

## **STANDARD ASSESSMENT REGULATIONS 2024/25**

In the context of these regulations “you” means students at Sheffield Hallam University and “University” means Sheffield Hallam University.

These regulations apply to all undergraduate, Integrated Masters and taught postgraduate programmes offered by the University, except where there are specific exemptions, e.g. to meet Professional, Statutory or Regulatory Body (PSRB) requirements. This includes students who are studying a Sheffield Hallam University award at one of our validated partners. Approved exemptions will be published in individual course documentation and are also listed in the [Exemptions from the Standard Assessment Regulations](#).

The University reserves the right to make reasonable changes to the regulations where it will assist in the proper delivery of education. These changes will normally be implemented at the beginning of a standard academic year (i.e. September). We may introduce changes during an academic year when we consider these to be in the best interests of students or where this is required by law.

### **Responsibilities of the University**

The University will ensure that you have access to the Standard Assessment Regulations and any supporting assessment policies and procedures. These can be viewed on My Hallam under [Rules and Regulations](#).

Assessment requirements for each module will be published to you. This information will include:

- Any regulations specific to your course.
- Learning outcomes, assessment criteria, weightings, and the types of assessment for each module.
- Procedures for submitting assessments and indicative feedback dates.
- Grading criteria and marking schemes.

### **Responsibilities of students**

It is your responsibility to:

- Make sure you understand and comply with the assessment regulations, policies and procedures for your course.
- Submit assessments and attend examinations as required.
- Be aware of and comply with the requirements for academic conduct as outlined in the Academic Conduct Regulation and Examination Conduct document.

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## Regulation 1: Duration of the Course

**PURPOSE:** this regulation explains the normal duration of a course and the maximum length of time which can be taken by students to achieve their award.

### 1.1 Taught Undergraduate and Postgraduate courses

The table in the [Academic Awards Framework](#) states the normal and maximum time limits of awards for students studying on full-time or part-time undergraduate and postgraduate courses.

- If you start a course with recognised prior credit or transfer credit from another course, the normal and maximum time limits are changed accordingly (e.g. a full-time student starting an Honours Degree programme at Level 5 has a normal duration of 2 years and a maximum time limit of 5 years).
- If you transfer to a different course without any credit, the maximum time limit of the new course will apply.
- If you have reached the time limit for your course but have outstanding assessments to complete due to exceptional circumstances, you may carry this over to the next academic year. You cannot start new study on the same course once you have reached the time limit.

If you are unable to complete your course within the maximum time permitted, you will be withdrawn from your course and considered for an interim award if appropriate. Any further application for study at the University will be considered under the [University Admissions Policy](#).

### 1.2 How the time limit is calculated

The course duration includes the years that you study a course plus any additional time you may need due to:

- Exceptional circumstances
- Taking a break from study
- Repeating any modules, you may have failed.

If you exceed the normal time limit, this could impact your fees, funding or visa.

## **Regulation 2: Passing a module and awarding credit**

**PURPOSE:** this regulation explains what you need to achieve to pass a module, how the overall module results are calculated and how credit is awarded. The minimum module pass mark is 40% for Levels 0 – 6 and 50% for Level 7.

### **2.1 Passing a module**

Modules are assessed by one or more tasks. Where there is more than one assessment task, weightings and rules for passing the module will be provided in the module or course information. The weighting of the assessment tasks will be expressed as a percentage (e.g. a coursework essay may count for 30% of the whole module mark and an exam for 70% of the whole module mark).

If the module uses percentage marks, you must achieve the minimum module pass mark to pass the module.

If the module uses pass/fail grades only, or a combination of percentage marks and pass/fail grades, you must achieve an overall pass grade, to pass the module.

All nominal credit modules (1 credit modules) use pass/fail grades only.

For courses where there is a professional body requirement, you may also have to achieve a specified pass mark in all the module assessments or other criteria to pass the module. This will be made clear to you in the module or course information.

If after reassessment, you get a lower mark than at the initial attempt, the original highest mark will normally stand.

