GUIDANCE FOR DEPARTMENTS ON THE USE OF THE GRADE OF ZERO
AND THE DEFINITION OF ‘COMPLETED’ UNITS

1. Regulations 31 and 40 in the General Regulations for First Degrees have been re-defined as follows:

40. In respect of candidates commencing Level 1 or Level 2 of a programme of study in or after September 2000, the Examiners shall award in respect of each unit a grade expressed as a whole number on the following numerical scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100</td>
<td>work to a standard appropriate to Class I</td>
</tr>
<tr>
<td>60-69</td>
<td>work to a standard appropriate to Class II—Division 1</td>
</tr>
<tr>
<td>50-59</td>
<td>work to a standard appropriate to Class II—Division 2</td>
</tr>
<tr>
<td>45-49</td>
<td>work to a standard appropriate to Class III</td>
</tr>
<tr>
<td>40-44</td>
<td>work of a Pass standard</td>
</tr>
<tr>
<td>0-39</td>
<td>work in respect of which the candidate fails</td>
</tr>
</tbody>
</table>

Work not submitted, or work submitted 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.

…etc…

31. A candidate shall 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 candidate has obtained

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

…etc…

These re-definitions relating to a grade of zero and a ‘completed unit’ have been made to better reflect the ways in which these terms should be practically used and thus prevent difficulties in determining whether an undergraduate student should be judged to have ‘completed’ a unit/module and therefore whether the student should be allowed to progress/be awarded a degree.

2. Circumstances in which awarding a grade of zero for assessed work is appropriate:

a) Work submitted but unworthy of a grade greater than zero;
Coursework or examination script displays an attempt to address the assessment requirements but what has been produced is entirely wrong or completely misses the point.

b) Work submitted late which incurs a penalty.
Coursework has been submitted more than 5 days late without special dispensation, as defined in the University’s Revised Unified Penalties Policy.

3. Circumstances in which not awarding a grade at all for assessed work is appropriate:

a) Work not submitted;
Coursework has not been submitted or examination was not attended.

b) Work submitted is deemed to be of no academic merit;
Coursework or examination script displays no attempt to address the assessment requirements, e.g. student has written their name only.
c) Work submitted is the subject of unfair means and credit has been refused; 
*A department or the University Discipline Committee has agreed that work which has, for example, been plagiarised, should not be awarded a grade and credit for the work or the unit/module is refused.*

d) Credit denied for poor attendance; 
*Regulation 42 of the University General Regulations relating to attendance has been invoked (work may or may not have been submitted) and a department has agreed to deny credit for the unit/module.*

e) However, where work is for a unit/module taken at the final Level of undergraduate study, and a department or the University Discipline Committee does not want a student to be forced to resit a unit/module and subsequently only be eligible for the award a Pass degree they may agree to award an overall module grade of zero instead of awarding no grade at all at 3a to 3d above.

4. Consequences for whether a unit/module is classed as ‘completed’ or not:

a) Where the assessment component (or components) on a unit/module **have all been awarded grades of zero to 100**, the overall module grade is calculated according to the weighting of the component(s) and the module outcome will be either 'Pass' (P) or 'Fail' (F) (including consideration of any other mandatory requirements for the unit/module/programme – see 4d below). The unit/module is classed as having been ‘completed’.

*e.g.* Module consists of one piece of coursework (weighted 60%, grade of 68 awarded) and an exam (weighted 40%, attempted but what is written misses the point completely, grade of zero awarded). No other mandatory requirements. Overall module grade is \((60\% \times 68) + (40\% \times 0) = (40.8 + 0) = 41\) and module outcome = ‘Pass’ (P).

*e.g.* Module consists of one piece of coursework (weighted 40%, submitted more than 5 days late with no special dispensation, grade of 0 awarded) and an exam (weighted 60%, grade of 52 awarded). No other mandatory requirements. Overall module grade is \((40\% \times 0) + (60\% \times 52) = (0 + 31.2) = 31\) and module outcome = ‘Fail’ (F).

b) Where the assessment component (or components) on a unit/module **have all not been awarded a grade**, then the overall module grade will be blank with a module outcome of ‘Not Completed’ (NC), unless a student has submitted special circumstances which provide mitigation and the Examiners have agreed a module outcome of ‘Not Assessed’ (NA). In both cases the unit/module is classed as ‘not completed’.

*e.g.* Module consists of one piece of coursework (weighted 60%, not submitted and no mitigation, no grade awarded) and an exam (weighted 40%, attended but no attempt made as student only wrote their name on the script, no grade awarded). Overall module grade is blank and module outcome is ‘Not Completed’ (NC).

