

## No Detriment Policy

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### Overview

#### General

- Students will be instructed that they **MUST** take all assessments offered, wherever possible; however, given the recognised potential disruption of Covid-19 to any assessments after 15 March, including at the April/May assessment diet, any assessments that are not taken, or those where the performance is out of line with previous performance, will not reduce a student's grade point average from this period (noting that in some cases the assessment will have to be taken afresh later).
- Students will **NOT** be required to submit Good Cause claims – instead it will be accepted that Covid-19 is likely to have impacted on everyone and assessment results for this period will be discounted where appropriate.
- The no detriment principles apply to the taught component of postgraduate taught programmes, as well as undergraduate and integrated masters programmes.<sup>1</sup>

#### Minimum Requirement of Completed Assessment for an Award

The minimum\* amount of assessment required to be completed for the calculation of any final award has been lowered from 75% to 65%. This threshold is calculated across the full graduating curriculum, and therefore does **NOT** require 65% completion for each individual course within the graduating curriculum.

\*This minimum may not be applicable on some degree programmes where there are professional or accreditation requirements (in some cases this will apply to the full degree programme, in others there may be individual courses that must be completed). ***Students on such programmes must be advised of the special arrangements applying for some or all courses on their programme.*** No detriment will still be applied, e.g. by allowing further attempts to be made if assessments have been missed, or insufficient performance achieved, during the period of disruption associated with Covid-19.

- For some students who are unable to take their exams, or whose performance dips, during the Covid-19 period the no detriment policy will mean that their degree award will be based on assessment completed prior to the impact of Covid-19 provided this reaches the 65% threshold.
- For students who have not completed sufficient assessment prior to the impact of Covid-19, results completed subsequently should be used to give them sufficient assessment to qualify for their award - the best grades will be counted first.

Support will be provided to staff to assist with calculations relating to the completion of the minimum assessment requirement,<sup>2</sup> including the calculation of assessment completed before and after the period of impact from Covid-19.

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<sup>1</sup> The application of these principles to programmes of study where the award is made jointly by, or together with, partner institutions will be considered on a case-by-case basis.

<sup>2</sup> NOTE: As students are being advised that they must complete all assessments in the April/May assessment diet wherever possible, there is no obligation for staff to provide advance information for students (individually or in cohorts) on their proportion of completed assessment prior to the impact of Covid-19.

### Further assessment attempts

Where students believe their performance in assessments after 15 March, including at the April/May assessment diet, has been impacted by Covid-19, further attempts will be offered at the 2020 August assessment diet, as set out in detail below. Therefore **'resit' assessments should be prepared for all coursework completed after 15 March, and exams and alternative assessments offered in the 2020 April/May assessment diet** which contribute to a final award (even for continuing students such as junior honours and third and fourth year integrated masters students).

Final award assessments impacted by Covid-19 can be taken afresh as a 'first attempt' as follows:

1. Where a student qualifies for an honours degree or integrated masters award at the scheduled time, but feels their overall result has been impaired, they may **re-take the full April/May exam diet** in order to try and achieve an improved classification. A further opportunity to be assessed in coursework and any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper, will not be available for such students.<sup>3</sup>
2. For all other students, including postgraduate students, continuing students on honours, ordinary/designated and integrated masters degrees, or where final year students do not yet qualify for an award, they may select individual assessments to be taken afresh to enable them to qualify for the award and/or improve their performance. This may include assessments on courses where the overall course grade has reached the threshold grade (normally D3 for undergraduates and C3 for postgraduates) and includes coursework, exams and scheduled exams that are set in an alternative format.

Note: On honours and integrated masters programmes, the independent work (dissertation/project) may not be re-submitted. On PGT masters programmes, the independent work may only be resubmitted where this is required in order to satisfy the requirements for award of the degree. Any such resubmission will be treated as a second diet (resit).

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<sup>3</sup> A further statement on this is given at Appendix 2.

## **No Detriment Policy: to be applied in place of standard regulations on incomplete assessment and good cause**

The information set out in this document relates to general principles being adopted by the University, but the following needs to be noted:

- Some awards for some professional/accredited degrees require completion of 100% assessment in some, or all, elements of the degree programme, or have other specific requirements as set out in programme documentation. Schools should contact relevant accrediting bodies in order to clarify the extent to which the procedure set out in this document can be implemented, and students should be advised locally of the procedures that will apply on such programmes. (Details of any such procedures should also be sent to the Senate Office for information).
- The outcome for individual students must also take into account:
  - Good cause claims submitted in relation to work due up to 15 March 2020.
  - Assessments due by 15 March 2020 that, in the absence of good cause, were not taken (e.g. exams, class tests) or submitted (coursework).

The global pandemic of Covid-19 (Coronavirus) is causing a wide array of very difficult circumstances for many students. Students will be instructed that they **must** take any outstanding assessments that are being offered, wherever possible. While Exam Boards will be permitted to award degrees with some incomplete assessment (as set out below), there are many reasons why students should be encouraged to complete assessment:

- Any assessment completed now will not result in a weakening of a student's position. (This 'no detriment' approach is explained below.)
- Attempts by students to predict their final GPA now could be problematic: grades from already completed assessment may not be known (e.g. dissertation and other coursework not yet marked and these may weigh heavily in the calculation of final classification); some grades that have been released will not have been ratified by an Exam Board so remain subject to change.
- Completing more assessment is likely to result in more grades being reported on students' transcripts. This may have particular significance depending on each student's future plans (further study, specialism required for employment).
- Continuing students are likely to benefit from the experience of completing assessment now, whatever format assessments are likely to take in future years. A 'no detriment' approach will be applied to assessments taken this year and carried forward to calculation of the final outcome. However, if circumstances have returned to normal by next session, it is expected that the usual rules relating to Good Cause, eligibility for award and calculation of degree classification will apply in relation to assessments taken then.

Under normal circumstances 'Good Cause' is the term used in our regulations to refer to making appropriate allowance for unforeseen or unavoidable circumstances which have affected student assessments. **After 15 March 2020 and until further notice, the existing Good Cause procedure is suspended<sup>4</sup>** and students will not be required to notify the University of any adverse circumstances which have affected their assessments after that

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<sup>4</sup> The facility for lodging new Good Cause claims in MyCampus has been closed, although students will be able to view existing claims.

date or have prevented them from taking them, whether associated with Covid-19 or not. This applies to all outstanding coursework and the April/May assessment diet.<sup>5</sup> This decision reflects the very wide array of impacts likely to have been experienced by students, including their own illness, upheaval and disruption of their study, domestic and financial circumstances, unforeseen caring responsibilities, illness and disruption affecting family and friends, difficulties associated with completion of on-line assessment, and anxieties relating to these circumstances and the general uncertainties associated with the on-going global situation. This would undoubtedly have led to very high numbers of Good Cause claims, for many of which obtaining suitable supporting evidence would have been impossible. In the absence of such evidence the process for considering claims of impacted performance would likely have become unsustainable. It is also felt that at this time where circumstances are so abnormal, asking students to make judgments on the extent to which their performance was affected would be unfair, and may well lead to a significant increase in the number of academic appeals.

The date 15 March 2020 has been identified as the date after which the global pandemic of Covid-19 is likely to have had widespread impact on the student community. Students whose assessment was impacted before this date will have been able to make a Good Cause claim in the usual way. Students who believe that adverse circumstances have affected any assessments up to 15 March but have not submitted a Good Cause claim will be asked to report their concerns directly to their School. Such reports should be treated sympathetically.

#### Coursework extensions

While the normal Good Cause procedures are suspended, students will be required to make contact with their School if they need to request an extension to a deadline for the submission of coursework (the term 'coursework' here includes an assignment, e.g. week-long take-home paper, that is delivered online at the April/May assessment diet in place of a previously scheduled exam). Students will be able to request extensions of up to five working days in the usual way by contacting their course coordinator or equivalent. Given the relaxation of Good Cause principles in relation to the requirement for supporting evidence, it is expected that extensions of up to five working days will be given readily, though staff may wish to advise on prompt submission being in the student's best interest where other deadlines are imminent. For each assessment Schools should decide if they are willing to allow longer extensions (which students would apply for in the same way, through the course coordinator) and to identify an absolute cut-off date beyond which submissions cannot be accepted (e.g. this may reflect the marking schedule). The facility to request extensions of more than five working days through Good Cause in MyCampus is no longer available.

In the current context, penalties for the late submission of coursework should not be applied in relation to assessment submitted after 15 March. The requirement for students to request an extension acts as a courtesy as well as a flag to staff where students may be facing particular difficulties.

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<sup>5</sup> This diet includes all online exams and alternative assessments which have replaced exams from the original on-campus exam diet.

## **Graduating honours/integrated masters students**

Students will be advised that they must complete all assessment wherever possible. However, where this has not been possible, the degree may be awarded on the basis of demonstrated performance in a minimum of 65% of the overall programme assessment. This is explained below.

### ***Calculating the proportion of assessment completed***

The procedure below refers to the proportion of assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all assessment components that contribute to the final award (e.g. for a four-year honours programme, this means the proportion of the total volume of all junior honours and senior honours assessment components). Any programme-specific weighting applied in the calculation of final GPA that determines the degree classification should be ignored in this specific calculation.

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort please use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of assessment completed by 15 March 2020 is equal to or more than 65% (worked examples will follow):

- On the basis of this assessment, the GPA should be calculated, applying the published programme weightings (e.g. junior honours 40 : 60 senior honours). This should be calculated as usual to one decimal place and will be treated as the 'baseline' GPA.
- Students will be advised that they must attempt all assessment due for completion after 15 March, i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Following the April/May assessment diet, the GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA, again applying the published programme weighting.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine the degree classification offered at the June exam board.

Note: The requirement for students to achieve grade D3 or above in the independent work (project or dissertation) worth at least 20 credits in order to be eligible for the award of the degree will normally apply. Requests for exceptions may be referred to the Clerk of Senate for a final decision. The timescale for submission of the independent work (project or dissertation) should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding,

visas, as well as a delayed date of award). Where the independent work (project or dissertation) has been submitted by 15 March, the grade will contribute to the baseline GPA.

The above information outlines the procedure for establishing **eligibility** for awards. On being offered the award of an honours or integrated masters degree at the June exam board, a student may elect not to accept the award and instead discount all exams<sup>6</sup> from the April/May assessment diet and take the entire diet of exams afresh in August 2020. 'Exam' in this context does not include any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper. The degree result calculated from the August diet will be awarded unless it is lower than the result from the April/May diet in which case that award will be reinstated.

Where students do not wish to accept the award offered or to re-take the exams from the April/May diet in August, alternative options may be considered on a case by case basis at a later date but students should be made aware that this may have significant implications (e.g. funding, visas, as well as potential changes to course content and availability, and a delayed date of award).

Where the proportion of assessment completed by 15 March 2020 is less than 65% (*worked examples will follow*):

- On the basis of this assessment, the GPA should be calculated, applying the published programme weightings (e.g. junior honours 40 : 60 senior honours). This should be calculated as usual to one decimal place and will be treated as the 'baseline' GPA.

*Note: in calculating the programme GPA, where the weighting applied to the final year is equal to or more than 70%, Senate Office should be contacted in order that the impact of this weighting on the baseline GPA can be considered.*

- Students will be advised that they must attempt all assessment due for completion after 15 March i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Results from assessments completed after 15 March will be used to recalculate the GPA. All results equal to or above the baseline GPA will be used. Any grades that are below the baseline GPA will be used, starting with the best,<sup>7</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved by the time of the June exam board, the recalculated GPA will be used to determine the degree classification offered at that board.
- Where assessment is insufficient to meet the 65% threshold, it will not be possible to offer the degree at that board and further assessment will need to be completed at the next available opportunity. Note: The requirement for students to achieve grade D3 or above in the independent work (project or dissertation) worth at least 20 credits will normally apply, however requests for exceptions may be referred to the Clerk of Senate for a final decision. The timescale for submission of the independent work (project or dissertation) should be managed carefully, with deferred deadlines

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<sup>6</sup> A further statement on this is given at Appendix 2.

<sup>7</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding, visas, as well as a delayed date of award). Where the independent work (project or dissertation) has been submitted by 15 March, the grade will contribute to the baseline GPA.

The above information outlines the procedure for establishing **eligibility** for awards. On being offered the award of an honours or integrated masters degree at the June exam board, a student may elect not to accept the award and instead discount all exams<sup>8</sup> from the April/May assessment diet and take the entire diet of exams afresh in August 2020. 'Exam' in this context does not include any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper. The degree result calculated from the August diet will be awarded unless it is lower than the result from the April/May diet in which case that award will be reinstated.

