

# **10.7**

## **REGULATIONS FOR MODULAR INITIAL DEGREES**

# CARDIFF METROPOLITAN UNIVERSITY

## REGULATIONS FOR MODULAR INITIAL DEGREES

**(These regulations are subordinate to the University's general Assessment Regulations)**

*For information on exit awards from Honours or Ordinary degree programmes please refer to the Appendix to the Regulations for Certificates and Diplomas of Higher Education*

### GENERAL

- 1 Initial degrees offered at Cardiff Metropolitan University, may be awarded following successful completion of a modular degree programme at Honours or Ordinary level, the structure of such degrees complying with the requirements of the University's Modular Programmes Framework.
  - 1 credit point equates to 10 notional hours of learning
  - A modular degree will normally comprise 20-credit modules
  - Combinations of modules in multiples of 10 credits are acceptable with a supporting rationale, for example the requirements of accrediting bodies.
- 2 To be eligible for consideration for the award of a degree under these Regulations, a candidate shall have pursued and satisfied the requirements for a validated modular programme at the University or at a centre approved by the University under a formal agreement.
- 3 Modules counting towards a degree award are at levels defined in the University's Modular Programmes Framework and further specified in individually validated programme documents.
- 4 A candidate for an Honours degree shall, in order to be eligible for an award, have pursued to the satisfaction of the programme Examination Board, a minimum of 360 credits or have been given exemption for prior study and/or experiential learning in regard to pre-determined numbers of credits.

Full-time candidates for an Honours degree are normally expected to pursue 120 credits during each academic year. For candidates undertaking programmes by other modes of study, such as part-time, distance learning and mixed modes, the number of credits pursued during each academic year, which must normally be not less than 60, shall be determined by the University.
- 5 A candidate for an Ordinary degree shall, in order to be eligible for an award, have pursued to the satisfaction of the programme Examination Board, a minimum of 300 credits or have been given exemption for prior study and/or experiential learning in regard to pre-determined numbers of credits.

Full-time candidates for an Ordinary degree are normally expected to pursue at least 100 during each academic year. For candidates undertaking programmes by other modes of study, such as part-time, distance learning and mixed modes, the number of credits pursued during each academic year, which must normally be not less than 50, shall be determined by the University.

An Ordinary degree will not contain a dissertation or major project.

- 6 The performance of a candidate in study previously pursued and/or any experiential learning may be used to count towards the award of a degree at the discretion of the University (see [Procedure for Administration of RPL](#)). The maximum number of credits which may be accepted to count towards an Honours or Ordinary initial degree shall be:

Level 4 : 120 credits  
Level 5 : 120 credits

The remaining credits (level 6) must be pursued at the University.

- 7 The Ordinary degree may not be awarded as an exit point from an Honours degree programme. Students wishing to transfer enrolment from an Honours degree programme to an Ordinary degree programme must submit this intention in writing to Academic Registry **before** 1 April of the year in which the award would be made and the student will be enrolled on that basis.

Where the option exists, students wishing to transfer enrolment from a generic programme title (e.g. BA Latin) to a programme title including a named specialism (e.g. BA Latin with Australian Studies) must submit this intention in writing to Academic Registry three months before the date of the final Examination Board at which the award will be made. Otherwise, the specialism will not be recorded on the degree certificate.

- 8 In addition to fulfilling the academic requirements as given in 4, 5 and 6 above, candidates for Honours and Ordinary degrees, Pearson's programmes and Foundation Degrees offered by the University must satisfy the appended Graduate Attributes requirements, and as detailed in the programme document.
- 9 Every candidate for a modular degree shall complete all assessments specified in the programme document to the satisfaction of the Examination Board (except where exemption by virtue of prior study/experiential learning has been agreed) within the following periods, taken from the normal first-year entry point for degree programmes: -

(i) **Full-time Mode**

three year programmes not more than five years  
four year programmes not more than six years

(ii) **Part-time Mode**

not less than four and not more than ten years

**(iii) Direct Entry into Third Year of Study (three year programmes)**

**Full-time mode: not more than three years**

**Part-time mode: not more than six years**

The above time limits may be extended in exceptional cases on application to the University's Regulations and Special Cases Committee

