

REGULATION XV:

General Regulations for First Degrees

SCOPE OF THESE REGULATIONS⁵

1. These Regulations apply, subject to any different provision in the Regulations for a particular programme of study, to all Certificates, Diplomas and Bachelor's Degrees and Integrated Master's Degrees and to Foundation Years and Foundations Degrees, but where any programme of study is designated as a non-modular programme, Regulation 14 and subsequent Regulations will not apply to that programme.
2. The Senate will on the recommendation of the Faculty make Regulations providing for one or more programmes of study leading to the award of the Degree.

CONTENT OF PROGRAMMES OF STUDY

3. The Regulations for each programme of study will specify the units required of or available to students at each Level, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a student before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a student is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a student to make a choice, the student's choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a student to make a choice between units, for the student's choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to students. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an unrestricted unit within a programme of study requires the approval only of the Head of the Department offering the unit.

ATTENDANCE OTHER THAN FOR UNIVERSITY QUALIFICATIONS

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of Department on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.
7. A student attending the University under the Erasmus exchange programme will register for 60 credits in each semester attended. Such a student will normally register for units at the appropriate Level of a programme of study offered by the relevant department.

STUDY ABROAD

8. A student may be permitted by the Faculty, on the recommendation of the Head of Department, to spend a period of not more than two consecutive semesters at an overseas University under a scheme approved by the Faculty; such a student will pursue courses and take examinations under arrangements approved by the Head of Department.

DEGREES WITH EMPLOYMENT EXPERIENCE

9. A student may be permitted to spend one session undertaking an approved placement in employment, the arrangements being subject to the approval of the Head of Department, and for which no grades will be awarded. Subject to successful completion of the requirements for the programme of study for which

⁵ Additional Regulations apply to students in the International Faculty (www.citycollege.sheffield.eu/frontend/index.php).

the student is registered, the Examiners may recommend that a student who successfully completes such a placement be awarded the named Degree 'with Employment Experience'.

TRANSFER BETWEEN PROGRAMMES OF STUDY AND FACULTIES

10. A student may, with the permission of the Faculty, transfer to another programme of study. The Faculty will determine in each case the extent to which parts of the original programme already completed by a student will be treated as forming part of the new programme. Where parts of the original programme are so treated the credits and grades (including any fail grades) already obtained by the student will be counted in respect of the new programme. Where parts of the original programme are not so treated, the fact that the student has previously taken the relevant units and the grades and credits (if any) awarded will be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts. A transfer from one Faculty to another requires the permission of both Faculties concerned. Permission to transfer will not imply the waiver of any requirements as to prerequisites.

TIME-LIMITS

11. Except with the permission of the Faculty:
- (a) a full-time student must complete the Final Examination for a Degree within a period two years greater than the minimum required to complete the programme of study;
 - (b) a part-time student must complete the Final Examination for a Degree within a period of nine years from the date of initial registration.
- Any period during which the Faculty has granted a student leave of absence will be ignored in calculating the time-limit.

RECOGNITION OF CREDITS AND EXAMINATIONS

12. The Faculty may recognise credits obtained or examinations passed in other institutions as equivalent to credits awarded at Level 1, Level 2 or Level 3 under the Regulations of this University, provided that the work attracting the credits has not been and will not be submitted for any other Degree except as permitted by the Senate in the case of collaborative dual/double award programmes, and that (except in the case of non-modular programmes) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys may not, without the special permission of the Senate, be awarded to any student who has not been awarded at least 180 credits at Level 1, Level 2 or Level 3 under the Regulations of this University, at least 100 of which were at Level 3. "Credits awarded under the Regulations of this University" includes credits obtained in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University.

AEGROTAT CASES

13. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing an examination but are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the examination, they may recommend that the student be deemed to have passed the examination and that the student be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units will not be taken into account in determining the class of Degree to be awarded.
14. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing a substantial part of the Final Examination for a Degree, and are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the examination but that it is impossible to determine the appropriate class in which the student should be placed, they may recommend that the student be awarded an Aegrotat Degree.

REGISTRATION FOR PROGRAMMES AND UNITS

15. A student will register for a particular programme of study and for the units the student proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study at a particular Level, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a student may only register for the unit at one such point.
16. A student will register for units to the value of not fewer than 120 credits at each of Level 2 and Level 3, of which not fewer than 90 credits will be at FHEQ Level 6 or above. A student at Level 4 will register

for units to the value of not fewer than 120 credits. Not fewer than 120 credits of those taken at Levels 3 and 4 will be at FHEQ Level 7.

17. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Pro-Vice-Chancellor of the Faculty, a unit which is available at Level 1 of any programme of study may not be taken by any student at a subsequent Level.
18. A student may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester will be made only with the permission of the Faculty.

EXAMINATIONS

19. Where a unit is taken in the Autumn or the Spring Semester, an examination will be held for that unit in the relevant semester. Where a unit is taught over both semesters, an examination will be held for that unit in the Spring Semester.
20. At Level 1, a second examination in respect of each unit will be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to students who have failed in the first examination.
21. At Level 2 in certain programmes of study determined by the Faculty, a second examination in respect of each unit will be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to students who have failed in the first examination.
22. Where some part of the programme of study carrying a value in terms of credits is not in the form of a unit, the Regulations will specify the time or times at which the examination is to be held.

AWARD OF CREDITS

23. Subject to the requirements of these Regulations as to attendance, a student who satisfies the Examiners in the examination for a unit will be awarded the credits assigned to that unit.
24. A student who has been awarded credits in respect of any unit may not repeat the Examination for that unit.

FOUNDATION YEAR

25. A student will complete units at Level 0 to a total value of not less than 120 credits. For the purposes of this Regulation 'completed units' are those for which a student has obtained:
 - (a) a pass grade or pass outcome;
 - (b) a fail grade; *or*
 - (c) where formal exemption as a result of previous study has been approved.
26. A student who is awarded 120 credits will thereby pass the Foundation Year.
27. A student who fails to satisfy the Examiners in respect of any unit at Level 0 may enter for a subsequent examination in respect of the unit on no more than two occasions. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

FIRST UNIVERSITY EXAMINATION

28. Within each programme of study there will be an Examination, referred to in these Regulations as the First University Examination.

Level 1

29. A student will complete units at Level 1 to a total value of not less than 120 credits. For the purposes of this Regulation 'completed units' are those for which a student has obtained:
 - (a) a pass grade or pass outcome;
 - (b) a fail grade; *or*
 - (c) where formal exemption as a result of previous study has been approved.
30. A student who is awarded 120 credits will thereby pass the First University Examination. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits and who obtains a grade or grades of not less than 30 in the unit(s) in respect of which credits are not awarded be deemed to have passed the First University Examination. Such a recommendation will take into account the performance of the student in the units in respect of which credits are not awarded and the extent to which the student's performance in other units provides compensation for failure in those

units, and will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

31. **For students commencing Level 1 of a modular programme of study in or after September 2012**

- (a) In the case of a student commencing Level 1 of a modular programme of study in or after September 2012, the Examiners will adopt the following Regulation.

A student who fails to satisfy the Examiners in respect of any unit at Level 1 may (subject to the General Regulations relating to the Progress of Students) enter for a subsequent examination in respect of the unit on no more than two occasions. A student may re-sit under this Regulation despite having been deemed to have passed the First University Examination at the end of the Spring semester. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

For students commencing Level 1 of a programme of study before September 2012 and students on a non-modular programme of study

- (b) In the case of a student commencing Level 1 of a programme of study before September 2012 or a candidate on a non-modular programme of study, the Examiners will adopt the following Regulation.

A student who fails to satisfy the Examiners in respect of any unit at Level 1 may enter for a subsequent examination in respect of the unit on one or (subject to the General Regulations relating to the Progress of Students) more occasions. A student may re-sit under this Regulation despite having been deemed to have passed the First University Examination at the end of the Spring semester. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

32. The Faculty may permit a student who has, at the end of any session, failed to pass the First University Examination to re-commence the programme of study at the following (or a later) session. In such a case, the fact that the student has previously taken any unit and the grades and credits (if any) awarded will be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts.

FINAL EXAMINATION

33. Within each programme of study there will be an Examination, referred to in these Regulations as the Final Examination.

34. A student will complete units to a total value of not less than 120 credits at each of Levels 2, 3 and (where applicable) 4. For the purpose of this Regulation 'completed units' are those for which a student has obtained:

- (a) a pass grade or pass outcome;
(b) a fail grade; *or*
(c) where formal exemption as a result of previous study has been approved.

Where the Regulations for a particular programme of study provide for a phase of the programme to be intercalated (for example a session spent abroad in a programme of study in a modern language) a student will in addition complete the requirements of that phase bearing a value in terms of credits prescribed in the relevant programme Regulations.