Where students do not wish to accept the award offered or to re-take the exams from the April/May diet in August, alternative options may be considered on a case by case basis at a later date but students should be made aware that this may have significant implications (e.g. funding, visas, as well as potential changes to course content and availability, and a delayed date of award).

### **Postgraduate taught masters students**

In order to be eligible for the award of a postgraduate taught masters degree, students must complete the independent work (project/dissertation) worth at least 60 credits and achieve the threshold grade for this as set out in the relevant degree regulations (usually D3). In addition, while students will be advised that they must complete all of the assessment associated with the taught courses, the degree may be awarded on the basis of demonstrated performance in a minimum of 65% of the assessment across the taught courses. This is explained below.

Note: the generic postgraduate taught masters degree regulations include the following additional requirements:

- At least 75% of the credits must be achieved at grade D3 or above.
- No credits should be achieved at below grade F3.

In view of the fact that a number of components of assessment due after 15 March may be either not completed or not included in the final GPA, these requirements are suspended, except that no credits should be achieved at below F3 where all assessment for that course was due by 15 March.

**Progress** to the independent work (dissertation/project) can be confirmed at the point when the requirements for award of the degree in relation to the taught courses, as set out below, are satisfied. Note: local areas have discretion to permit students to commence work on the dissertation/project before these requirements are satisfied but students must be clearly advised that they will not be eligible for award of the degree until the requirements have been met.

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<sup>8</sup> A further statement on this is given at Appendix 2.

### ***Calculating the proportion of assessment completed***

The procedure set out below refers to the proportion of taught courses assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all assessment components across all taught courses of a student's curriculum. (This differs from the approach in the normal Good Cause procedures for PGT programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort please use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of taught courses assessment completed by 15 March 2020 is equal to or more than 65% (*worked examples will follow*):

- The GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated as usual to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March where possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet, as well as the independent work (project/dissertation).
- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Any assessment taken after the 15 March even where the threshold course grade has been achieved. This will be treated as a first diet.
- At the programme Board of Examiners meeting in the autumn, the GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any taught course assessments not taken will be disregarded.
- The recalculated GPA, along with the grade achieved in the independent work (dissertation/project), will be used to determine the degree classification offered at the autumn exam board as set out in degree regulations.



Note: The timescale for submission of the independent work should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding, visas, as well as a delayed date of award). In the event that the grade achieved in the independent work is below the threshold grade for this as set out in the relevant degree regulations (usually D3), a resubmission will be permitted but this will be treated as a second diet.

Where the proportion of taught courses assessment completed by 15 March 2020 is less than 65% (worked examples will follow):

- the GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated as usual to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet, as well as the independent work (project/dissertation).
- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Any assessment taken after 15 March even where the threshold course grade has been achieved. This will be treated as a first diet.
- Results from assessments completed after 15 March will be used to recalculate the GPA. All results that are equal to or above the baseline GPA will be used. Any that are below the GPA will be used, starting with the best,<sup>9</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved by the time of the programme Board of Examiners meeting in the autumn, the recalculated GPA, along with the grade achieved in the independent work (dissertation/project), will be used to determine the degree classification offered.
- Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to offer the degree at that point and further assessment will need to be completed at the next available opportunity. Details of such opportunities will be provided as they become available.

Note: The timescale for submission of the independent work should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding, visas, as well as a delayed date of award). In

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<sup>9</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

the event that the grade achieved in the independent work is below the threshold grade for this as set out in the relevant degree regulations (usually D3), a resubmission will be permitted but this will be treated as a second diet.

### **Eligibility for merit and distinction**

Eligibility for the award of merit and distinction on PGT masters programmes is determined by a GPA that combines performance in the taught course and in the substantial independent work (dissertation/project). Appendix 1 includes examples showing how this should be calculated (Example 5).

### **Postgraduate taught certificates and diplomas**

Students will be advised that they must complete all assessment wherever possible. However, where this has not been possible, the award may be made on the basis of demonstrated performance in a minimum of 65% of the programme assessment. This is explained below.

### ***Calculating the proportion of assessment completed***

The procedure set out below refers to the proportion of course assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all assessment components across all taught courses of a student's curriculum. (This differs from the approach in the normal Good Cause procedures for PGT programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort please use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of course assessment completed by 15 March 2020 is equal to or more than 65% (worked examples will follow):

- The GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated, as usual, to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.

*Where a programme Board of Examiners normally meets to make awards following the April/May assessment diet:*

- Following the April/May assessment diet, the GPA will be recalculated to include all results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.

- The recalculated GPA will be used to determine the award offered by the exam board.

*Where a programme Board of Examiners does not normally meet to make awards until the autumn*

- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Any assessment taken after the 15 March even where the threshold course grade has been achieved. This will be treated as a first diet for the purpose of the award of Merit and Distinction.
- At the Board of Examiners meeting in the autumn the GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine the award offered at the autumn exam board.

Where the proportion of assessment completed by 15 March 2020 is less than 65% (worked examples will follow):

- The GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated as usual to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.

*Where a programme Board of Examiners normally meets to make awards following the April/May assessment diet:*

- Following the April/May assessment diet, results from assessments completed after 15 March will be used to recalculate the GPA. All results that are equal to or above the baseline GPA will be used. Any that are below the GPA will be used, starting with the best,<sup>10</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved, the recalculated GPA will be used to determine the award offered by the exam board.

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<sup>10</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

- Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to make the award at that point and further assessment will need to be completed at the next available opportunity. Details of such opportunities will be provided as they become available.

*Where a programme Board of Examiners does not normally meet to make awards until the autumn*

- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Assessment taken after 15 March even where the threshold course grade has been achieved. This will be treated as a first diet.
- At the Board of Examiners meeting in the autumn results from assessments completed after 15 March will be used to recalculate the GPA. All results that are equal to or above the baseline GPA will be used. Any that are below the GPA will be used, starting with the best,<sup>11</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved, the recalculated GPA will be used to determine the award offered by the exam board.
- Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to make the award at that point and further assessment will need to be completed at the next available opportunity. Details of such opportunities will be provided as they become available.

### **Graduating ordinary/designated degree students**

Students will be advised that they must complete all assessment wherever possible. However, where this has not been possible, the degree may be awarded on meeting the criteria set out below on the basis of demonstrated performance in a minimum of 65% of the relevant assessment.

In determining eligibility for award of the degree, the requirements of the generic undergraduate regulations published in the *University Regulations* have been varied for graduating students as follows:

Eligibility for award of the degree will require all of the following requirements to be met:

- A curriculum consisting of 360 credits including at least 60 credits at Level 3.
- A GPA of at least 9.0 for the overall programme assessment. This must be based on completion of a minimum of 65% of that assessment, with no Credit Refused.

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<sup>11</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

- A GPA of at least 9.0 across the assessment associated with at least 60 credits at Level 3. This must be based on completion of a minimum of 65% of the assessment across those courses.

Additional requirements stipulated in the supplementary degree regulations may be waived by the appropriate College Dean of Learning & Teaching.

### ***Calculating the proportion of assessment completed***

The procedure below refers to the proportion of assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all relevant assessment components. In the case of the programme assessment, this is all assessment components on all 360 credits of courses on a student's curriculum; in the case of the assessment for 60 credits at Level 3, this is all assessment components associated with those courses. (This differs from the approach in the normal Good Cause procedures for non-honours programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort, use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of relevant assessment completed by 15 March 2020 is equal to or more than 65% (worked examples will follow):

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- The GPA calculated on the basis of all assessment completed on 60 credits of Level 3 courses by 15 March will be treated as the 'baseline' Level 3 GPA.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible, i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Following the April/May assessment diet, the baseline GPA(s) will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the relevant baseline GPA.
- Any assessment results that are below the relevant baseline GPAs will be disregarded.
- Any assessments not taken will be disregarded.

The recalculated GPA(s) will be used to determine whether a student has met the required criteria as set out above.

Where the proportion of relevant assessment completed by 15 March 2020 is less than 65% (worked examples will follow):

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- The GPA calculated on the basis of all assessment completed on 60 credits of Level 3 courses by 15 March will be treated as the 'baseline' Level 3 GPA.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible, i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Results from assessments completed after 15 March will be used to recalculate the GPA(s). All results equal to or above the relevant baseline GPA will be used. Any grades that are below the relevant baseline GPA will be used, starting with the best,<sup>12</sup> until the 65% threshold has been met.

Where assessment is insufficient to meet the 65% threshold for either the programme GPA or the Level 3 GPA, it will not be possible to offer the degree at that board and further assessment will need to be completed at the next available opportunity. Similarly, students who by the June exam board are eligible for award of the degree may elect to complete additional assessment with a view to improving their overall outcome. Details of such opportunities will follow.

### **Certificate or Diploma of Higher Education**

A Certificate of Higher Education may be awarded on the basis of demonstrated performance in at least 65% of the assessment associated with a programme of study comprising 120 credits, where there has been no Credit Refused.

A Diploma of Higher Education may be awarded on the basis of demonstrated performance in at least 65% of the assessment associated with a programme of study comprising 240 credits with at least 80 credits at Level 2, where there has been no Credit Refused.

### ***Calculating the proportion of assessment completed***

The procedure below refers to the proportion of assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all relevant assessment components. In the case of the Certificate of HE the relevant assessment components are all components associated with 120 credits on a student's curriculum; in the case of the Diploma of HE, this is all assessment components associated with 240 credits on a student's curriculum. (This differs from the approach in the normal Good Cause procedures for non-honours programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and

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<sup>12</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort, use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of relevant assessment completed by 15 March 2020 is equal to or more than 65% (worked examples will follow):

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- Students will be advised that they must attempt any assessment due for completion after 15 March wherever possible.
- Following the April/May assessment diet, the baseline GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine whether a student has met the criteria for the award.

Where the proportion of relevant assessment completed by 15 March 2020 is less than 65% (worked examples will follow):

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- Students will be advised that they must attempt any assessment due for completion after 15 March wherever possible.
- Results from assessments completed after 15 March will be used to recalculate the GPA. All results equal to or above the baseline GPA will be used. Any grades that are below the relevant baseline GPA will be used, starting with the best,<sup>13</sup> until the 65% threshold has been met.
- Where assessment is insufficient to meet the 65% threshold it will not be possible to offer the degree at that board and further assessment will need to be completed at the next available opportunity. Details of such opportunities will be provided as they become available.

### **Continuing students**

The general 'no detriment' approach applied to students due to graduate in 2020 as set out above will also be applied to non-graduating students in relation to assessments after 15 March and in the April/May assessment diet, including those on part-time programmes.

At the final awarding exam board (whether in June 2021 or at a later date), the no detriment approach will be applied in relation to assessments completed in the period deemed directly affected by the Covid-19 pandemic. It is anticipated that for such students, for the purposes of determining the award at the future final exam board, the baseline GPA will be calculated

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<sup>13</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

with reference to all components of assessment completed outwith the period deemed directly affected by the Covid-19 pandemic.

*Example 1:* for a student currently in year 4 of an integrated masters programme, the baseline GPA will be based on assessment completed in year 3, assessment completed in year 4 by 15 March 2020, and assessment completed in year 5 that is considered to be outwith the affected period.

*Example 2:* for a student currently in junior honours, the baseline GPA will be based on assessment completed in the current session by 15 March 2020 and assessment completed in senior honours that is considered to be outwith the affected period.

*Example 3:* for a student currently in the second year of a part-time postgraduate diploma programme scheduled to take three years, the baseline GPA will be based on assessment completed in the previous session, assessment completed in the second year by 15 March 2020, and assessment completed in the third year that is considered to be outwith the affected period. On programmes with interim progression points falling within the period affected by the pandemic, the same principle should apply: the baseline in relation to that progression point should be calculated on the basis of assessment completed by 15 March.

At the time of publication, while the timescale for resolution of current challenges associated with the pandemic is unknown, it is not possible to define the duration of the 'affected period'. Information will be issued as it becomes available.

#### Continuing students: progression

Schools should apply published progress criteria in a reasonable way, making a careful record of criteria so that decisions can be defended. (Copies should be sent to the Senate Office for information). Progress criteria should be regarded as satisfied if achieved in relation to at least 65% of the assessment associated with academic session 2019-20 unless alternative arrangements are required by professional or accrediting bodies.