### **2.2 Award of module credit**

Credit will be awarded for the module where you achieve or exceed the pass criteria for that module. Credit is also awarded for compensated passes (see [Regulation 6](#)).

Once a module has been passed students are not normally permitted to resit that module. Exceptions to this apply to Level 6 and Level 7 students and are detailed in the [Extensions and Exceptional Circumstances Policy and Procedure](#).

## **Regulation 3: Entitlement to assessment and reassessment**

**PURPOSE:** this regulation explains the number of assessment and reassessment opportunities within one delivery of a module and explains the different forms of reassessment available.

### **3.1 Entitlement**

When you register on a module, you are given access to teaching and learning resources. You are entitled to:

- an initial attempt at the assessment task(s)
- one reassessment attempt (if you do not pass at the first attempt).

### **3.2 Reassessment in a module**

If you do not achieve a minimum pass mark for the module overall, you are entitled to another assessment attempt at the end of the module.

Where there are multiple tasks within a module, you will only need to be reassessed in the task that you have failed. This will usually be:

- In the same format as the initial task (e.g. if the initial task was an exam, the reassessment will normally be an exam).
- A re-work of the original task, or where this is not appropriate (i.e., in a multiple choice test where answers have been revealed) a new task will be required.
- An alternative format of the task may be set if it is not appropriate for you to be assessed by the same method as at the initial attempt, for example, if this was group work or took place on a field trip.

### **3.3 Passing a module following reassessment**

#### **3.3.1 Modules which are marked using percentage marks**

You will pass a module marked by percentage if you achieve an overall module mark of the minimum pass mark or above. For some professional courses, you will also need to achieve the specified pass mark in all the module assessment tasks in order to pass the module.

The maximum mark you can achieve in a reassessment task is the minimum pass mark.

If your mark after reassessment is lower than your initial attempt, your initial (higher) mark will be used to calculate the overall module mark.

If you do not take the reassessment task, a mark of zero will be recorded and your initial mark will be used to calculate the overall module mark.

#### **3.4 Academic Conduct Sanction**

If an allegation that you have breached the [Academic Conduct Regulations](#) is upheld, reassessment in a module may be set as a sanction.

## **Regulation 4: Allowances for Exceptional Circumstances**

**PURPOSE:** this regulation explains what happens to your module assessments if you request consideration of exceptional circumstances.

### **4.1 Consideration of your exceptional circumstances**

The University recognises that students can be affected by serious difficulties which can impact their studies. Where your exceptional circumstances have been accepted by the University, you will be given the opportunity to take the assessment task that was affected again if you did not achieve the minimum overall pass mark in the module.

The mark will not be capped unless you have already had one attempt and the exceptional circumstances relate to the reassessment attempt.

Where there are multiple tasks within a module, you will only need to take the assessments affected by the circumstances. This will usually be:

- In the same format as the initial task (e.g. if the initial task was an exam, the reassessment will normally be an exam).
- A re-work of the original task, or where this is not appropriate (i.e., in a multiple choice test where answers have been revealed) a new task will be required.
- An alternative format of the task may be set if it is not appropriate for you to be assessed by the same method as at the initial attempt, for example, if this was group work or took place on a field trip.

Further information can be found in the [Extensions and Exceptional Circumstances Policy](#).



## **Regulation 5: Failure of a module**

**PURPOSE:** this regulation explains the reasons why you might fail a module.

You will fail a module if:

- After reassessment, you do not achieve the minimum overall pass mark in a module, which may include the requirement to pass an individual assessment task.
- Where failing the module is a sanction set through the [Academic Conduct Regulation](#).

If you fail a module:

- You may repeat the same module on one occasion only (see [Regulation 8](#)). This applies to both core and elective modules.
- You may repeat a substitute module on one occasion only (see [Regulation 8](#)). This applies to elective modules only.

If you fail a module due to academic misconduct, you may be given a sanction that means you are not allowed to repeat the module or a substitute module.

## **Regulation 6: Compensation**

**PURPOSE:** this regulation explains how you may be compensated to progress from one level to the next or to achieve an award.

