set out within the FHEQ.

3.   University-Wide Regulatory Framework

3.1   Birmingham City University's Academic Framework ensures the comparability of academic standards across its named awards by applying standard Academic Regulations to all taught courses. A single set of regulations govern undergraduate and taught postgraduate awards. A second set of regulations govern postgraduate research awards (eg MPhil, PhD and Professional Doctorate awards).

4.   Credit and Credit Accumulation

4.1   Birmingham City University's Academic Framework is based on the accumulation of credit during a student's period of study. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes. Specifically:

- a student who successfully completes a Foundation (level 3) module or an undergraduate module (levels 4-6) is awarded a mark of at least 40% and the associated volume and level of credit;

- a student who successfully completes a postgraduate module (level 7) is awarded a mark of at least 50% and the associated volume and level of credit;

- failure in a module can be retrieved through resit opportunities, the retaking or replacement of modules within prescribed limits and by repeating stages of study;

- in certain circumstances and within prescribed limits compensation is permitted for a failed module(s) within both undergraduate and postgraduate courses;

- credit volume for a module is based on the notional learning hours required for successful completion of the module, using the ratio 1 credit for 10 notional learning hours.

Table 1: Awards of the University

	Award	Nomenclature	FHEQ Level	European Level (FQ-EHEA cycle)	Minimum Credit Requirement	Minimum credit at level of the award	Maximum period of registration
Undergraduate	Certificate of Higher Education	Cert HE	4	Short cycle (within 1st cycle). Typically 120 ECTS	120	90	3 years
	Certificate in Education	Cert Ed	5		120	120	5 years
	Higher National Certificate	HNC	4		120	120	5 years
	Diploma of Higher Education	Dip HE	5		240	90	5 years
	Higher National Diploma	HND	5		240	90	5 years
	Foundation Degree in Arts Foundation Degree in Engineering Foundation Degree in Science	FdA FdEng FdSc	5		240	90	5 years
	Bachelor of Arts (Level 6 top-up degree)	BA	6		60	60	3 years
	Bachelor of Arts Bachelor of Education Bachelor of Engineering Bachelor of Laws Bachelor of Science	BA BEd BEng LLB BSc	6		300	60	7 years
	Bachelor of Music Bachelor of Music Jazz	BMus BMus Jazz	6	First cycle Typically 180 to 240 ECTS	360	60	7 years
	Bachelor of Arts with Honours (Level 6 top-up degree)	BA	6		120	120	3 years
	Bachelor of Arts with Honours Bachelor of Education with Honours Bachelor of Engineering with Honours Bachelor of Laws with Honours Bachelor of Science with Honours	BA (Hons) BEd (Hons) BEng (Hons) LLB (Hons) BSc (Hons)	6		360	90	7 years
	Bachelor of Music with Honours Bachelor of Music Jazz with Honours	BMus (Hons) BMus Jazz (Hons)	6		480	180	9 years
	Integrated Master's Degree Master of Accountancy Master of Business Master of Engineering Master of Finance Master of Planning Master of Science Master of Surveying	MAcc[7] MBus MEng MFin MPlan MSci MSurv	7	Second cycle Typically represented by 90-120 ECTS (min of 60 ECTS)	480	240	9 years
Graduate	Graduate Certificate	Grad Cert	6	No equivalent in European Framework	60	60	2 years
	Graduate Diploma	Grad Dip	6		120	120	3 years
Postgraduate [Taught]	Postgraduate Certificate	PG Cert	7		60	40	2 years
	Postgraduate Certificate in Education	PGCE	7		60	40	2 years
	Postgraduate Certificate in Education (International)	PGCEi	7		60	40	2 years
	Postgraduate Certificate in Education (Post-Compulsory Education and Training)	PGCE (PCET)	7		120	100	2 years
	Postgraduate Diploma	PG Dip	7		120	90	4 years
	Postgraduate Diploma in Education	PGDE	7		120	120	3 years
	Postgraduate Diploma in Education (International)	PGDEi	7		120	120	3 years
	Master of Architecture	MArch	7	Second cycle (end of cycle) qualifications	240	240	5 years
	Master of Music	MMus	7		240	240	5 years
	Master of Fine Art	MFA	7		300[8]	300	6 years

[7] The final intakes to the MAcc and MFin awards will be in September 2020. The awards will be removed from the Academic Framework once all students have completed (estimated to be 2026).