#### Reassessment opportunities for continuing students

*Students in junior honours and in third and fourth year of integrated masters programmes:* there will be an opportunity to take assessments as a first diet in August 2020 where assessments were missed or considered by the student to have been impacted in the April/May assessment diet. This applies even where the course threshold grade has been achieved. An assessment opportunity should also be made available in relation to components of assessment due by 15 March where Good Cause was accepted. Given the wide availability of reassessment opportunities for such students, it is important to note that progression requires completion of only 65% of the assessment for the session, so electing to complete any assessment at the August diet will not always be in the student's best interest; no penalty will be applied at the final exam board as a result of less than 100% of assessment for the 2019-20 session having been completed. Schools may, however, require students to be reassessed in August where progression requirements have not been met. This means that assessments will need to be set for the August assessment diet for all junior honours and relevant integrated masters students who were assessed after 15 March 2020, including at the April/May assessment diet.

*Students progressing from Level 1 to Level 2:* Students have been advised that there will be automatic progression from Level 1 to Level 2. If, however, students have Credit Refused for any courses or their overall grades suggest they may benefit from further study at the same level, they may be advised that it is in their best interest not to progress at this point. Where



the outcome on any course is Credit Refused, the student will be required to make up the missing credit even if they do progress at this point.

Exams only/repeat students: The No Detriment principles should be applied to 'exams only' students and to those repeating a year or course(s), though the detail of this will need to be considered on a case-by-case basis and may involve the students completing some additional assessment on a diagnostic basis.

## Course Grades

This section applies to the calculation of course grades – not to the determination of overall award (the latter is the level at which the No Detriment principles operate): the results of all components of assessment completed after 15 March must be included in the calculation to determine the final course grade.

Tables that will be appended to this policy will give detailed instructions on course grades to be awarded at different levels and on different programmes. In summary, the following arrangements will apply:

For all courses at all levels (including the dissertation/project), if a student has completed 65% or more of that course's assessment *and* has achieved the relevant threshold grade\* (usually D3 for undergraduates and C3 for postgraduates), **award the earned grade.**<sup>14</sup>

For all courses at all levels (including the dissertation/project), if a student has completed 65% or more of that course's assessment and the aggregated grade is E1 or below\*, **award CA** ('Credit Awarded'; this awards credits but indicates there is insufficient evidence of achievement to allow an academic decision to be made on a grade). [Please note: this is a change from the previously published version of the Policy which indicated that on PGT programmes CA should be returned where the aggregated grade was D1 or below. This point has been reconsidered because some taught masters programmes require the achievement of at least D3 in specified courses, and some students who are initially registered on postgraduate masters programmes will exit with a postgraduate certificate or diploma, where the threshold grade is D3.]

\*Note that components missing without Good Cause that should have been completed by 15 March attract a H/0 grade which should be included in the course grade calculation.

For courses without 65% of that course's assessment complete, **award CA**. Except that, where by 15 March 2020 a student has already missed enough assessment, or failed a mandatory requirement for the award of credit such as attendance, that would result in them being awarded a CR for that course, the **CR** should be awarded. Level 1 students have already been advised that they will be permitted to progress to Level 2, however progress committees may wish to advise students who have CR for any courses of the options available to them which are in their best interest.

All transcripts for students being assessed in session 2019-20 will include a statement regarding the exceptional circumstances surrounding assessment completed during the Covid-19 pandemic and the way in which course grades and programme outcomes are determined.

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<sup>14</sup> There may be cases where students feel that their earned grade has been disrupted by the pandemic even though it is above the relevant threshold. In such cases Schools should amend the grade to CA on MyCampus if the student prefers. Such a change can only be made where some of the course assessment was scheduled after 15 March 2020.

### **Treatment of grades/results which have been subject to penalties for academic misconduct**

The principles of No Detriment will not be applied to any assessment grades which have been subject to a penalty for academic misconduct. The following will apply.

Where students incur penalties for academic misconduct for assessments submitted up to 15 March:

- the penalty grade for the assessment shall be fed into the calculation of the baseline GPA along with all other assessments.

Where students incur penalties for academic misconduct for assessments submitted after 15 March:

- the penalty grade cannot be discounted in the calculation of the student's final GPA following the April/May assessment diet, even if it is lower than the baseline GPA. However, where the final GPA is based on a reduced volume of assessment e.g. 65%, the penalty grade will be weighted appropriately to comprise a reduced proportion of the assessment.

For further information on the application of this process please email: [student-conduct@glasgow.ac.uk](mailto:student-conduct@glasgow.ac.uk).

## No Detriment Policy

### Appendix 1 - Guide and worked examples on No Detriment – Proportion of completed assessment and Calculation of Baseline and Final Grade Point Average in Session 2019-20

Example 1: Senior Honours student, all senior honours courses equally weighted, all assessment components completed, weighting applied in the calculation of final degree classification: JH 40% SH 60%. More than 65% of assessment completed by 15 March.

Example 2: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.

Example 3: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March. After adding in component results after 15 March that are equal to or better than the baseline GPA there is still less than 65% of the assessment included.

Example 4: combined/joint honours: senior honours student, all senior honours courses equally weighted, one assessment component missing with good cause. Weighting applied in the calculation of final degree classification: Subject A: JH 40% SH 60%; weighting applied in Subject B JH 50% SH 50%. Less than 65% of assessment completed by 15 March.

Example 5: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March.

Example 6: PGT programme, 120 credits of taught courses comprised of five 20 credit courses and two 10 credit courses – less than 65% of assessment completed by 15 March. Two components of assessment not submitted.

Example 7: Ordinary/designated degree final year student - year 3 curriculum consisting of three Level 3 20 credit courses and three Level 2 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.

Example 8: Ordinary/designated degree final year student - Year 3 curriculum consisting of six Level 3 20 credit courses. Less than 65% of the assessment completed by 15 March on 60 credits of Level 3 courses.

Example 9: Example showing the application of a penalty applied under the Code of Student Conduct for academic misconduct.

## Guide and worked examples on No Detriment – Proportion of completed assessment and Calculation of Baseline and Final Grade Point Average in Session 2019-20

The examples below show the application of the stages described in the No Detriment policy on a number of different programmes with various different scenarios where the student is eligible for award.

### Volume of assessment completed

The volume of assessment completed is calculated in relation to all relevant assessment associated with the programme. On honours and integrated masters programmes any programme-specific weighting of the different years is ignored. E.g. on an honours programme where a student takes 120 credits in junior honours and in senior honours, if they have completed all the assessment in junior honours and half of all assessment associated with the senior honours year, they will have completed 75% of the volume of programme assessment. The fact that in calculating final classification the junior honours and senior honours years are weighted differently (e.g. 40 : 60) is irrelevant.

### Grade point average

While the No Detriment policy has introduced rules to be applied to reflect disruption caused by the Covid-19 pandemic, normal principles relating to calculation of grade point averages still apply: the grade points associated with components of assessment reflect the credit weighting of the course and the weighting that the component carries for that course. E.g. A component of assessment carrying a 40% weighting on a 20 credit course, will be included in GPA calculations as (Component weighting x number of credits), that is,  $(0.4 \times 20)$ .

Calculating the GPA for a full year is carried out by aggregating the grade points associated with overall course grades. In relation to GPAs being calculated for 2019-20, this position is varied by the No Detriment policy. The policy requires GPA to be calculated by using specific **components** of assessment:

- Baseline GPA is calculated by aggregating all components of assessment that have been completed by 15 March
- Final GPA is calculated by aggregating the baseline GPA and selected components of assessment that are completed after 15 March.

In other words, not all components of assessment associated with a course are always included in a calculation. Even where all components of assessment for a course are to be included in the GPA, they should be included in the aggregation as components and not as overall course grades. E.g. on a course with two components of assessment each weighted 50%, where one is graded A5 (18 grade points) and the other is graded C2 (13 grade points), if both components are to be included in the GPA they should be included as two components ( $0.5 \times 18$  and  $0.5 \times 13$ ) rather than as an overall course (graded B2 carrying 16 grade points).

In some of the examples that follow some components of assessment are missing. This should be taken into account in the calculations in the usual way. For example, for a senior honours student where a component of assessment from junior honours has been missed with good cause and (unusually) there has been no opportunity to complete the assessment, that component of assessment is discarded entirely from the

calculation of GPA with the weighting carried by that year reduced accordingly. If an exam weighted 40% on a 20 credit course was missed with good cause, in GPA calculations the full weighting of junior honours assessment would be reduced as follows:

$1.00 - [(0.4 \times 20)/120] = 0.93$ , that is to 93%.

Where an assessment has been missed without good cause, in calculating the GPA that assessment is still included in the amount of assessment taken but with an H grade which equates to 0 grade points for the component.

### **List of Examples**

Example 1 – Senior Honours student, all senior honours courses equally weighted, all assessment components completed, weighting applied in the calculation of final degree classification: JH 40% SH 60%. More than 65% of assessment completed by 15 March

Example 2 – Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing. Less than 65% of assessment completed by 15 March

Example 3 – Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing. Less than 65% of assessment completed by 15 March. After adding in component results after 15 March that are equal to or better than the baseline GPA there is still less than 65% of the assessment included.

Example 4 – Combined/Joint Honours student: all senior honours courses equally weighted, one assessment component missing with good cause, weighting applied in the calculation of final degree classification: JH 50% SH 50%. Less than 65% of assessment completed by 15 March. Joint degree Subject A and Subject B.

Example 5 – PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March.

Example 6 – PGT programme, 120 credits of taught courses comprised of five 20 credit courses and two 10 credit courses. Less than 65% of assessment completed by 15 March. Two components of assessment not submitted.

Example 7 – Ordinary/designated degree final year student. Year 3 curriculum consisting of three Level 3 20 credit courses and three Level 2 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.

Example 8 – Ordinary/designated degree final year student – Year 3 curriculum consisting of six Level 3 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.

Example 9 – Application of a penalty applied under the Code of Student Conduct for academic misconduct.

**Example 1: Senior Honours student, all senior honours courses equally weighted, all assessment components completed, weighting applied in the calculation of final degree classification: JH 40% SH 60%. More than 65% of assessment completed by 15 March.**

All junior honours assessment completed (120 credits: 6 x 20 credit courses): overall JH GPA is 14.9.

All six senior honours courses are worth 20 credits.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>					14.9 (assessment complete)	
<b>Senior honours</b>						
Course 1 20 credits	Essay (50%) B2 Essay (50%) C1	B3			16 (50% weighting) 14 (50% weighting)	
Course 2 20 credits	Seminar (30%) A5	NYA			18 (30% weighting)	Exam (70%) B2
Course 3 20 credits	Essay (30%) B3	NYA			15 (30% weighting)	Project (70%) C1
Course 4 20 credits			Project (60%) A5	NYA	18 (60% weighting)	Exam (40%) C3
Course 5 20 credits				NYA		Essay (60%) B1 Exam (40%) C1
Course 6 20 credits				NYA		Dissertation (100%) C1

NYA = not yet available

### Volume of assessment completed by 15 March 2020

		Amount of programme assessment complete (%)
<b>Junior honours</b>		50.0
<b>Senior honours</b>		
Course 1	Essay (50%) Essay (50%)	8.3
Course 2	Seminar (30%)	2.5
Course 3	Essay (30%)	2.5
Course 4	Project (60%)	5.0
Course 5		
Course 6		
	<b>Total</b>	68.3

The assessment associated with each senior honours course represents 8.3% of the total honours assessment (20 credits for each course divided by 240 credits total). The weighting of each assessment within that 8.3% for each course can then be used to work out what has been completed of the programme assessment.

In this case, by 15 March 2020, the student **has completed 68.3%** of the assessment associated with the whole honours programme.

### Baseline GPA

JH is weighted 40% and SH is weighted 60% in the calculation of final degree classification.

The baseline GPA includes assessments taken in both years. The junior honours GPA is calculated by aggregating course grades, as usual. The SH contribution to baseline GPA, however, is calculated from assessment components only, and no reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).

Baseline GPA requires two things to be aggregated as follows:

#### 1. GPA from JH

Example 1 gives a value of 14.9 that has been calculated by aggregating course results. (An unrounded value should be used, so this value can have more than one decimal place.)

## 2. GPA from components of SH assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 1 shows the following components completed by 15 March:

Course 1 - Essay (50%) B2 (16 grade points)

Course 1 - Essay (50%) C1 (14)

Course 2 - Seminar (30%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 4 - Project (60%) A5 (18)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation.

$$\begin{aligned}\text{SH assessment components contributing to the baseline GPA} &= (\text{Essay Course 1} + \text{Essay Course 1} + \text{Seminar Course 2} + \text{Essay Course 3} + \\ &\quad \text{Project Course 4}) / \text{weighting of completed components} \\ &= [(16 \times 0.5) + (14 \times 0.5) + (18 \times 0.3) + (15 \times 0.3) + (18 \times 0.6)] / (0.5 + 0.5 + 0.3 + 0.3 \\ &\quad + 0.6) \\ &= 16.2273\end{aligned}$$

Baseline GPA aggregates **1.** and **2.**

In this case JH : SH was weighted 40 : 60.