A student at Level 2, 3 or 4 (other than a candidate on a programme of study offered by the Department for Lifelong Learning) may not take as an unrestricted unit:

- (a) an ACE unit, without the permission of the Head of Department;
(b) a unit available at Level 1 in any programme of study, unless the programme Regulations expressly so provide or with special permission given under arrangements approved by the Pro-Vice-Chancellor.

Level 2

35. A student must have passed the First University Examination before proceeding to Level 2.

36. **For students who commenced Level 1 of a programme of study in or after September 2012**

- (a) A student who fails to satisfy the Examiners in respect of any unit at Level 2 may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in

respect of the unit on one occasion. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

For students who commenced Level 1 of a programme of study before September 2012 and students on a non-modular programme of study

- (b) A student who fails to satisfy the Examiners in respect of any unit at Level 2 may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the unit on one or more occasions. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.

Level 3

37. A student for a Degree other than an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits at Level 2 be permitted to proceed to Level 3. Such a recommendation will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.
38. A student for an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 or who has obtained a weighted mean grade less than 54.5 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits at Level 2 and who obtains a weighted mean grade of not lower than 49.5 be permitted to proceed to Level 3. Such a recommendation will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.
39. A student for a Degree other than an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination on one occasion in respect of any failed unit(s) taken at Level 2 where a subsequent examination has not already been attempted, or in respect of any failed unit(s) taken at Level 3. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit and will not be recommended for the award of Honours. In the event that the grade achieved following a subsequent examination is lower than that achieved on a previous occasion, the higher grade will be awarded.
40. A student for an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit(s) on one occasion. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade will be awarded.

Level 4

41. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits at Level 3 and who obtains a weighted mean grade at Level 3 of not lower than 49.5 be permitted to proceed to Level 4. Such a recommendation will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.
42. A student who fails to satisfy the Examiners in respect of any unit at Level 4 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit on one occasion. A student satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade will be awarded.

GRADES FOR UNITS

43. **In respect of units at Level 0 or FHEQ Levels 4, 5 and 6 and in respect units at FHEQ Level 7 taken by students commencing Level 3 or Level 4 in September 2013**
- (a) The Examiners will award in respect of each unit a grade expressed as a whole number of the following numerical scale:
- | | |
|--------|---|
| 70-100 | work to a standard appropriate to Class I |
|--------|---|

60-69	work to a standard appropriate to Class II - Division 1
50-59	work to a standard appropriate to Class II - Division 2
45-49	work to a standard appropriate to Class III
40-44	work of a Pass standard
0-39	work in respect of which the student fails

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

In respect of units at FHEQ Level 7 taken by students commencing Level 3 or Level 4 in or after September 2014

- (b) The Examiners will award in respect of each unit a grade expressed as a whole number of the following numerical scale:

70-100	work to a standard appropriate to Class I
60-69	work to a standard appropriate to Class II - Division 1
50-59	work to a standard appropriate to Class II - Division 2
0-49	work in respect of which the student fails

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

- (c) **In respect of students who commenced prior to September 2000**, reference should be made to Regulation 36 of the Regulations for First Degrees in the Calendar for 2005-06.

CLASSIFICATION OF STUDENTS

General: for all students

44. The class of Degree to be awarded to each student will be recommended to the Faculty by the Examiners. The recommendations will take into account the performance of the student at Level 2, Level 3 and, where applicable, Level 4.
45. In every case, the Examiners will recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the student.
46. A student who is awarded the required number of credits at Levels 2 and 3, but to whom the Examiners do not recommend the award of Honours will be recommended for the award of a Pass degree.
47. (a) The Examiners may recommend that a student for a Degree other than an Integrated Master's Degree who is awarded not fewer than 200 credits at Levels 2 and 3, of which not fewer than 90 credits are at FHEQ Level 6 or above, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the student has obtained a weighted mean grade of not less than 39.5 in the Examination as a whole. The Examiners may, having regard to the following Regulations, recommend the award of Honours to such a student. A student who is awarded not fewer than 200 credits at Levels 2 and 3 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Pass Degree.
- (b) The Examiners may recommend that a student for an Integrated Master's Degree who is awarded not fewer than 320 credits at Levels 2 and 3 and 4, of which not fewer than 90 credits at Levels 3 and 4 are at FHEQ Level 7, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the student has obtained a weighted mean grade of not less than 49.5 in the Examination as a whole. A student who is awarded not fewer than 320 credits at Levels 2, 3 and 4 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Bachelor's Degree, with or without Honours.
48. The Examiners may in their discretion, but only with the specific concurrence of the External Examiner, recommend that a student who is awarded not fewer than 180 credits at Levels 2 and 3 (or 280 credits at Levels 2, 3 and 4), and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination, but will not recommend the award of Honours to such a student.