Compensation is the practice of awarding credit for a limited number of modules that have not been passed. It is based on a good overall academic performance in a single academic year at a specific level of study.

Compensation is not permitted on any postgraduate taught courses.

Compensation can be applied to enable you to progress from one complete level (minimum 120 credits) to the next, or to gain an award.

Credit will be awarded for any compensated modules.

Compensation will be applied automatically by the Assessment Board once you have completed a first attempt at all the modules in the level (i.e. 120 credits).

Some modules/tasks may be designated as non-compensable, for example, those marked by pass/fail grades or due to professional, statutory, or regulatory body requirements.

### **6.1 Foundation Degree**

Where a student has a level average of 40% or more and has achieved a mark of 35% in any failed modules, they can progress to the next level of study or complete study using compensation as follows:

Level 4 – no more than 20 credits

Level 5 – no more than 20 credits

### **6.2 Bachelor's Degrees with Honours**

Where a student has a level average of 40% or more and has achieved a mark of 35% in any failed modules, they can progress to the next level of study using compensation as follows:

Level 4 – no more than 60 credits

Level 5 and Level 6 – no more than 40 credits across both levels. For example, if you compensate 40 credits at Level 5, you will not be eligible for compensation at Level 6. If you compensate 20 credits at Level 5, you will be eligible for

compensation in 20 credits at Level 6. If you do not use compensation at Level 5, you will be eligible to compensate 40 credits at Level 6.

### **6.3 Integrated Master's Degrees**

Where a student has a level average of 40% or more and has achieved a mark of 35% in any failed modules, they can progress to the next level of study using compensation as follows:

Level 4 – no more than 60 credits

Level 5 and Level 6 – no more than 40 credits across both levels. For example, if you compensate 40 credits at Level 5, you will not be eligible for compensation at Level 6. If you compensate 20 credits at Level 5, you will be eligible for compensation in 20 credits at Level 6. If you do not use compensation at Level 5, you will be eligible to compensate 40 credits at Level 6.

Level 7 – compensation is not permitted on any Level 7 modules.

## **Regulation 7: Progression Rules**

**PURPOSE:** this regulation explains how you can progress from one level to the next.

### **7.1 Foundation Year (Level 0)**

Students who submit all their assessments and gain an average of 40% or more across all their foundation year modules may progress to Level 4. Any student who does not achieve a level average of 40% will need to undertake reassessment in any failed modules to achieve a 40% level average before they can progress.

### **7.2 Profile for Progression (Foundation Degrees, Bachelor's Degrees with Honours and Integrated Master's Degrees)**

You will progress from one level to the next if you have:

- successfully passed all 120 credits, or
- achieved the profile for compensation and have been awarded 120 credits (see [Regulation 6](#)).

If you do not meet the profile for progression as described above, you may be able to progress to the next level trailing up to a maximum of 40 credits from the previous level. This could be due to outstanding reassessments or repeating a module. You can only progress carrying outstanding credit from the level below, e.g. you can progress to Level 6 carrying Level 5 credit but not carrying Level 4 credit.

### **7.3 Master's Degrees**

There are no progression requirements on any taught postgraduate courses. Students must achieve a mark of 50% or more to pass a module. All modules must be passed to be eligible for the award.

### **7.4 Part-time students only**

Assessment boards are held at the end of an academic year. For some part-time students, this will not be at a progression point between levels. If you have failed one or more of your modules at this point, you may undertake reassessment or repeat modules alongside your new modules as long as this does not exceed the maximum amount of credit that a part-time student can take in any one academic year, which is 105 credits.

## **7.5 Higher Degree Apprenticeships**

If you are on a Higher Degree Apprenticeship course, you are permitted to progress to Gateway leading to the End Point Assessment once you have successfully completed all the credits associated with your award and met the criteria as prescribed by the relevant apprenticeship framework or standard in accordance with Education and Skills Funding Agency funding and monitoring rules.