The JH GPA contains 100% of the JH assessment i.e. (14.9 x 0.4)

The SH contribution to baseline GPA is based on only 36.6% of the total SH assessment. It is therefore re-weighted in the baseline calculation (16.2273 x 0.6 x 0.366)

$$\begin{aligned}\text{Baseline GPA} &= (\text{completed JH GPA} + \text{completed proportion of SH GPA}) / \text{proportion of honours assessment completed} \\ &= (14.9 \times 0.4) + (16.2273 \times 0.6 \times 0.366) / [0.4 + (0.6 \times 0.366)] \\ &= (5.96 + 3.5635) / 0.6196 \\ &= 15.3704 \text{ rounded to } \mathbf{15.4}\end{aligned}$$



## Final GPA

By 15 March the student had completed 68.3% of all honours assessment, i.e. more than 65% of the assessment required for the award, so in order to calculate final GPA, only results that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline GPA or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (70%) B2 (16 grade points) – *Include in final GPA*

Course 3 - Project (70%) C1 (14) – *Disregard as < 15.4*

Course 4 - Exam (40%) C3 (12) – *Disregard as < 15.4*

Course 5 - Essay (60%) B1 (17) – *Include in final GPA*

Course 5 - Exam (40%) C1 (14) – *Disregard as < 15.4*

Course 6 - Dissertation (100%) C1 (14) – *Disregard as < 15.4*

The baseline GPA included the 36.6% of SH assessment that had been completed by 15 March. The two additional components to be included in the final GPA from the SH assessment completed after 15 March are weighted appropriately in the calculation:

Contribution of the additional components to be included in final GPA = (Course 2 Exam B2 (70%)) + (Course 5 Essay B1 (60%)) / weighting of additional components

$$= [(16 \times 0.7) + (17 \times 0.6)] / (0.7 + 0.6) \\ = 16.4615$$

Proportion of SH assessment represented by the additional components (from the 6 SH courses) =  $(0.7 + 0.6) / 6$   
= 0.2166

Recalculating baseline GPA to arrive at final GPA as follows:

Final GPA = (JH GPA + proportion of SH GPA in baseline GPA + included proportion of SH assessment completed after 15 March) / total proportion of included honours assessment

$$= [(14.9 \times 0.4) + (16.2273 \times 0.6 \times 0.366) + (16.4615 \times 0.6 \times 0.2166)] / [0.4 + (0.6 \times 0.366) + (0.6 \times 0.2166)] \\ = (5.96 + 3.5635 + 2.1393) / 0.4 + 0.2196 + 0.1300 \\ = 11.6628 / 0.7496 \\ = 15.5587 \text{ rounded to } \mathbf{15.6}$$

## Notes

### 1. Integrated masters students

The same approach should be applied but there will be a GPA from both year 3 and year 4 to be included in the baseline GPA.

### 2. Option for final honours/integrated masters students to resit the full April/May exam diet.

The No Detriment policy offers students who are eligible to graduate the option of resitting the entire April/May exam diet. (See Appendix 2 of the No Detriment policy for further information on this.) In Example 1 this would mean that the student would resit the exams for courses 2, 4 and 5. The final GPA would then be recalculated with reference to the results obtained in these exams. The results from the same exams taken in April/May would not be taken into account.

In Example 1 the result from the course 2 exam, B2, was included in the final GPA as it was better than the baseline GPA of 15.4. If in the August diet the student achieved a C1 in the exam that result would be disregarded and the B2 achieved at the April/May diet would **not** be reinstated. Conversely, while neither of the other two exam results from the April/May diet was included in the final GPA because they were below the baseline GPA, if in August either or both results are better than the baseline value of 15.4 they would be included in the final GPA.

### 3. Continuing honours and integrated masters students

No interim baseline GPA should be calculated for the components of assessment completed by 15 March: the overall baseline value will incorporate assessment results from senior honours that are deemed not to have been affected by the Covid pandemic. Details of this will follow when known. Until the overall baseline GPA is established it will not be possible to identify those assessments from the Covid period that will be disregarded from the final GPA.

**Example 2: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.**

Junior honours assessment completed (120 credits: 6 x 20 credit courses) except two items not submitted: one essay worth 50% of the course assessment without good cause and one exam worth 75% of the course assessment with good cause accepted. Overall JH GPA is 14.9, with one course recoded as CW and one as MV.

All six senior honours courses are worth 20 credits. One essay from semester 1 missed through Good Cause (Course 1).

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>					14.9 (but assessment incomplete)	
<b>Senior honours</b>						
Course 1 20 credits	Essay (50%) Good Cause; Essay (50%) C1	MV			14 (50% component)	
Course 2 20 credits	Seminar (30%) A5	NYA			18 (30% component)	Exam (70%) B2
Course 3 20 credits	Essay (30%) B3	NYA			15 (30% component)	Project (70%) B2
Course 4 20 credits			Project (60%) A5	NYA	18 (60% component)	Exam (40%) C3
Course 5 20 credits						Essay (60%) B1 Exam (40%) C1
Course 6 20 credits						Dissertation (100%) C1

NYA = not yet available

### Volume of assessment completed by 15 March 2020

		Amount of programme assessment complete (%)
<b>Junior honours (Six 20 credit courses)</b>		39.6
2 components missing: 50% essay (CW) 75% exam (MV)		
<b>Senior honours</b>		
Course 1	Essay (50%)	4.2
Course 2	Seminar (30%)	2.5
Course 3	Essay (30%)	2.5
Course 4	Project (60%)	5.0
Course 5		
Course 6		
	<b>Total</b>	53.8

The two missing components of assessment reduce the proportion of programme assessment completed for junior honours from 50% to 39.6% (as a 50% weighted component and a 75% weighted component are missing respectively of 20 credit courses – each worth 8.3% of the programme – meaning that 10.4% of the programme assessment has not been completed in this year).

The assessment associated with each senior honours course represents 8.3% of the total honours assessment (20 credits for each course divided by 240 credits total). One essay has been missed through Good Cause.

In this case, by 15 March 2020, the student **has completed 53.8%** of the assessment associated with the whole honours programme.

### Baseline GPA

JH and SH are equally weighted in the calculation of final degree classification.

The baseline GPA includes assessments taken in both years. The junior honours GPA is calculated by aggregating course grades, as usual. The SH contribution to baseline GPA, however, is calculated from assessment components only, and no reference should be made to rounded course grades. Baseline GPA requires two things to be aggregated:

## 1. GPA from JH

Example 2 gives a value of 14.9 that has been calculated by aggregating course results. (An unrounded value should be used, so this value might have more than one decimal place.)

Note for the purposes of calculating baseline GPA the 50% weighted essay (missed without good cause) is treated as a completed component of assessment for which a zero is included in the aggregation.

The weighting carried by the JH year should, however, be reduced in relation to the exam that was missed with good cause (weighted at 75% of one of the six JH courses).

Proportion of JH assessment 'completed' for the purposes of calculation of GPA =  $50 - [(0.75 \times 1/6) \times 50] = 43.8$

In other words, instead of representing 50% of the programme GPA, completed junior honours assessment now carries a weighting of 43.8%.

## 2. GPA from components of SH assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 2 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 2 - Seminar (30%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 4 - Project (60%) A5 (18)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

A second essay on Course 1 scheduled by 15 March was missed with good cause accepted.

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

SH assessment components contributing to the baseline GPA = (Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 4) /  
weighting of completed components  
=  $[(14 \times 0.5) + (18 \times 0.3) + (15 \times 0.3) + (18 \times 0.6)] / (0.5 + 0.3 + 0.3 + 0.6)$   
= 16.2941

Proportion of SH assessment represented by SH assessment components contributing to the baseline GPA  
=  $(0.5 + 0.3 + 0.3 + 0.6) / 6$   
= 0.283, or 28.3%

Baseline GPA aggregates **1.** and **2.**  
In this case JH : SH was weighted 50 : 50

The JH GPA is based on 43.8% of the total JH assessment ( $14.9 \times 0.438$ )  
The SH contribution to baseline GPA is based on only 28.3% of the total SH assessment. It is therefore weighted in the baseline calculation ( $16.2941 \times 0.283 \times 0.5$ )

Baseline GPA = JH GPA + proportion of SH GPA  
=  $(14.9 \times 0.438) + (16.2941 \times 0.283 \times 0.5) / [0.438 + (0.283 \times 0.5)]$   
=  $(6.5262 + 2.3056) / 0.5795$   
= 15.2403 rounded to **15.2**

### Final GPA

By 15 March the student had completed 53.8% of all honours assessment, i.e. less than 65% of the assessment required for the award, so in order to calculate final GPA, assessment results that are equal to or above the baseline GPA will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (70%) B2 (16 grade points) – *Include in final GPA*

Course 3 - Project (70%) B2 (16) – *Include in final GPA*

Course 4 - Exam (40%) C3 (12) – *Disregard as < 15.2*

Course 5 - Essay (60%) B1 (17) – *Include in final GPA*; Exam (40%) C1 (14) – *Disregard as < 15.2*

Course 6 - Dissertation (100%) C1 (14) – *Disregard as < 15.2*

The baseline GPA included the 28.3% of SH assessment that had been completed by 15 March. The three additional components to be included in the final GPA from the SH assessment completed after 15 March are weighted appropriately in the calculation:

Contribution of the additional components to be included in final GPA = (Course 2 exam B2 (70%)) + (Course 3 project B2 (70%)) + (Course 5 essay B1 (60%)) / weighting of additional included components

$$\begin{aligned} &= [(16 \times 0.7) + (16 \times 0.7) + (17 \times 0.6)] / (0.7 + 0.7 + 0.6) \\ &= 16.3 \end{aligned}$$

Proportion of SH assessment represented by the additional included components =  $(0.7 + 0.7 + 0.6) / 6$   
= 0.3333

This brings the total amount of assessment included in the GPA to  $53.8\% + (0.5 \times 33.3\%) = 70.5\%$ . This means that the minimum of 65% of taught course assessment is included and gives a final taught courses GPA.

Recalculating baseline GPA to arrive at final GPA as follows:

Final GPA = (JH GPA + proportion of SH GPA in baseline GPA + included proportion of SH assessment completed after 15 March) / total proportion of included honours assessment

$$\begin{aligned} &= (14.9 \times 0.438) + ((16.2941 \times 0.283 \times 0.5) + (16.3 \times 0.333 \times 0.5)) / [0.438 + (0.283 \times 0.5) + (0.333 \times 0.5)] \\ &= (6.5262 + 2.3056 + 2.714) / (0.438 + 0.142 + 0.167) \\ &= 11.5458 / 0.747 \\ &= 15.4562 \text{ rounded to } \mathbf{15.5} \end{aligned}$$

**Example 3: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.**

**After adding in component results after 15 March that are equal to or better than the baseline GPA there is still less than 65% of the assessment included.**

Junior honours assessment completed (120 credits: 6 x 20 credit courses) except two items not submitted: one essay worth 50% of the course assessment without good cause (CW) and one exam worth 75% of the course assessment with good cause accepted (MV). The JH GPA is 14.9.

All six senior honours courses are worth 20 credits. One essay from semester 1 missed through Good Cause (Course 1).

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>					14.9 (but assessment incomplete)	
<b>Senior honours</b>						
Course 1 20 credits	Essay (50%) Good Cause; Essay (50%) C1	MV			14 (50% component)	
Course 2 20 credits	Seminar (30%) A5	NYA			18 (30% component)	Exam (70%) D2
Course 3 20 credits	Essay (30%) B3	NYA			15 (30% component)	Project (70%) B2
Course 4 20 credits			Project (60%) A5	NYA	18 (60% component)	Exam (40%) C2
Course 5 20 credits						Essay (50%) B1 Exam (50%) C2
Course 6 20 credits						Dissertation (100%) C1

NYA = not yet available



### Volume of assessment completed by 15 March 2020

		Amount of programme assessment complete (%)
<b>Junior honours (Six 20 credit courses)</b> 2 components missing: 50% essay (CW) 75% exam (MV)		39.6
<b>Senior honours</b>		
Course 1	Essay (50%)	4.2
Course 2	Seminar (30%)	2.5
Course 3	Essay (30%)	2.5
Course 4	Project (60%)	5.0
Course 5		
Course 6		
	<b>Total</b>	53.8

The two missing components of assessment reduce the proportion of programme assessment completed for junior honours from 50% to 39.6% (as a 50% weighted component and a 75% weighted component are missing respectively of 20 credit courses – each worth 8.3% of the programme – means that 10.4% of the programme assessment has not been completed in this year).