N.B. Where a student has submitted special circumstances which provide mitigation and Faculty have approved the Examiners’ recommendation to award a module outcome of an aegrotat Pass (P) instead of Not Assessed (NA) the unit/module is classed as ‘completed’ (in line with Regulation 30(a)).

c) Where a unit/module consists of more than one assessment component and the grades awarded for each component are a **combination of grades of zero to 100 and no grades**, the overall module grade is calculated according to the weighting of solely the component(s) which have been awarded a grade of zero to 100. The module outcome will be either ‘Fail’ (F) or ‘Pass’
(P) (including consideration of any other mandatory requirements for the unit/module/programme – see 4d below). The unit/module is classed as having been 'completed'.

e.g. Module consists of one piece of coursework (weighted 60%, grade of 68 awarded) and an exam (weighted 40%, not attended and no mitigation, no grade awarded). No other mandatory requirements. Overall module grade is \((60\% \times 68) = 40.8 = 41\) and module outcome is 'Pass' (P).

e.g. Module consists of one piece of coursework (weighted 40%, plagiarised, no grade awarded by department) and an exam (weighted 60%, grade of 52). No other mandatory requirements. Overall module grade is \((60\% \times 52) = 31.2 = 31\) and module outcome is 'Fail' (F).

d) Where there are additional mandatory or Professional Body requirements specified for the unit/module/programme and these are not met, then instead of the approach described at 4a and 4c above, the overall module grade may be recorded as blank with a module outcome of 'Not Completed' (NC) and the unit/module is therefore classed as 'not completed'. If this approach is taken it should be applied to all students on the unit/module who do not meet the mandatory requirements and for whom there are no mitigating circumstances, to ensure equitable treatment.

e.g. Module consists of one piece of coursework (weighted 60%, grade of 68 awarded) and an exam (weighted 40%, not attended and no mitigation, no grade awarded). Mandatory requirement that all assessment components must be attempted. Overall module grade is blank and module outcome is 'Not Completed' (NC).

e) Where a department or the University Discipline Committee have agreed to refuse or deny credit for an entire unit/module (see 3c and 3d above) and return no overall module grade and a module outcome of 'Not Completed' (NC), then the unit/module is classed as 'not completed'.

e.g. Module consists of one piece of coursework (weighted 100%, plagiarised, no grade awarded). Credit refused for entire module. Overall module grade is blank and module outcome is 'Not Completed' (NC).

e.g. Module consists of one piece of coursework (weighted 60%, plagiarised, no grade awarded) and an exam (weighted 40%, grade awarded). Credit refused for entire module. Overall module grade is blank and module outcome is 'Not Completed' (NC).

e.g. Module consists of one piece of coursework (weighted 60%, grade of 48 awarded) and an exam (weighted 40%, grade of 42 awarded). Attendance at scheduled unit/module sessions has been extremely poor. Credit denied for entire module (University Regulation 42). Overall module grade is blank and module outcome is 'Not Completed' (NC).

5. Consequences for progression/award of a degree and in line with Regulation 31:

a) Examiners may exercise discretion about whether to allow an undergraduate student to progress/be awarded a degree if all units/modules taken at the relevant Level are classed as 'completed'.

b) Examiners cannot allow progression/award a degree where an undergraduate student has one or more units/modules at the relevant Level which are classed as 'not completed'. In such cases the year end outcome or the award recommendation will either be a Fail (where one or more module outcomes are NC 'Not Completed' and none are NA 'Not Assessed') or Not Assessed (where one or more module outcomes are NA 'Not Assessed') and the student will be required to resit.
6. The concepts of a ‘completed unit’ or progression between Levels are not defined for taught postgraduate programmes of study. However, Regulation 15 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates utilizes the same definition of grades as for First Degrees (Regulation 40).

Thus for postgraduate taught students, the circumstances described in sections 2 and 3 above also apply, regarding when it is appropriate to award a grade of zero or no grade at all.

Where a postgraduate taught student is awarded an overall grade of zero for a unit/module and the module outcome is ‘Fail’ (F), or where no grade is awarded for the unit/module and the module outcome is ‘Not Completed’ (NC) or ‘Not Assessed’ (NA), then no credits are awarded for that unit/module. The student will then not be eligible to be recommended for the award of a Masters degree or Postgraduate Diploma (as per Regulations 19 and 20 regarding the number of credits required and the minimum grade required in failed units/modules). The student will be required to resit to redeem the degree.

Learning and Teaching Services
Taught Programmes Office

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