## **7.6 Other factors constraining progression**

If you have to trail credit from one year to the next, or are returning from a break in study, there may be some circumstances which affect your progression, such as:

- any specified pre-requisite relationships between modules that dictate the sequence in which they must be studied.
- the maximum permissible number of students on a module.
- the non-availability of modules.

## **Regulation 8: Repeating a module**

**PURPOSE:** this regulation explains the circumstances in which you can repeat a module.

### **8.1 Repeating a module**

If you fail a module, you will be able to repeat that module on one occasion only unless this is prevented due to:

- a sanction applied under the [Academic Conduct Regulation](#).
- availability of the module
- course duration rules
- the module being a nominal 1 credit module.

Repeating a core or elective module means that:

- you may be charged a fee
- you must attend all sessions and submit all assessments
- you will have the same reassessment opportunities as outlined in [Regulation 3](#) unless an Academic Misconduct sanction prevents this.

If the module is no longer available (e.g. due to the course being revalidated), a replacement module may be studied as directed by your course team. This will be treated as a repeat and will be subject to all regulations relating to retake modules. If a replacement module cannot be studied, you will need to renegotiate your programme of study. Decisions about taking a replacement module or renegotiating your programme require discussion and agreement with the course team.

A failed elective module may be substituted with an alternative module. This module would then be your repeated module.

### **8.2 Repeating mixed level modules**

There may be some circumstances which permit students to repeat failed modules at two different levels in a single academic year. These are:

- Part-time students who have studied mixed levels for scheduling reasons unless progression rules prevent this.
- students who have studied mixed levels due to the design of their course, for example, Integrated Masters.
- students who have outstanding reassessments from the previous level and subsequently fail modules at two levels.

### **8.3 Consequences of failing repeated modules**

If you fail a repeated module, you will be withdrawn from the University with immediate effect. You will be considered for an intermediate award where appropriate. Any further application to study will be considered in accordance with the University's Admissions Policy.

## **Regulation 9: Late Submission**

**PURPOSE:** this regulation outlines what will happen if you submit your assessment task(s) after the published deadline.

It is your responsibility to ensure that you manage your assessment submission deadlines and submit your work on time. If you are unable to submit work due to [Exceptional Circumstances](#), you may request an Extension. Where an extension cannot be requested, an Exceptional Circumstances request should be submitted.

Extensions may be requested up to 24 hours after the published deadline. Any work submitted after the published deadline without an extension in place will be recorded as a non-submission and a mark of 0 will be given.

Extensions cannot be requested for examinations or other timebound assessments for example phase tests, presentations.



## **Regulation 10: Calculation of Awards**

**PURPOSE:** this regulation explains how award classifications and grades of achievement are calculated.

This information explains for each award:

- how the overall average mark is calculated and
- the level of achievement required for the calculation of Merit and Distinction grades or honours classifications (as appropriate)

If you have been admitted to a course with credit gained elsewhere:

- that credit can be used towards your overall award but
- the marks for that credit will not be used to calculate classification or merit and distinction grades.

Assessment Boards, under the delegated authority of the Academic Board, will verify the awards to be conferred to students who meet the minimum credit requirements specified below and fulfil the specific requirements of the approved course.

Exceptionally, the Assessment Board may withdraw an award that has previously been conferred.

Intermediate awards will not be made while the student is still accumulating credit towards a higher target award in the same course of study. However, where a student fails to meet the target award, a lower award may be conferred if sufficient credits have been achieved for that award. Credit values for intermediate awards will be provided below.

### **10.1 Aegrotat award**

In exceptional circumstances, you may be offered an aegrotat award where there is sufficient evidence of your achievement to satisfy the Assessment Board that you would have met the requirement for the award, but where there is evidence that you cannot complete the course due to exceptionally severe illness or other exceptionally compelling reasons.

If an aegrotat award is offered to you, it will not be formally awarded until you have accepted in writing that you agree to accept it. Once you have accepted an aegrotat award, you will not be able to take any further assessment or reassessment and your actual marks received for any work submitted, will be recorded on your official university results transcript.