The assessment associated with each senior honours course represents 8.3% of the total honours assessment (20 credits for each course divided by 240 credits total). One essay has been missed through Good Cause.

In this case, by 15 March 2020, the student **has completed 53.8%** of the assessment associated with the whole honours programme.

### Baseline GPA

JH and SH are equally weighted in calculation of final degree classification.

The baseline GPA includes assessments taken in both years. The junior honours GPA is calculated by aggregating course grades, as usual. The SH contribution to baseline GPA, however, is calculated from assessment components only, and no reference should be made to rounded course grades. Baseline GPA requires two things to be aggregated:

## 1. GPA from JH

Example 3 gives a value of 14.9 that has been calculated by aggregating course results. (An unrounded value should be used, so this value might have more than one decimal place.)

Note for the purposes of calculating baseline GPA the 50% weighted essay (missed without good cause) is treated as a completed component of assessment for which a zero is included in the aggregation.

The weighting carried by the JH year should, however, be reduced in relation to the exam that was missed with good cause (weighted at 75% of one of the six JH courses).

Proportion of JH assessment 'completed' for the purposes of calculation of GPA =  $50 - [(0.75 \times 1/6) \times 50] = 43.8$

In other words, instead of representing 50% of the programme GPA, completed junior honours assessment now carries a weighting of 43.8%.

## 2. GPA from components of SH assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 2 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 2 - Seminar (30%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 4 - Project (60%) A5 (18)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

A second essay on Course 1 scheduled by 15 March was missed with good cause accepted.

All courses carry 20 credits. As the courses carry equal credit weighting, this does not need to be factored into the calculation:

SH assessment components contributing to the baseline GPA = (Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 4) /  
weighting of included components  
=  $[(14 \times 0.5) + (18 \times 0.3) + (15 \times 0.3) + (18 \times 0.6)] / (0.5 + 0.3 + 0.3 + 0.6)$   
= 16.2941

Proportion of SH assessment represented by SH assessment components contributing to the baseline GPA  
=  $(0.5 + 0.3 + 0.3 + 0.6) / 6$   
= 0.283, or 28.3%

Baseline GPA aggregates **1.** and **2.**  
In this case JH : SH was weighted 50 : 50

The JH GPA is based on 43.8% of the total JH assessment ( $14.9 \times 0.438$ )  
The SH contribution to baseline GPA is based on only 28.3% of the total SH assessment. It is therefore weighted in the baseline calculation ( $16.2941 \times 0.283 \times 0.5$ )

Baseline GPA = JH GPA + proportion of SH GPA  
=  $(14.9 \times 0.438) + (16.2941 \times 0.283 \times 0.5) / [0.438 + (0.283 \times 0.5)]$   
=  $(6.5262 + 2.3056) / 0.5795$   
= 15.2403 rounded to **15.2**

### Final GPA

By 15 March the student had completed 53.8% of all honours assessment, i.e. less than the 65% of assessment required for the award so in order to calculate final GPA, assessment results that are equal to or above the baseline GPA will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (70%) D2 (10 grade points)

Course 3 - Project (70%) B2 (16) – *Include in final GPA*

Course 4 - Exam (40%) C2 (13)

Course 5 - Essay (50%) B1 (17) – *Include in final GPA*; Exam (50%) C2 (13)

Course 6 - Dissertation (100%) C1 (14)

There are two components of assessment completed after 15 March where the result is equal to or greater than the baseline GPA, that is the Course 3 project (70% weighting), graded B2 (16) and the Course 5 essay (50% weighting), graded at B1 (17). These will be included in the final GPA weighted appropriately in the calculation:

Contribution of the additional components to be included in final GPA = (Course 3 project B2 (70%)) + (Course 5 essay B1 (50%)) / weighting of additional included components

$$\begin{aligned} &= [(16 \times 0.7) + (17 \times 0.5)] / (0.7 + 0.5) \\ &= 19.7 / 1.2 \\ &= 16.4167 \end{aligned}$$

Course 3 project and Course 5 essay represent  $(0.7 + 0.5) / 6 = 0.2$ , i.e. 20% of SH assessment.

Each course represents 8.3% of total honours assessment. Including the Course 3 project and the Course 5 essay, the total proportion of assessment included in the GPA is:

$$\begin{aligned} &= \text{Amount of assessment completed by 15 March} + \text{Course 3 project} + \text{Course 5 essay} \\ &= 53.8 + (0.7 \times 8.3) + (0.5 \times 8.3) \\ &= 63.8\% \end{aligned}$$

As there are no remaining completed components where the result is equal to or greater than baseline GPA, the next best results must be included until the 65% threshold has been met.

A minimum of 1.2% of the assessment must still be added (that is,  $65 - 63.8\%$ ).

Each course represents 8.3% of the total honours assessment. The smallest remaining component is Course 4 exam, weighted 40%. This would add  $(0.4 \times 8.3) = 3.3\%$  to the amount of assessment included in the GPA, bringing the total above the 65% threshold. Therefore adding to the final GPA any of the remaining results will mean that the 65% minimum level is achieved. As these results are all below the baseline GPA, their inclusion will act to reduce the final GPA. The 'best' result will not necessarily be the component for which the highest grade was achieved. In this case the dissertation received the next highest grade, C1, but it carries a 100% weighting. This will have a greater negative impact on the final GPA than a less heavily weighted component with only a slightly lower result. This is illustrated in the following:

Course 4 exam is weighted 40%, graded C2. This represents  $0.4 / 6 = 0.0667$ , i.e. 6.7% of SH assessment.

Course 6 dissertation is weighted 100%, graded C1. This represents  $1 / 6 = 0.1667$ , i.e. 16.7% of SH assessment.

Final GPA	= JH GPA	+ proportion of SH GPA in baseline	+ proportion of SH assessment completed after 15 March >= baseline	+ proportion of SH assessment completed after 15 March < baseline	/	Weighting of all included assessment
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Adding in Course 4 – Exam (40%) C2 (13)

$$\begin{aligned}
 &= (14 \cdot 0.9 \times 0.438) + (16.2941 \times 0.283 \times 0.5) + (16.4167 \times 0.2 \times 0.5) + (13 \times 0.067 \times 0.5) & / & 0.438 + (0.283 \times 0.5) + (0.2 \times 0.5) + \\
 &= 6.5262 + 2.3056 + 1.6417 + 0.4355 & / & (0.067 \times 0.5) \\
 &= 10.909 / 0.713 & / & 0.713 \\
 &= 15.3001 \text{ rounded to } 15.3
 \end{aligned}$$

Adding in Course 6 – Dissertation (100%) C1 (14) in place of Course 4 Exam

$$\begin{aligned}
 &= (14 \cdot 0.9 \times 0.438) + (16.2941 \times 0.283 \times 0.5) + (16.4167 \times 0.2 \times 0.5) + (14 \times 0.167 \times 0.5) & / & (0.438 + (0.283 \times 0.5) + (0.2 \times 0.5) + \\
 &= 6.5262 + 2.3056 + 1.6417 + 1.169 & / & (0.167 \times 0.5) \\
 &11.6425 / 0.763 & / & 0.763 \\
 &15.2588 \text{ rounded to } 15.3
 \end{aligned}$$

The difference between the two final GPAs is very small (and in this case is eliminated by rounding) but including the smaller component (Course 4 exam) produces the higher value.

**Example 4: combined/joint honours: senior honours student, all senior honours courses equally weighted, one assessment component missing with good cause. Weighting applied in the calculation of final degree classification: Subject A: JH 40% SH 60%; weighting applied in Subject B JH 50% SH 50%. More than 65% of assessment already completed by 15 March.**

All junior honours assessment completed (120 credits)

Subject A: 60 credits with a GPA of 13.25 – weighted 40% of subject A for honours classification

Subject B: 60 credits with a GPA of 16.5 – weighted 50% of subject B for honours classification

All six senior honours courses are worth 20 credits.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>						
Subject A 13.25						
Subject B 16.5						
<b>Senior honours</b>						
Subject A						
Course 1	Essay (50%) B2 (16)	NYA				Exam (50%) C1 (14)
Course 2	Project (100%) B3 (15)	B3				
Course 3	Essay (50%) missed with good cause (MV)					Exam (50%) D3 (9)
Subject B						
Course 4			Essay (50%) C2 (13)			Essay (50%) B1 (17)
Course 5						Exam (100%) D1 (11)
Course 6						Dissertation (100%) C1 (14)

## Baseline GPA

A combined baseline GPA for subject A and subject B will comprise the following:

- Subject A junior honours GPA weighted at 40% for the subject
- Subject A senior honours assessment completed by 15 March, weighted at the appropriate proportion of 60% for the subject
- Subject B junior honours GPA weighted at 50% for the subject
- Subject B senior honours assessment completed by 15 March, weighted at the appropriate proportion of 50% for the subject.

Subject A junior honours GPA = 13.25 (60 credits) weighted at 40% of subject A

The contribution to baseline GPA will be GPA x proportion of subject A honours assessment x classification weighting  
= 13.25 x 0.5 x 0.4  
= 2.65

Subject A senior honours assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 4 shows the following components completed by 15 March:

Course 1 - Essay (50%) B2 (16 grade points)

Course 2 - Project (100%) B3 (15)

Course 3 - none (Essay missed with good cause accepted)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Subject A SH assessment components contributing to the baseline GPA = (Essay Course 1 + Project Course 2) / weighting of included components  
= [(16 x 0.5) + (15 x 1.0)] / (0.5 + 1.0)  
= 15.3333

The proportion of Subject A SH assessment (3 courses) completed by 15 March = 1.5 / 3  
= 0.5

The Subject A SH contribution to baseline GPA will be GPA x proportion of subject A honours assessment x classification weighting  
= 15.3333 x 0.5 x 0.5 x 0.6  
= 2.3

Subject B junior honours GPA = 16.5 (60 credits) weighted at 50% for subject B

The contribution to baseline GPA will be GPA x proportion of subject B honours assessment x classification weighting  
=  $16.5 \times 0.5 \times 0.5$   
= 4.125

Subject B senior honours assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 4 shows the following components completed by 15 March:

Course 4 - Essay (50%) C2 (13)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Subject B SH assessment component contributing to the baseline GPA = (Essay Course 4) / weighting of included component  
=  $(13 \times 0.5) / 0.5$   
= 13

The proportion of Subject B SH assessment (3 courses) completed by 15 March =  $0.5 / 3$   
= 0.1667, i.e. 16.7%

The Subject B SH contribution to baseline GPA will be GPA x proportion of subject B honours assessment x classification weighting  
=  $13 \times 0.5 \times 0.1667 \times 0.5$   
= 0.5418



Combined baseline GPA for subject A and subject B is therefore:

	GPA	Weighted proportion of honours assessment	Grade points for combined baseline GPA
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$0.5 \times 0.4 = 0.2$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	15.3333	$0.5 \times (0.5 \times 0.6) = 0.15$	2.3
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 \times 0.5 = 0.25$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 \times (0.1667 \times 0.5) = 0.041675$	0.5418
Total		0.641675	9.6168
<b>Combined baseline GPA</b> = total grade points / weighted proportion of included honours assessment			
		9.6168	$/(0.5 \times 0.4) + (0.5 \times 0.5 \times 0.6) + (0.5 \times 0.5) + (0.1667 \times 0.5 \times 0.5)$
		14.987, rounded to 15.0	

### Final combined GPA

In order to calculate the final combined GPA, all components of assessment completed after 15 March where the result is equal to or greater than the combined baseline GPA should be included.