For students commencing Level 2 of a programme of study in or after September 2006

49. In the case of a student commencing Level 2 of a programme of study in or after September 2006, a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2.
50. In the case of a student commencing Level 2 of a programme of study in or after September 2006, the Examiners for each programme of study will adopt the method set out in the following Regulations.

Calculations

51. The Examiners will have regard to the outcome of the following Calculations, which will in each case be either a class or a borderline to a higher class.

52. **Calculation 1** (the weighted mean grade) is made in accordance with the following principles:

- (a) where a student's weighted mean grade is of a value indicated in the first column, the outcome of Calculation 1 will be the corresponding class indicated in the second column:

69.5 or higher	Class I
59.5 or higher	Class II - Division 1
49.5 or higher	Class II - Division 2
44.5 or higher	Class III
39.5 or higher	Pass

- (b) (For students commencing Level 3 or Level 4 of a programme of study in September 2010) where a student's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 will be the borderline to the corresponding class indicated in the second column:

67.0-69.4	Class I
57.0-59.4	Class II - Division 1
47.0-49.4	Class II - Division 2
43.5-44.4	Class III
37.0-39.4	Pass

- (c) (For students commencing Level 1 or Level 2 of a programme of study in or after September 2010) where a student's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 will be the borderline to the corresponding class indicated in the second column:

68.0-69.4	Class I
58.0-59.4	Class II - Division 1
48.0-49.4	Class II - Division 2
43.5-44.4	Class III
38.0-39.4	Pass

53. **Calculation 2** (the distribution of grades) is made in accordance with the following principles:

- (a) where the best half of a student's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 will be the corresponding class indicated in the second column:

69.5 or higher	Class I
59.5 or higher	Class II - Division 1
49.5 or higher	Class II - Division 2
44.5 or higher	Class III
39.5 or higher	Pass

- (b) where the best five twelfths of a student's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 will be the borderline to the corresponding class indicated in the second column above.

Classifications

54. In recommending the class of Degree to be awarded to each student, the Examiners will take into account the outcomes of Calculations 1 and 2 in accordance with the following principles:
- (a) where one Calculation places the student in one class and the other Calculation places the student in either the same class or the borderline to the same class, the student will normally be recommended for the award of a Degree of that class;
 - (b) where one Calculation places the student in one class, and the other Calculation places the student in the borderline to the class immediately above, the student will normally be recommended for the award of a Degree of the lower class;
 - (c) where one Calculation places the student in one class, and the other Calculation places the student in the class immediately below, the student will be considered as being in the borderline to the higher class, and the class of the Degree to be recommended by the Examiners will normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;
 - (d) where both Calculations place the student in the same borderline, the class of the Degree to be recommended by the Examiners will normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;
 - (e) where one Calculation places the student in one class, or borderline to a class, and the other Calculation places the student in another class, or borderline to a class, neither immediately above nor below, the Examiners will recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the student.
55. In the case of a student for the Degree of MBiolSci, MBiomedSci, MChem, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys who is being considered for the award of a Bachelor's Degree, the recommendation of the Examiners as to the class of Degree to be awarded will take into account the performance of the student at Level 2 and Level 3.
56. Students commencing Level 2 of a programme of study in or after September 2000 but before September 2006 should refer to Regulations 53, 43 and 55 of the General Regulations for First Degrees in the Calendar for 2015-16.

MERITS AND DISTINCTIONS FOR FOUNDATION DEGREES

57. A student who obtains a weighted mean grade of not less than 70 overall and a grade of not less than 70 in units to the value of 160 credits may be recommended for the award of Foundation Degree with Distinction.
58. A student who obtains a weighted mean grade of not less than 60 overall and a grade of not less than 60 in units to the value of 160 credits may be recommended for the award of Foundation Degree with Merit.

SUBSTITUTION OF UNITS

59. A student entitled under the above Regulations to enter for a subsequent examination at any Level may, with the permission of the Faculty, substitute another unit for that in respect of which the student has failed to satisfy the Examiners. Permission to make a substitution under this Regulation will not increase the number of occasions on which a student may enter an examination.
60. Except for Level 1 students commencing Level 1 before September 2012, a student satisfying the Examiners in the examination for the substituted unit or other part will be awarded a bare pass grade in that examination.