An aegrotat award is not classified and will not be awarded with merit or distinction. Where a course is accredited by a professional body, an aegrotat award will not entitle you to professional registration.

## 10.2 Posthumous Award

A student may be posthumously awarded the most appropriate award or intermediate award if there is sufficient evidence of the student's achievement.

## 10.3 Sheffield Hallam University Academic Awards Framework

The [Academic Awards Framework](#) sets out the parameters which the University academic courses are designed and approved. This document also contains details on the credit requirements for undergraduate and postgraduate courses, and for small awards.

## 10.4 Honours Degrees (BA Hons, BSc Hons, LLB Hons, BEng Hons)

Minimum credit requirement is 360 credits with a minimum of 120 credits at Level 6, at least 120 at Level 5 and the remainder at Level 4.

The table below explains how honours degrees are calculated:

Degree Classification	Level of achievement required Final average marks
First Class Honours (1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>70% or more or</li> <li>Borderline (68.01% – 69.99%) and 70% or more in at least 60 credits at Level 6</li> </ul>
Upper Second Class Honours (2:1)	<ul style="list-style-type: none"> <li>60% – 69.99% or</li> <li>Borderline (58.01% – 59.99%) and 60% or more in at least 60 credits at Level 6.</li> </ul>
Lower Second Class Honours (2:2)	<ul style="list-style-type: none"> <li>50% – 59.99% or</li> <li>Borderline (48.01% – 49.99%) and 50% or more in at least 60 credits at Level 6</li> </ul>
Third Class Honours	<ul style="list-style-type: none"> <li>40% – 49.99%</li> </ul>

The following methods will be used to calculate the final classification:

**If you receive your confirmed results before 2 November 2026, the following [calculations](#) apply.** The method used will be the one that gives the student the best outcome and will be automatically selected and verified by the Assessment Board:

### Method 1

- 25% of the overall weighted average of the 100 highest marked credits at Level 5
- 75% of the overall weighted average of the 100 highest marked credits at Level 6

## Method 2

- 100% of the overall weighted average of the 100 highest marked credits at Level 6

**If you receive your confirmed results after 2 November 2026, the following calculations apply.** The method used will be the one that gives the student the best outcome and will be automatically selected and verified by the Assessment Board:

## Method 1

- 25% of the overall weighted average of Level 5 credits (120 credits)
- 75% of the overall weighted average of Level 6 credits (120 credits)

## Method 2

- 100% of the overall weighted average of Level 6 credits (120 credits)
- If you transferred credit from another institution, a minimum of 120 credits must have been studied at the university for an honours degree to be awarded.

## 10.5 Integrated Master's Degrees

Integrated Master's Degrees will be awarded with Honours degree classification. The following methods will be used to calculate the final classification:

**If you receive your confirmed results before 2 November 2026, the following [calculations](#) apply.** The method used will be the one that gives the student the best outcome and will be automatically selected and verified by the Assessment Board:

## Method 1

- 25% of the overall weighted average of the 100 highest marked credits at Level 6
- 75% of the overall weighted average of the 100 highest marked credits at Level 7

## Method 2

- 20% of the overall weighted average of the 100 highest marked credits at Level 5
- 30% of the overall weighted average of the 100 highest marked credits at Level 6
- 50% of the overall weighted average of the 100 highest marked credits at Level 7

**If you receive your confirmed results after 2 November 2026, the following calculations apply.** The method used will be the one that gives the student the best outcome and will be automatically selected and verified by the Assessment Board:

## Method 1

- 25% of the overall weighted average of Level 6 credits (120 credits)
- 75% of the overall weighted average of Level 7 credits (120 credits)

## Method 2

- 20% of the overall weighted average of Level 5 credits (120 credits)
- 30% of the overall weighted average of Level 6 credits (120 credits)
- 50% of the overall weighted average of Level 7 credits (120 credits)

If you transferred credit from another institution, only credit which has been studied at the university will be used in the calculation of the overall classification.