Components completed after 15 March:

Course 1 - Exam (50%) C1 (14 grade points) – *Disregard as <15.0*

Course 2 - None

Course 3 - Exam (50%) D3 (9) – *Disregard as <15.0*

Course 4 - Essay (50%) B1 (17) – *Include in final GPA*

Course 5 - Exam (100%) D1 (11) – *Disregard as <15.0*

Course 6 - Dissertation (100%) C1 (14) – *Disregard as <15.0*

There is only one additional component (from subject B) to be included in the final GPA from the SH assessment completed after 15 March. This needs to be weighted appropriately in the calculation:

$$\begin{aligned} \text{Contribution of the additional component to be included in final combined GPA} &= (\text{Course 4 Exam}) / \text{weighting of component} \\ &= 17 \times 0.5 / 0.5 \\ &= 17 \end{aligned}$$

$$\begin{aligned} \text{The proportion of Subject B SH assessment represented by the additional component} &= 0.5 / 3 \\ &= 0.1667 \end{aligned}$$

Recalculating combined baseline GPA to arrive at final GPA as follows (additional component of assessment shown in bold):

	GPA	Weighted proportion of honours assessment	Grade points
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$x 0.5 \times 0.4$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	15.3333	$x 0.5 \times (0.5 \times 0.6)$	2.3
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 \times 0.5$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 \times (0.1667 \times 0.5)$	0.5418
<b>Additional assessment completed after 15 March: Course 4 Essay (Subject B)</b>	<b>17</b>	<b><math>0.5 \times (0.1667 \times 0.5)</math></b>	<b>0.7085</b>
		Total	10.3253
<b>Combined final GPA</b>	=	total grade points / weighted proportion of included honours assessment	
		$10.3253 / ((0.5 \times 0.4) + (0.5 \times 0.5 \times 0.6) + (0.5 \times 0.5) + (0.5 \times 0.1667 \times 0.5) + \mathbf{(0.5 \times 0.1667 \times 0.5)})$	
		15.1098, rounded to 15.1	

**Example 5: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March.**

A PGT programme consisting of six 20 credit taught courses and a 60 credit independent work (project or dissertation). Proportion of completed assessment relates only to the amount of assessment completed across the taught courses. The independent work must also be submitted.

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Taught courses</b>						
Course 1 20 credits	Essay (50%) B2; Essay (50%) C1	B3			16 (50% weighting) 14 (50% weighting)	
Course 2 20 credits	Seminar (40%) A5	NYA			18 (40% component)	Exam (60%) B2
Course 3 20 credits	Essay (30%) B3; Project (70%) D1	C3			15 (30% weighting) 11 (70% weighting)	
Course 4 20 credits			Project (70%) A5	NYA	18 (70% component)	Exam (30%) C3
Course 5 20 credits			Essay (60%) B3	NYA		Exam (40%) C1
Course 6 20 credits			Literature review (50%) C3 Essay (50%) B2	C1	12 (50% weighting) 16 (50% weighting)	

NYA = not yet available

### Volume of assessment completed by 15 March 2020

		Amount of taught course assessment complete across the programme (%)
Course 1	Essay (50%) Essay (50%)	16.7
Course 2	Seminar (40%)	6.7
Course 3	Essay (30%) Project (70%)	16.7
Course 4	Project (70%)	11.7
Course 5	Essay (60%)	10.0
Course 6	Literature review (50%) C3 Essay (50%) B2	16.7
	<b>Total</b>	<b>78.5</b>

The assessment associated with each taught course represents 16.7% of the total taught course assessment (20 credits for each course divided by 120 taught credits total). The weighting of each assessment within that 16.7% for each course can then be used to work out what has been completed of the programme assessment.

In this case, by 15 March 2020, the student has completed 78.5% of the assessment associated with the taught courses.

### Baseline taught courses GPA

#### PGT programme where all courses equally weighted

The baseline taught courses GPA is calculated from assessment components. No reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).

Student's baseline taught courses GPA is calculated aggregating components of assessment completed by 15 March. All assessment components should be aggregated using the appropriate component weighting.

Example 5 shows the following components completed by 15 March:

Course 1 - Essay (50%) B2 (16 grade points)

Course 1 - Essay (50%) C1 (14)

Course 2 - Seminar (40%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 3 - Project (70%) D1 (11)

Course 4 - Project (70%) A5 (18)

Course 5 - Essay (60%) B3 (15)

Course 6 - Literature review (50%) C3 (12)

Course 6 - Essay (50%) B2 (16)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

Baseline taught courses GPA = (Essay Course 1 + Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 3 + Project Course 4 + Essay Course 5 + Literature review Course 6 + Essay course 6) / weighting of completed components

= [(16 x 0.5) + (14 x 0.5) + (18 x 0.4) + (15 x 0.3) + (11 x 0.7) + (18 x 0.7) + (15 x 0.6) + (12 x 0.5) + (16 x 0.5)] / (0.5 + 0.5 + 0.4 + 0.3 + 0.7 + 0.7 + 0.6 + 0.5 + 0.5)

= 14.8936 = **14.9** to 1 decimal place

### **Final taught courses GPA**

By 15 March the student had completed 78.5% of all taught course assessment, i.e. more than 65% of the taught assessment required for the award so in order to calculate final taught courses GPA, assessment results that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline GPA or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (60%) B2 (16 grade points) – *Include in final GPA*

Course 3 - none

Course 4 - Exam (30%) C3 (12) – *Disregard as < 14.9*

Course 5 - Exam (40%) C1 (14) – *Disregard as < 14.9*

Course 6 - none

Recalculating Baseline GPA to arrive at final GPA as follows:

Final taught courses GPA = (Components included in baseline GPA + additional components included after 15 March) / total proportion of included assessment.

$$\begin{aligned} &= [(16 \times 0.5) + (14 \times 0.5) + (18 \times 0.4) + (15 \times 0.3) + (11 \times 0.7) + (18 \times 0.7) + (15 \times 0.6) + (12 \times 0.5) + (16 \times 0.5) + (16 \times 0.6)] / (0.5 \\ &+ 0.5 + 0.4 + 0.3 + 0.7 + 0.7 + 0.6 + 0.5 + 0.5 + 0.6) \\ &= 15.0189 \text{ rounded to } \mathbf{15.0} \end{aligned}$$

### Calculating eligibility for the award of merit and distinction

Degree regulations include provisions determining eligibility for the award of merit and distinction. For degrees governed by the generic PGT programme regulations the relevant requirements are as follows:

9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of at least 15.0 in the 180 or more credits completed on the programme; and
- b) a grade point average of at least 14.0 in the taught courses; and
- c) a grade of at least C1 in the substantial independent work.

9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of at least 18.0 in the 180 or more credits completed on the programme; and
- b) a grade point average of at least 17.0 in the taught courses; and
- c) a grade of at least B1 in the substantial independent work.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

Under the No Detriment policy, as described above, students may have satisfied the usual taught courses requirements for the degree even though not all components of assessment are completed or included in the final taught courses GPA (a minimum of 65% completion is required). Irrespective of the actual amount of taught courses assessment completed or included in the final taught courses GPA, the aggregation of taught courses GPA and independent work (dissertation/project) grade should follow the relative credit weighting reflected in the curriculum, i.e. where the curriculum comprises 120 taught credits and a substantial independent work of 60 credits, the combined GPA should be aggregated using a weighting of 120 : 60, or 66.6% to 33.3%. On a programme where the curriculum comprises 180 taught credits and a substantial independent work of 60 credits, the combined GPA should be aggregated using a weighting of 180 : 60, or 75% to 25%.

In Example 5, the curriculum comprises 120 taught credits and a 60 credit dissertation.

The final taught courses GPA is 15.0.

If the dissertation grade is B2, the overall combined GPA is calculated as follows:

$$\begin{aligned}\text{Combined GPA across the 180 credits of the curriculum} &= 0.666 \times \text{final taught courses GPA} + 0.333 \times \text{dissertation grade B2 (16)} \\ &= (0.666 \times 15.0) + (0.333 \times 16) \\ &= 15.318 \text{ rounded to } 15.3\end{aligned}$$

All the requirements of s 9.2 (a) – (c) are satisfied so the student is eligible for the award with merit.

**Example 6: PGT programme, 120 credits of taught courses comprised of five 20 credit courses and two 10 credit courses – less than 65% of assessment completed by 15 March. Two components of assessment not submitted.**

A PGT programme consisting of 120 credits of taught courses and a 60 credit independent work (project or dissertation). Proportion of completed assessment relates only to the amount of assessment completed across the taught courses. The independent work must also be submitted.

One essay was not submitted in semester 1 with Good Cause accepted; one essay was not submitted in semester 2 but without Good Cause.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Taught courses</b>						
Course 1 20 credits	Essay (50%) MV; Essay (50%) C1	MV			14 (50% component)	
Course 2 20 credits	Seminar (40%) A5	NYA			18 (40% component)	Exam (60%) B2
Course 3 20 credits	Essay (30%) B3; Project (70%) D1	C3			15 (30% component) 11 (70% component)	
Course 4 20 credits			Project (70%) A5	NYA	18 (70% component)	Exam (30%) C3
Course 5 10 credits			Essay (60%) CW	NYA	0 (60% component)	Exam (40%) C1
Course 6 10 credits			Test (25%) C3	NYA	12 (25% component)	Exam (75%) D1
Course 7 20 credits			Literature review (50%) C3 Essay (50%) B2	C1	12 (50% weighting) 16 (50% weighting)	

NYA = not yet available CW = not submitted, no Good Cause

MV = not submitted with Good Cause



### Volume of assessment completed by 15 March 2020

	Completed components of assessment	Proportion of taught course assessment represented by the course (%)	Amount of taught course assessment complete across the programme (%)
Course 1 20 credits	Essay (50%)	16.7	$16.7 \times 0.5 = 8.4$
Course 2 20 credits	Seminar (40%)	16.7	$16.7 \times 0.4 = 6.7$
Course 3 20 credits	Essay (30%) Project (70%)	16.7	$16.7 \times 1.0 = 16.7$
Course 4 20 credits	Project (70%)	16.7	$16.7 \times 0.7 = 11.7$
Course 5 10 credits		8.3	0.0
Course 6 10 credits	Test (25%)	8.3	$8.3 \times 0.25 = 2.08$
Course 7 20 credits	Literature review (50%) C3 Essay (50%) B2	16.7	$16.7 \times 1.0 = 16.7$
		<b>Total</b>	62.3

In this case, by 15 March 2020, the student has completed 62.3% of the assessment.

### Baseline taught courses GPA

PGT programme where courses are not all equally weighted.

The baseline taught courses GPA is calculated from assessment components. No reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).

Student's baseline taught courses GPA is calculated aggregating components of assessment completed by 15 March. All assessment components should be aggregated using the appropriate component weighting and course credit weighting.

Example 4 shows the following components completed by 15 March:

Course 1 (20 credit course) - Essay (50%) C1 (14 grade points)

Course 2 (20 credit course) - Seminar (40%) A5 (18)

Course 3 (20 credit course) - Essay (30%) B3 (15); Project (70%) D1 (11)

Course 4 (20 credit course) - Project (70%) A5 (18)

Course 5 (10 credit course) - Essay (60%) H (0)

Course 6 (10 credit courses) - Test (25%) C3 (12)

Course 7 (20 credit course) - Literature review (50%) C3 (12); Essay (50%) B2 (16)

The 60% weighted essay for Course 5 was not submitted, without good cause. The baseline GPA will include zero grade points (grade H) weighted appropriately.

Components contributing to the taught courses GPA baseline:

Course / component	Component result	Grade points	Weighting (Component x course credits)	Grade points
Course 1 Essay	C1	14	0.5 x 20	140
Course 2 Seminar	A5	18	0.4 x 20	144
Course 3 Essay	B3	15	0.3 x 20	90
Course 3 Project	D1	11	0.7 x 20	154
Course 4 Project	A5	18	0.7 x 20	252
Course 5 Essay	H	0	0.6 x 10	0
Course 6 Test	C3	12	0.25 x 10	30
Course 7 Literature review	C3	12	0.5 x 20	120
Course 7 Essay	B2	16	0.5 x 20	160
		<b>Totals</b>	<b>80.5</b>	<b>1090</b>

Baseline GPA = Grade points / weighted components  
 = 1090 / 80.5  
 = 13.5404 rounded to **13.5**

## Final taught courses GPA

By 15 March the student had completed 62.3% of all taught course assessment, i.e. less than the 65% of the assessment required for the award, so in order to calculate final taught courses GPA, assessment results that are equal to or above the baseline taught courses GPA will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final taught courses GPA.

Components completed after 15 March:

Course 1 (20 credit course) - none

Course 2 (20 credit course) - Exam (60%) B2 (16 grade points) – *Include in final GPA*

Course 3 (20 credit course) - none

Course 4 (20 credit course) - Exam (30%) C3 (12) – *Disregard as < 13.5*

Course 5 (10 credit course) - Exam (40%) C1 (14) – *Include in final GPA*

Course 6 (10 credit course) - Exam (75%) D1 (11) – *Disregard as < 13.5*

Course 7 (20 credit course) - none

Assessment components to be included in final taught courses GPA: Course 2 exam and Course 5 exam. This brings the total amount of assessment included in the GPA to  $62.3\% + (0.6 \times 16.7\%) + (0.4 \times 8.3\%) = 75.6\%$ . This means that the minimum of 65% of taught course assessment is included and gives a final taught courses GPA.