## **ASSESSMENT**

- 10 Assessment will be completed and the progress of a student in a module will be considered by the Examination Board (see [Assessment Regulations](#) ) normally at the first Board following completion of teaching of the module.
- 11 Where end-of-module examinations form part or all of the assessment, the examination schedule will be published at least two weeks before the first such examination. It is the candidate's responsibility to ensure attendance for examination in the correct place and at the correct time. Examinations will be conducted in accordance with the University's agreed practices and procedures. A zero mark will be recorded for non-attendance.
- 12 Where programme work or other forms of assessment not covered by 9, above, form part or all of the assessment in a programme, candidates will be advised in writing of the deadline for submission of such work. It is the candidate's responsibility to ensure that such work is submitted to the appropriate person and to receive written confirmation of acceptance. A zero mark will be recorded for work not submitted on time.
- 13 Undergraduate dissertations (20, 30 or 40 credits) shall be submitted electronically via the University's VLE facility. Students should not additionally be required to submit a hard copy version of the dissertation.
- 14 The pass mark in an assessment element, and for a module overall, shall be 40%.
- 15 Mitigating Circumstances must be submitted in advance of the relevant Examination Board on the Mitigating Circumstances Form in accordance with the [Mitigating Circumstances Procedure](#)
- 16 At the discretion of the Examination Board, candidates who have been unsuccessful in any modules, which contribute to the final award, **may** be permitted **up to two** further attempts to redeem their failure in each element of assessment of such module. Such candidates, provided they satisfy the Examination Board, shall not be able to improve upon the minimum module pass mark or the previously obtained module mark whichever is the higher following reassessment (see also 'Assessment Regulations').

The Examination Board may, at its discretion, make special arrangements for candidates to retrieve their failure if modules cease to be offered.

- 17 A module is normally deemed to have been passed if an overall module mark of 40% is attained. However, a candidate will not be permitted to pass if one or more assessment elements within the module have not been attempted. Neither will a candidate be permitted to pass if professional bodies, health and safety, or other requirements necessitate more stringent criteria, or if compensation will compromise the demonstration of achievement of the relevant learning outcomes. Assessments for which compensation is not permitted should be signified in the definitive programme document and in any handbooks derived from the programme document.
- 18 Compensation for failure in assessment shall be in accordance with the University's general [Assessment Regulations](#). Where compensation has been agreed, the original mark(s) will be recorded on the student transcript.

## PROGRESSION

- 19 To progress from one level of a programme to the next, (or other stages as specified in the programme document, but normally corresponding to academic years), candidates must normally satisfy the requirements (i.e. pass each assessment element) of all modules within the level (or stage) by success in assessment, exemption or compensation.
- 20 Candidates who fail to meet the requirements of assessment to the satisfaction of an Examination Board may be required by the Board to undertake *reassessment* of modules (or assessment elements), to *retake* modules, or to re-take all modules associated with the year (see [Assessment Regulations](#)).

## AWARDS

- 21 Qualification for and, where appropriate classification of, a degree award shall be determined by the Examination Board on the basis of a candidate's performance in the pursuit of those modules designated as contributing to the final award.
- 22 Except as shown below, for the award of an Honours degree, candidates must have successfully completed (or be exempted from or be compensated for) 360 credits, 120 of which must be at level 4, 120 of which must be at level 5 and 120 of which must be at level 6.

In exceptional circumstances, an Honours degree may be awarded on the basis of successful completion of 360 credits provided there is a minimum of 90 credits at Level 6 and/or a maximum of 30 credits at Level 3 (HE Level 0).

- 23 Except as shown below, for the award of an Ordinary degree, candidates must have successfully completed (or be exempted from or be

compensated for) 300 credits, 120 of which must be at level 4, 120 of which must be at level 5 and 60 of which must be at level 6.

24 Except as shown below, for the award of an Honours degree Pass(Unclassified), candidates must have successfully completed (or be exempted from or be compensated for) 300 credits, 120 at level 4, 120 at level 5 and 60 or more must be at level 6. Credit at a higher level can count in place of credit at a lower level.

25 For the award of an Honours or Ordinary Degree, candidates must, in addition to satisfying the requirements given above, have satisfied the the Graduate Attributes requirements for the programme (see Annex 1).

Programme documents may specify criteria in addition to the above, which must be fulfilled for awards (such as Professional Practice requirements).

26 The pass mark for both the Honours degree and the Ordinary degree shall be 40%.

27 Classification of awards for Honours degrees shall be determined in accordance with the University's general [Assessment Regulations](#) (paragraph 10.1).

## **ANNEX 1**

### **Regulations for Pearson's Programmes, Honours, Ordinary and Foundation Degrees – Graduate Attributes**

Cardiff Metropolitan University has defined a set of Graduate Attributes.

These Graduate Attributes are a set of competencies that all students from the University should develop throughout their time here, in all aspects of university life. These attributes relate to the qualities most commonly highlighted by employers as desirable and therefore they reflect the University's commitment to the enhancement of student employability.