## 10.6 Postgraduate Awards

<b>Postgraduate Certificate</b>	
Minimum 60 credits at Level 7 with final overall average marks as follows:	
Pass	50% – 59.99%
Merit	60% – 69.99% or Overall average of 58.01% – 59.99% and at least 30 credits at Level 7 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 7 with a mark of 70% or more.

<b>Postgraduate Diploma</b>	
Minimum 120 credits at Level 7 with final overall average marks as follows:	
Pass	50% – 59.99%
Merit	60% – 69.99% or Overall average of 58.01% – 59.99% and at least 60 credits at Level 7 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 60 credits at Level 7 with a mark of 70% or more.

<b>Master's Degrees excluding Integrated Masters (MA, MSc)</b>	
Minimum 180 credits at Level 7 with final overall average marks as follows:	
Pass	50% – 59.99%
Merit	60% – 69.99% or Overall average of 58.01% – 59.99% and at least 90 credits at Level 7 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 90 credits at Level 7 with a mark of 70% or more.

<b>Professional Graduate Certificate in Education (PCE)</b>
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Minimum 60 credits at Level 6. You must also meet the requirements for Qualified Teacher Status (QTS).	
Pass	40% or higher
Merit	Not available for this award
Distinction	Not available for this award

<b>Postgraduate Certificate in Education (PGCE)</b>	
Minimum 60 credits at Level 7 with final overall average marks as follows. You must also meet the requirements for Qualified Teacher Status (QTS) or equivalent.	
Pass	50% – 59.99%
Merit	60% – 69.99% or Overall average of 58.01% – 59.99% and at least 30 credits at Level 7 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 7 with a mark of 70% or more.

<b>Postgraduate Diploma in Education (PGDE)</b>	
Minimum 120 credits at Level 7 with final overall average marks as follows. You must also meet the requirements for Qualified Teacher Status (QTS) or equivalent.	
Pass	50% – 59.99%
Merit	60% – 69.99% or Overall average of 58.01% – 59.99% and at least 60 credits at Level 7 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 60 credits at Level 7 with a mark of 70% or more.

## 10.7 Ordinary Degree

<b>Ordinary Degree</b>	
Minimum 300 credits, with a minimum of 60 credits at Level 6, 120 credits at Level 5 and the remaining credits at Level 4 with final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 30 credits at Level 5 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 5 with a mark of 70% or more.

To be eligible for an ordinary degree, you must have met the learning outcomes for the Certificate and Diploma stages of the approved Honours Degree and have achieved a minimum of 60 credits at Level 6.

Any award of an ordinary degree is subject to any professional, statutory, or regulatory bodies' (PSRB) requirements which may specify certain specific modules must be passed to be eligible for PSRB accreditation.

The title of an Ordinary Degree will normally be the same as the validated title for the Diploma stage of the approved Honours Degree programme unless PSRB requirements do not allow this. In such cases, an alternative title will be approved.

If you are eligible for the award of Ordinary Degree, you may be offered the opportunity of taking further assessment to achieve the full Honours Degree unless PSRB requirements do not allow this.

Some Honours Degrees such as Top Up awards do not permit the award of Ordinary Degree.

## 10.8 Other awards

<b>University Certificate of Higher Education (Cert HE)</b>	
Minimum 120 credits at Level 4 with final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 60 credits with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 60 credits with a mark of 70% or more.

<b>University Certificate in Education (Cert Ed)</b>	
Minimum 120 credits, with a minimum of 60 credits at Level 5 with final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 30 credits with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 5 with a mark of 70% or more.

<b>Advanced Diploma of Higher Education</b>	
Minimum 300 credits, with a minimum of 60 credits at Level 6, 120 credits at Level 5 and the remaining credits at Level 4 with final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or

	Overall average of 54.01% – 55.99% and at least 30 credits at Level 5 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 5 with a mark of 70% or more.

The following award uses two methods to calculate the overall award. The method used will be the one that gives the student the best outcome and will be automatically selected and verified by the Assessment Board:

### Method 1

- 25% of the overall weighted average of all Level 4 modules **and**
- 75% of the overall weighted average of all Level 5 modules

### Method 2

- All credit passed at Level 5

<b>University Diploma of Higher Education (Dip HE)</b>	
Minimum 240 credits, with a minimum of 120 credits at Level 5 with final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 30 credits at Level 5 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 5 with a mark of 70% or more.