Recalculating taught courses baseline GPA to arrive at final GPA as follows:

Course / component	Component result	Grade points	Weighting (Component x course credits)	Grade points
Course 1 Essay	C1	14	0.5 x 20	140
Course 2 Seminar	A5	18	0.4 x 20	144
<b>Course 2 Exam</b>	<b>B2</b>	<b>16</b>	<b>0.6 x 20</b>	<b>192</b>
Course 3 Essay	B3	15	0.3 x 20	90
Course 3 Project	D1	11	0.7 x 20	154
Course 4 Project	A5	18	0.7 x 20	252
Course 5 Essay	H	0	0.6 x 10	0
<b>Course 5 Exam</b>	<b>C1</b>	<b>14</b>	<b>0.4 x 10</b>	<b>56</b>
Course 6 Test	C3	12	0.25 x 10	30
Course 7 Literature review	C3	12	0.5 x 20	120

Course 7 Essay	B2	16	0.5 x 20	160
		<b>Totals</b>	<b>96.5</b>	<b>1338</b>

Final taught courses GPA = Grade points / weighted components  
 = 1338 / 96.5  
 = 13.8653 rounded to **13.9**

### Calculating eligibility for the award of merit and distinction

As noted in Example 5 above, eligibility for merit and distinction is calculated with reference to a GPA that aggregates the taught courses GPA and the independent work (dissertation/project) grade, applying the relative credit weighting of the curriculum.

In Example 6, the curriculum comprises 120 taught credits and a 60 credit project, so the combined GPA will be calculated using a weighting of 120 : 60.

The final taught courses GPA is 13.9.

If the project grade is A5, the overall combined GPA is calculated as follows:

Combined GPA across the 180 credits of the curriculum = 0.666 x final taught courses GPA + 0.333 x project grade A5 (18)  
 = (0.666 x 13.9) + (0.333 x 18)  
 = 15.2514 rounded to 15.3

The combined GPA of 15.3 puts the student in the range of combined GPAs eligible for the award of merit. However, the taught courses GPA of 13.9 does not satisfy the minimum requirement for taught courses of 14.0 (see Example 5 above) so merit cannot be awarded.

**Example 7: Ordinary/designated degree final year student - year 3 curriculum consisting of three Level 3 20 credit courses and three Level 2 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.**

Proportion of completed programme assessment takes into account the assessment completed in years 1 and 2. Students must complete at least 65% of the total assessment over the 360 credits included in the curriculum over three years of study. In addition they must meet requirements in relation to 65% of the assessment associated with 60 of the L3 credits.

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Baseline programme GPA to include	L3 baseline GPA to include	Completed after 15 March, including April/May assessment diet
<b>Year 1</b>					10.75 (all assessment complete)		
<b>Year 2</b>					11.125 (all assessment complete)		
<b>Year 3</b>							
Course 1 (Level 3) 20 credits	Essay (50%) C1 Essay (50%) E1					14 (50% component) 8 (50% component)	
Course 2 (Level 2) 20 credits	Seminar (40%) C3	NYA				12 (40% component)	Exam (60%) Did not happen
Course 3 (Level 2) 20 credits	Essay (30%) B3; Project (70%) D1					15 (30% component) 11 (70% component)	
Course 4 (Level 2) 20 credits				NYA			Project (70%) C1; Exam (30%) Did not happen
Course 5 (Level 3) 20 credits			Essay (60%) D2	NYA		10 (60% component)	Exam (40%) D1
Course 6 (Level 3) 20 credits			Class test (30%) E1	NYA		8 (30% component)	Exam (70%) C1

NYA = not yet available

### Volume of assessment completed by 15 March 2020

In this case the student completed all assessment from years 1 and 2 (66.6% of the total assessment for the programme) so it is clear that they have already met the requirement for at least 65% of the programme assessment to be complete. (Where course grades have been returned for all year 1 and year 2 courses, this can be assumed.)

This degree's regulations also require students to achieve a GPA of at least 9.0 across 60 credits at Level 3. The volume of assessment completed by 15 March on the three Level 3 courses is as follows. Each of the three Level 3 courses carries 33.3% of the total assessment required to meet this regulation:

		Amount of L3 assessment complete across the 60 credits (%)	Amount of assessment complete across year 3 (required for baseline Programme GPA calculation) (%)
Course 1 (Level 3)	Essay (50%) Essay (50%)	33.3	16.67
Course 2 (level 2)	Seminar (40%)		6.67
Course 3 (level 2)	Essay (30%) Project (70%)		16.67
Course 5 (Level 3)	Essay (60%)	20.0	10
Course 6 (Level 3)	Class test (30%)	10.0	5
	<b>Total</b>	63.3	55

### GPA Calculations

There are two GPA values to be achieved for this award: A) the **Programme GPA** and B) the **GPA for 60 Level 3 Credits**.

#### A) Programme GPA

##### Baseline programme GPA

All three years of assessment (totalling 360 credits) contribute equally to the calculation of final grade point average (33.3% each).

The baseline GPA is based on assessments completed in years 1 and 2 and by 15 March in year 3. GPAs for years 1 and 2 are calculated by aggregating course grades. The GPA for year 3, however, is calculated from assessment components only, and no reference should be made to rounded course grades (e.g. for Course 1 where all assessment was completed in semester 1 and a final overall course grade is available).

Baseline programme GPA requires two things to be aggregated:

**1. GPA from assessment completed in years 1 and 2**

Example 7 gives a value of 10.75 and 11.125 for years 1 and 2 respectively. (Unrounded GPAs should be used.)

**2. GPA from components of all year 3 assessment completed by 15 March (Levels 2 and 3)**

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 7 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 1 - Essay (50%) E1 (8)

Course 2 - Seminar (40%) C3 (12)

Course 3 - Essay (30%) B3 (15)

Course 3 - Project (70%) D1 (11)

Course 4 - no assessment completed yet

Course 5 - Essay (60%) D2 (10)

Course 6 - Class test (30%) E1 (8)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Year 3 assessment components contributing to programme baseline GPA = (Essay Course 1 + Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 3 + Essay Course 5 + Class test Course 6) / weighting of completed components

$$\begin{aligned} &= [(14 \times 0.5) + (8 \times 0.5) + (12 \times 0.4) + (15 \times 0.3) + (11 \times 0.7) + (10 \times 0.6) + (8 \times 0.3)] / (0.5 + 0.5 + 0.4 + 0.3 + 0.7 + 0.6 + 0.3) \\ &= 36.4 / 3.3 \\ &= 11.0303 \text{ rounded to } 11.0 \end{aligned}$$

The year 3 GPA is based on 55% of the year's assessment which is complete by 15 March.

Baseline programme GPA aggregates **1.** and **2.**

Baseline programme GPA = (Year 1 GPA + Year 2 GPA + completed proportion of Year 3 GPA) / proportion of programme assessment completed

$$\begin{aligned} &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.0303 \times 0.55 \times 0.333) / [0.333 + 0.333 + (0.55 \times 0.333)] \\ &= 9.3046 / 0.8492 \\ &= 10.9569 \text{ rounded to } \mathbf{11.0} \end{aligned}$$

## Final Programme GPA

By 15 March the student had completed more than 65% of all programme assessment, so in order to calculate final programme GPA, assessment results from after 15 March that are equal to or above the baseline programme GPA will be included, and any assessment results that are below the baseline or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - none

Course 3 - none

Course 4 - Project (70%) C1 (14 grade points) – *Include in final GPA*

Course 5 - Exam (40%) D1 (11) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

All assessment components completed after 15 March will be included in final GPA as all results are either equal to or greater than the baseline.

Additional components to be included in final programme GPA = [Course 4 Project (70%) + Course 5 Exam (40%) + Course 6 Exam (70%)] / weighting of additional components

$$\begin{aligned} &= [(14 \times 0.7) + (11 \times 0.4) + (14 \times 0.7)] / (0.7 + 0.4 + 0.7) \\ &= 24 / 1.8 \\ &= 13.3333 \end{aligned}$$

Proportion of Year 3 assessment represented by the additional components (from the 6 Year 3 courses)

$$\begin{aligned} &= (0.7 + 0.4 + 0.7) / 6 \\ &= 0.3 \end{aligned}$$

Recalculating Baseline programme GPA to arrive at final programme GPA as follows:

Final programme GPA = (Year 1 GPA + Year 2 GPA + proportion of Year 3 GPA in baseline + proportion of Year 3 GPA after 15 March) / proportion of programme assessment included

$$\begin{aligned} &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.0303 \times 0.55 \times 0.333) + (13.3333 \times 0.3 \times 0.333) / [0.333 + 0.333 + (0.55 \times 0.333) + (0.3 \times 0.333)] \\ &= 10.6366 / 0.9491 \\ &= 11.207 \text{ rounded to } \mathbf{11.2} \end{aligned}$$



## B) Level 3 GPA on 60 credits

The requirements for the degree include that a GPA of at least 9.0 should be achieved across 60 credits at Level 3. In this case the student's curriculum has only 60 credits at L3 from three courses, so all of these results must be used for this calculation. By the time of the final exam board it may be obvious that this requirement has been met (e.g. if all assessment on the three courses has been completed and the GPA is at least 9.0). As this GPA does not determine the award of classification Schools may wish to be pragmatic about whether the actual GPA is calculated in every case. The steps to be followed where a calculation is necessary are set out below.

### Baseline Level 3 GPA

To calculate the GPA on the L3 credits a baseline GPA should be calculated using components of assessment completed by 15 March:

Components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points); Essay (50%) E1 (8)

Course 5 - Essay (60%) D2 (10)

Course 6 - Class test (30%) E1 (8)

As all Level 3 courses carry 20 credits, this is not shown here as factored into the calculation.

Baseline L3 GPA = (Grade points x completed component weightings) / weighting of completed components

$$= [(14 \times 0.5) + (8 \times 0.5) + (10 \times 0.6) + (8 \times 0.3)] / (0.5 + 0.5 + 0.6 + 0.3)$$

$$= 19.4 / 1.9$$

$$= 10.2105 \text{ rounded to } \mathbf{10.2}$$

### Final Level 3 GPA

The proportion of L3 assessment (3 courses) completed by 15 March = (weighting of assessments) / 3

$$= (0.5 + 0.5 + 0.6 + 0.3) / 3$$

$$= 63.4$$

The student has not yet completed 65% of the L3 assessment so in order to calculate final GPA, assessment results that are equal to or above the baseline L3 GPA (10.2) will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA. [In cases where 65% of the L3 assessment has been completed by 15 March, and where the baseline GPA is at least 9.0, no further calculation is needed.]

Components completed after 15 March:

Course 1 - none

Course 5 - Exam (40%) D1 (11 grade points) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

Adding in the Course 5 exam and the Course 6 exam represents an additional  $(0.4 + 0.7) / 3 = 0.0367$ , i.e. 36.7% of the assessment for the selected Level 3 courses. The total L3 assessment completed has therefore reached the 65% minimum level. (In this case 100% of the assessment from the three selected L3 courses is included.)

Recalculating baseline GPA to arrive at Final Level 3 GPA = (Components included in baseline GPA + additional components completed after 15 March) / proportion of assessment included.

$$\begin{aligned} &= [(14 \times 0.5) + (8 \times 0.5) + (10 \times 0.6) + (8 \times 0.3) + \mathbf{(11 \times 0.4)} + \mathbf{(14 \times 0.7)}] / (0.5 + 0.5 + 0.6 + 0.3 + \mathbf{0.4} + \mathbf{0.7}) \\ &= 33.6 / 3 \\ &= \mathbf{11.2} \end{aligned}$$

**Example 8: Ordinary/designated degree final year student - Year 3 curriculum consisting of six Level 3 20 credit courses. Less than 65% of the assessment completed by 15 March on 60 credits of Level 3 courses.**

Proportion of completed programme assessment takes into account the assessment completed in years 1 and 2. Students must complete at least 65% of the total assessment over the 360 credits included in the curriculum over three years of study. In addition they must meet requirements in relation to 65% of the assessment associated with 60 of the L3 credits.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Baseline programme GPA to include	Include in L3 baseline GPA (if the course is selected as one of the three required for the 60 credit GPA)	Completed after 15 March, including April/May assessment diet
<b>Year 1</b>					10.75 (all assessment complete)		
<b>Year 2</b>					11.125 (all assessment complete)		
<b>Year 3</b>							
Course 1 (Level 3) 20 credits	Essay (50%) C1				14 (50% component)	14 (50% component)	Essay (50%) E1
Course 2 (Level 3) 20 credits	Seminar (40%) C3	NYA			12 (40% component)	12 (40% component)	Exam (60%) B3
Course 3 (Level 3) 20 credits	Project (70%) D1				11 (70% component)	11 (70% component)	Essay (30%) B3;
Course 4 (Level 3) 20 credits							Project (70%) C1; Exam (30%) D2
Course 5 (Level 3) 20 credits			Essay (60%) D2		10 (60% component)	10 (60% component)	Exam (40%) D1
Course 6 (Level 3) 20 credits			Class test (30%) E1		8 (30% component)	8 (30% component)	Exam (70%) C1

### Volume of assessment completed by 15 March 2020

In this case the student completed all assessment from years 1 and 2 (66.6% of the total assessment for the programme) so it is clear that they have already met the requirement for at least 65% of the programme assessment to be complete. (Where course grades have been returned for all year 1 and year 2 courses, this can be assumed.)