[8] The requirement of 300 credits for the MFA award relates to the version of the award which commenced in September 2019. Students who commenced prior to September 2019 will be registered on the previous version of the MFA award which consisted of 360 credits (see 2018/19 academic regulations) and must therefore meet that credit requirement to achieve the award of MFA.

	Award	Nomenclature	FHEQ Level	European Level (FQ-EHEA cycle)	Minimum Credit Requirement	Minimum credit at level of the award	Maximum period of registration
Postgraduate [Taught]	Master of Arts Master of Business Administration Master of Education Master of Laws Master of Public Health Master of Research Master of Science Master of Teaching and Learning Master of Learning and Teaching Master of Education and Learning Master of Educational Practice Master of Education Leadership Master of Landscape Architecture	MA MBA MEd LLM MPH MRes MSc MTL MLT[9] MEL MEP[10] MEL[11] MLA	7	Second cycle (end of cycle) qualifications	180	150	6 years
	Advanced Postgraduate Diploma in Music (Professional Practice)	Adv PG Dip	8	No equivalent.	180	135	5 years
Research	Master of Philosophy	MPhil	7	Second cycle (end of cycle) qualifications	N/A	N/A	2 years (FT) 3 years (PT)
	Professional Doctorate Doctor of Business Administration Doctor of Education Doctor of Health Doctor of Psychology Doctor of Sport	DBA EdD DHealth DPysch DSport	8	Third cycle (end of cycle) qualifications	N/A	N/A	5 years (FT) 6 years (PT)
	Doctor of Philosophy	PhD	8		N/A	N/A	4 years (FT) 7 years (PT)
University awards	Foundation Certificate	FCert	3	No equivalent in European Framework	120	120	3 years
	Certificate in Professional Studies	CPS	4		60	60	2 years
	Diploma in Professional Studies	DPS	5		60	60	2 years
	Advanced Diploma in Professional Studies	Advanced DPS	6		60	60	2 years

Awards including the suffix 'with Professional Placement'

Undergraduate awards with Honours and Integrated Master's as set out in the table above may include the suffix 'with Professional Placement' where appropriate. Where a professional placement is included the minimum credit requirement for the award increases by 120 credits and the maximum period of registration increases by one year. As set out elsewhere in the regulations, the 120 credit professional placement module must be passed in order for the award to be conferred with the suffix 'with Professional Placement'.

Master's awards as set out in the table above may include the suffix 'with Professional Placement' where appropriate. Where a professional placement is included the minimum credit requirement for the award increases by 60 credits and the maximum period of registration increases by six months. As set out elsewhere in the regulations, the 60 credit professional placement module must be passed in order for the award to be conferred with the suffix 'with Professional Placement'.

[9] The Master of Learning and Teaching (MLT) replaces the award of Master of Teaching and Learning (MTL) wef 2021/22 entry. The final intake to the MTL award was in September 2020 and the award will be removed from the Academic Framework once all students have completed.

[10] The Master of Educational Practice (MEP) replaces the award of Master of Education and Learning (MEL) wef 2021/22 entry. The final intake to the MEL award was in September 2020 and the award will be removed from the Academic Framework once all students have completed.

[11] The Master of Education Leadership (MEL) replaces the award of Master of Education and Learning (MEL) wef 2021/22 entry. The final intake to the Master of Education and Learning was in September 2020 and the award will be removed from the Academic Framework once all students have completed.

Differentiation of Awards

<u>The following awards are undifferentiated meaning that they do not have
different classification divisions</u>

• Foundation Certificate
• Certificate in Professional Studies
• Diploma in Professional Studies
• Advanced Diploma in Professional Studies
• Certificate of Higher Education
• Bachelors (Ordinary) Degree
• Graduate Certificate
• Graduate Diploma
• Postgraduate Certificate (undifferentiated as an exit award)
• Postgraduate Certificate in Education
• Postgraduate Certificate in Education (Post-Compulsory Education and Training)
• Postgraduate Diploma (undifferentiated as an exit award)
• Postgraduate Diploma in Education