<b>Foundation Degree</b>	
Minimum 240 credits, with a minimum of 120 credits at Level 5 and at least 100 credits at Level 4 with final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 30 credits at Level 5 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 30 credits at Level 5 with a mark of 70% or more.

<b>Graduate Certificate</b>	
Minimum 60 credits at level 6 final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 30 credits at Level 6 with a mark of 56% or more.
Distinction	70% – 100% or

	Overall average of 68.01% – 69.99% and at least 30 credits at Level 6 with a mark of 70% or more
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<b>Graduate Diploma</b>	
Minimum 120 credits at level 6 final overall average marks as follows:	
Pass	40% – 55.99%
Merit	56% – 69.99% or Overall average of 54.01% – 55.99% and at least 60 credits at Level 6 with a mark of 56% or more.
Distinction	70% – 100% or Overall average of 68.01% – 69.99% and at least 60 credits at Level 6 with a mark of 70% or more.



**Regulation 11: Managing Exceptions to the Assessment Regulations**

Exceptionally, the Assessment Board may take the view that it wishes to set aside the academic regulations to deal with a student or cohort following the assessment principles. In such cases, the Assessment Board must make a case for regulatory exception by clearly stating the issue and the proposed course of action to resolve the issue. The Board must obtain permission from the Academic Standing Panel to invoke this exception. The Panel consists of the Dean of Students (Chair), Director of Academic Services, Head of Academic Quality and Standards, and the President/Vice President of Sheffield Hallam University Student Union (or nominees, as appropriate). The Panel may accept or reject the request and will ensure that the academic standards of the University's awards are secured when reaching a decision. All such exceptions will be recorded and reported annually to Academic Board and Academic Assurance Committee. Application of the agreed course of action remains the responsibility of the Board and students therefore retain the right to appeal against the Assessment Board decision under the appeals procedure.

## **Regulation 12: Mitigating Disruption**

The University's policies and processes for assessment and student continuation are both flexible and robust to respond to changing circumstances. However, we recognise that there may be extraordinary and exceptional circumstances which involve the significant disruption of university activities. If such circumstances arise, Academic Board shall consider and, if appropriate, activate the following regulation:

In the event of significant disruption to the assessment process and application of the Assessment Regulations, and where Assessment Boards do not have a full set of marks for an individual student or cohort of students, the University may convene an Exceptional Assessment and Award Board. The Exceptional Assessment and Award Board will consider recommendations from the relevant Assessment Board(s). The Exceptional Board may take the view that it wishes to set, vary, or set aside the Assessment Regulations to deal with significant disruption to several students or cohorts following the assessment principles while ensuring that the academic standards of the University Awards are secured. The Board will be drawn from College Deans and College senior leadership and chaired by the Deputy Vice-Chancellor (Academic), or nominee, and will maintain the principle that students may only be awarded a pass and a mark for a module, or a progression or award decision where there is sufficient evidence of performance and achievement against relevant course learning outcomes.

The Exceptional Assessment Board may agree outcomes based on the profile of available marks to enable awards to be calculated, and progression to the next level of study. All such exceptions will be recorded and reported annually to Academic Board. Application of the agreed course of action remains the responsibility of the relevant Assessment Board, and students retain the right to appeal under the appeals procedure.

The regulation will not be applied where the conferment of an award would breach articles of professional accreditation or registration.

**Regulation 13: End Point Assessment (Apprenticeship provision only)**

**13.1 Integrated Degree Apprenticeships**

Where the Apprenticeship Standard Assessment Plan makes specific stipulations for the End Point Assessment (EPA), these requirements may override these regulations. These requirements will be published in the relevant course information.

**13.2 External End Point Assessment**

Where the degree apprenticeship has an external end-point assessment, you will remain enrolled on the programme until you have completed the end-point assessment.