This degree's regulations also require students to complete at least 65% of assessment across 60 credits at Level 3, and to achieve a GPA of at least 9.0 across 60 credits at this level. As shown in the table below, taking the three L3 courses (60 credits) with the most complete proportion of the assessment, the best completion rate is 60% which is under the required 65%.

	Components completed	Amount of L3 assessment, across most complete 60 credits of courses (%)	Amount of assessment complete across year 3 (required for baseline Programme GPA calculation) (%)
Course 1	Essay (50%)	16.65	8.3
Course 2	Seminar (40%)		6.65
Course 3	Project (70%)	23.33	11.7
Course 4	none		
Course 5	Essay (60%)	20.0	10
Course 6	Class test (30%)		5
	<b>Total</b>	60	41.65

### GPA Calculations

There are two GPA values to be achieved for this award: A) the **Programme GPA** and B) the **GPA for 60 Level 3 Credits**.

#### A) Programme GPA

All three years of assessment (totalling 360 credits) contribute equally to the calculation of final grade point average (33.3% each).

The baseline GPA is based on assessments completed in years 1 and 2 and by 15 March in year 3. GPAs for years 1 and 2 are calculated by aggregating course grades. The GPA for year 3, however, is calculated from assessment components only, and no reference should be made to rounded course grades.

Baseline GPA requires two things to be aggregated:

#### 1. GPA from assessment completed in years 1 and 2

Example 8 gives a value of 10.75 and 11.125 for years 1 and 2 respectively. (Unrounded GPAs should be used.)

## 2. GPA from components of year 3 assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 6 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 2 - Seminar (40%) C3 (12)

Course 3 - Project (70%) D1 (11)

Course 4 - none

Course 5 - Essay (60%) D2 (10)

Course 6 - Class test (30%) E1 (8)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

$$\begin{aligned}\text{Year 3 assessment components contributing to programme baseline GPA} &= \text{weighted component results} / \text{component weightings} \\ &= [(14 \times 0.5) + (12 \times 0.4) + (11 \times 0.7) + (10 \times 0.6) + (8 \times 0.3)] / (0.5 + 0.4 + 0.7 + 0.6 + 0.3) \\ &= 27.9 / 2.5 \\ &= 11.16\end{aligned}$$

$$\begin{aligned}\text{Proportion of year 3 assessment complete by 15 March} &= \text{weighting of components} / \text{all assessment for the 6 year 3 courses} \\ &= (0.5 + 0.4 + 0.7 + 0.6 + 0.3) / 6 \\ &= 0.42, \text{ i.e. } 42\% \text{ of the year's assessment is complete.}\end{aligned}$$

Baseline programme GPA aggregates **1.** and **2.**, each year carrying a 33.3% weighting

$$\begin{aligned}\text{Baseline programme GPA} &= (\text{Year 1 GPA} + \text{Year 2 GPA} + \text{completed proportion of Year 3 GPA}) / \text{proportion of programme assessment completed} \\ &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.16 \times 0.42 \times 0.333) / [0.333 + 0.333 + (0.42 \times 0.333)] \\ &= 8.8452 / 0.8059 \\ &= 10.9756 \text{ rounded to } \mathbf{11.0}\end{aligned}$$

## Final Programme GPA

By 15 March the student had completed more than 65% of all programme assessment, so in order to calculate final GPA, assessment results after 15 March that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - Essay (50%) E1 (8 grade points) – *Disregard as <11.0*

Course 2 - Exam (60%) B3 (15) – *Include in final GPA*

Course 3 - Essay (30%) B3 (15) – *Include in final GPA*

Course 4 - Project (70%) C1 (14) – *Include in final GPA;*

Course 4 - Exam (30%) D2 (10) – *Disregard as <11.0*

Course 5 - Exam (40%) D1 (11) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

Additional components to be included in final GPA = [Course 2 Exam (60%) + Course 3 Essay (30%) + Course 4 Project (70%) + Course 5 Exam (40%) + Course 6 Exam (70%)] / weighting of additional included components

$$\begin{aligned} &= [(15 \times 0.6) + (15 \times 0.3) + (14 \times 0.7) + (11 \times 0.4) + (14 \times 0.7)] / (0.6 + 0.3 + 0.7 + 0.4 + 0.7) \\ &= 37.5 / 2.7 \\ &= 13.8889 \end{aligned}$$

Proportion of Year 3 assessment represented by the additional included components (from the 6 Year 3 courses)

$$\begin{aligned} &= (0.6 + 0.3 + 0.7 + 0.4 + 0.7) / 6 \\ &= 0.45 \end{aligned}$$

Recalculating programme baseline GPA to arrive at final GPA as follows:

Final programme GPA = (Year 1 GPA + Year 2 GPA + proportion of Year 3 GPA in baseline + proportion of Year 3 GPA after 15 March) / proportion of programme assessment included

$$\begin{aligned} &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.16 \times 0.42 \times 0.333) + (13.8889 \times 0.45 \times 0.333) / [0.333 + 0.333 + (0.42 \times 0.333) + (0.45 \times 0.333)] \\ &= 10.9264 / 0.9557 \\ &= 11.4328 \text{ rounded to } \mathbf{11.4} \end{aligned}$$

## B) Level 3 GPA on 60 Credits

The requirements for the degree include that a GPA of at least 9.0 should be achieved across 60 credits at Level 3. In this case the student's curriculum includes 120 L3 credits in Year 3 so 60 credits must be selected. By the time of the final exam board it may be obvious that this requirement has been met (e.g. if there are 60 credits where all assessment has been completed and the average GPA is at least 9.0). As this GPA does not determine the award of classification Schools may wish to be pragmatic about whether the actual GPA is calculated in every case. The steps to be followed where a calculation is necessary are set out below.

### Baseline Level 3 GPA

The baseline Level 3 GPA is calculated from assessment components from three courses selected to provide the 60 credits. No reference should be made to rounded course grades even when the assessment for these courses was complete in semester 1.

The baseline Level 3 GPA is calculated aggregating Level 3 components of assessment completed by 15 March using the appropriate component weightings. These assessments should come from selected courses that together total 60 credits.

For illustrative purposes, courses 1, 3 and 6 are selected from Example 8. The following Level 3 components are completed by 15 March:

Course 1 – Essay (50%) C1 (14 grade points)

Course 3 – Project (70%) D1 (11)

Course 6 – Class test (30%) E1 (8)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown as being factored into the calculation:

$$\begin{aligned}\text{Level 3 baseline GPA} &= [(14 \times 0.5) + (11 \times 0.7) + (8 \times 0.3)] / (0.5 + 0.7 + 0.3) \\ &= 17.1 / 1.5 \\ &= 11.4\end{aligned}$$

Proportion of Level 3 assessment complete at 15 March is the sum of the completed weighted components / total assessment available for the three courses =  $(0.5 + 0.7 + 0.3) / 3$   
= 0.5 which is 50%.

The student has achieved a baseline GPA of  $\geq 9.0$  but this is based on completion of only 50% of the assessment on the 60 Level 3 credits. Further assessment is needed to meet the 65% assessment completion requirement.

Results from assessments completed in the selected courses after 15 March that are equal to or above the baseline GPA will be included in the final GPA. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA.

Components completed after 15 March:

Course 1 - Essay (50%) E1 (8 grade points) – *Disregard as <11.4*

Course 3 - Essay (30%) B3 (15) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

Additional assessment components to be included in final L3 GPA are Course 3 Essay and Course 6 Exam

The volume of completed L3 credits assessment included in final GPA = proportion of assessment included in baseline + proportion from additional included components

$$= [0.50 + [(0.3 + 0.7) / 3]]$$
$$= 0.833$$

83% of L3 assessment will now be included in the GPA.

### **Final Level 3 GPA**

Recalculating baseline GPA to arrive at final Level 3 GPA as follows:

Final Level 3 GPA = Components included in baseline GPA + additional components completed after 15 March

$$[(14 \times 0.5) + (11 \times 0.7) + (8 \times 0.3) + (15 \times 0.3) + (14 \times 0.7)] / (0.5 + 0.7 + 0.3 + 0.3 + 0.7)$$
$$= 31.4 / 2.5$$

$$= 12.56 \text{ rounded to } \mathbf{12.6}$$

The student has achieved a GPA of  $\geq 9.0$  and has completed more than 65% of the assessment for the selected 60 Level 3 credits.



**Example 9: Example showing the application of a penalty applied under the Code of Student Conduct for academic misconduct.**

A student studying a PGT programme takes six 20 credit courses and a 60 credit dissertation. The student receives a grade H as a penalty for an online exam that represents 75% of a 20 credit course and was taken on 1 May 2020.

The grade H (0) must be included in the student's final GPA.

The student's full profile of grades is:

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
Course 1	Essay C2 (50%), Essay D1 (50%)	C3		13 (50% weighting) 11 (50% weighting)	
Course 2	Essay C3 (50%), Test D2 (50%)	D1		12 (50% weighting) 10 (50% weighting)	
Course 3	Essay B3 (50%), Exam B3 (50%)	B3		15 (50% weighting) 15 (50% weighting)	
Course 4					Exam B2 (50%) Essay B3 (50%)
Course 5					Exam C2 (50%) Essay – missed assessment
Course 6					Test D2 (25%) Exam H (75%) Conduct Penalty

If the student conduct penalty had been applied in relation to assessment completed by 15 March, the penalty will be reflected in the baseline GPA as all completed components must be included in that GPA calculation.

In this case the penalty is applied to assessment completed after 15 March. Under the No Detriment policy the general position is that assessment components completed after 15 March can be disregarded if they are at a level below the baseline GPA. However, where a penalty for academic misconduct is imposed on any such component, that component must be incorporated in calculation of the final GPA.

In the example, the baseline taught courses GPA is: (Essay Course 1 + Essay Course 1 + Essay Course 2 + Test Course 2 + Essay Course 3 + Exam Course 3) / weighting of completed components

$$\begin{aligned}
&= (C2 \times 50\%) + (D1 \times 50\%) + (C3 \times 50\%) + (D2 \times 50\%) + (B3 \times 50\%) + (B3 \times 50\%) / \text{weighting of completed components} \\
&= (13 \times 0.5) + (11 \times 0.5) + (12 \times 0.5) + (10 \times 0.5) + (15 \times 0.5) + (15 \times 0.5) / (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5) \\
&= 38/3 \\
&= 12.6667 \text{ rounded to } 12.7
\end{aligned}$$

Components completed after 15 March:

Course 1 - none

Course 2 - none

Course 3 - none

Course 4 - Exam (50%) B2 (16) – *Include in final GPA*

Course 4 - Exam (50%) B3 (15) – *Include in final GPA*

Course 5 - Essay (50%) C2 (13) – *Include in final GPA*

Course 5 - Essay missed – *Disregard as < 12.7*

Course 6 - Test (25%) D2 (10) – *Disregard as < 12.7*

Course 6 - Exam (75%) H (0) – *Include in final GPA as includes Conduct Penalty*

To calculate the final GPA, all components completed after 15 March where the result is equal to or above baseline GPA will be included. In addition, the component subject to the conduct penalty must also be included

$$\begin{aligned}
\text{Final taught courses GPA} &= (13 \times 0.5) + (11 \times 0.5) + (12 \times 0.5) + (10 \times 0.5) + (15 \times 0.5) + (15 \times 0.5) + \mathbf{(16 \times 0.5) + (15 \times 0.5) + (13 \times 0.5) + (0 \times 0.75)} \\
&/ (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + \mathbf{0.5 + 0.5 + 0.5 + 0.75}) \\
&= 60.0 / 5.25 \\
&= 11.4286 \text{ rounded to } 11.4
\end{aligned}$$

In this case the conduct penalty reduces the GPA to below the threshold value of 12.0 which is required for progression to the dissertation/project stage of the masters programme.