Graduate Attributes are Programme Learning Outcomes, and therefore on successful completion of one of the above programmes types, students should be able to demonstrate the following graduate attributes:

- Problem solving and analytical ability
- Inter-personal skills and networking
- Global citizenship (diversity and sustainability)
- Flexibility and adaptability
- Effective communication
- Creativity and innovation

In common with all other Programme Learning Outcomes, Graduate Attributes are assessed implicitly within relevant module assessments on a programme.

Generic outcomes can be found in Table A1 below, however these may be contextualised further for individual programmes where appropriate.

**Table A1**

<b>GRADUATE ATTRIBUTE</b>	<b>Students should be able to:</b>
<b>PROBLEM SOLVING &amp; ANALYTICAL ABILITY</b>	<p>Use information in a range of media and apply logical and critical thinking to a range of problems</p> <p>Appropriately use evidence gathering, numeracy, analysis and synthesis to investigate problems and provide effective solutions</p> <p>Consider multiple perspectives as they apply to both practical and theoretical challenges</p>
<b>INTER-PERSONAL SKILLS AND NETWORKING</b>	<p>Work collaboratively and network effectively, taking the initiative and leading others when appropriate</p> <p>Negotiate, assert their own values and respect the values and contributions of others</p> <p>Operate in a range of roles within teams in order to meet common goals</p>
<b>GLOBAL CITIZENSHIP (DIVERSITY &amp; SUSTAINABILITY)</b>	<p>Demonstrate the ability to see themselves as part of a larger community and recognise the impact that their decisions and actions have on those around them</p> <p>Demonstrate possession of an international perspective and the inter-cultural competence to engage effectively with the environments in which they operate.</p> <p>Demonstrate appreciation of the importance of sustainable development</p>
<b>FLEXIBILITY &amp; ADAPTABILITY (LIFE-LONG LEARNING)</b>	<p>Effect change and be responsive to the situations and environments in which they operate</p> <p>Demonstrate an ability to show openness to life-long learning through directed and self-directed study and apply learning to new and unexpected situations</p> <p>Identify, evaluate and implement personal learning strategies</p>
<b>EFFECTIVE COMMUNICATION</b>	<p>Communicate effectively for different purposes and in different contexts</p> <p>Use the communication appropriate to a given situation including oral, written, numerical and graphic communication</p> <p>Effectively communicate with others, using digital technologies and engage productively in relevant online communities</p>
<b>CREATIVITY &amp; INNOVATION</b>	<p>Articulate new meanings; devise new arguments and find new ways of extending, modifying or contesting existing arguments</p> <p>Create value through originality, use of imagination and innovation</p> <p>Initiate innovative solutions processes or ideas through invention, exploration and making connections between different fields of knowledge</p>



Note: Graduate Attributes update, redefine and replace what were formerly referred to as Key Skills.

For completeness a mapping of Graduate Attributes to Key Skills is given in Table A2 below:

**Table A2**

<b>Graduate Attributes</b>	<b>Key Skills</b>
<b>PROBLEM SOLVING &amp; ANALYTICAL ABILITY</b>	<p>Problem Solving</p> <ul style="list-style-type: none"> <li>• <b>Show flexible, methodical, informed and creative approaches to problem solving.</b></li> </ul> <p>Numeracy</p> <ul style="list-style-type: none"> <li>• <b>Manipulate data numerately and coherently in an appropriate form in the discipline-specific professional context.</b></li> <li>• <b>Manage information through applying technology (including ICT).</b></li> </ul>
<b>INTER-PERSONAL SKILLS AND NETWORKING</b>	<p>Interactive/Group</p> <ul style="list-style-type: none"> <li>• <b>Work with others with confidence, initiative and effectiveness.</b></li> </ul>
<b>GLOBAL CITIZENSHIP (DIVERSITY &amp; SUSTAINABILITY)</b>	<ul style="list-style-type: none"> <li>• <b>Act in a professional and ethical manner, demonstrating the ability to learn from and reflect on experiences.</b></li> </ul>
<b>FLEXIBILITY &amp; ADAPTABILITY (LIFE-LONG LEARNING)</b>	<ul style="list-style-type: none"> <li>• <b>Demonstrate an ability to manage and develop themselves in terms of learning, time management, appreciating their own roles and reflecting on this development.</b></li> </ul>
<b>EFFECTIVE COMMUNICATION</b>	<p>Communications</p> <ul style="list-style-type: none"> <li>• <b>Communicate clearly and appropriately, demonstrating an awareness of a variety of contexts through reading, listening, writing, and presenting.</b></li> </ul>
<b>CREATIVITY &amp; INNOVATION</b>	<p>Problem Solving</p> <ul style="list-style-type: none"> <li>• <b>Show flexible, methodical, informed and creative approaches to problem solving.</b></li> </ul>