



**Guide to the Code of Assessment – 4**  
**Minimum Requirement for the Award of Credits**

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## 4.1 General requirements

§16.40 a) References are made throughout §16.41 - §16.44 of these regulations to a candidate's failure to meet fully the submission requirements for their assessment in the absence of good cause. The means by which good cause may be determined and the provisions made in circumstances where good cause is established are addressed in §16.45 - §16.53.

b) Absence from up to 25% of any specified monitored attendance of classes shall not be deemed to be a breach of the minimum requirements for credit as set out in §16.41 where such absence is deemed to be due to illness or other adverse personal circumstances, except where otherwise specified in course or programme documentation.

§16.41 Except as modified by §16.44, the minimum requirement for the award of credits for a course is the submission of at least 75%<sup>1</sup> by weight of the course's summative assessment. Schools may specify further requirements such as monitored attendance at classes and examinations. All such requirements shall be specified by the School concerned, and given to candidates in writing at the beginning of the course. Where the scheme of assessment for a course permits resits or reassessment, requirements involving submission of assessments or attendance at examinations must be fulfilled by the end of the academic year in which the course is taken subject to an exception in cases where a candidate misses an assessment with good cause.

Requirements for the award of a degree, diploma or certificate include the attainment of a prescribed number of credits. This section of the Code is concerned with setting requirements which a candidate has to meet in order to attain credit for a course. The award of credit is a different process from the award of a grade for a course. No matter what grade is awarded for a course a candidate will be awarded credit for it which counts towards fulfilment of the credit requirements for an award. If credit is refused for a course then a candidate will only be able to obtain credit for that course if permitted to re-take it at a later date. However, re-taking a course is generally not permitted on a PGT programme<sup>2</sup> or where the course forms part of the Honours curriculum.<sup>3</sup>

The basic requirement which must be fulfilled before a student is awarded credit for a course is that they have completed at least 75% of the assessment for the course. This requirement cannot be reduced. An example would be a course with 40% of the assessment by way of a written assignment and 60% in the form of a final examination. If the student took the examination but failed to submit the written assignment (or vice versa), they would not meet this requirement.

### *What is a submission?*

Schedule A of the Code of Assessment includes the credit-bearing grade 'H' which is described as 'No convincing evidence of attainment of intended learning outcomes. Such treatment of the subject as is in evidence being directionless and fragmentary'. In other words, a very poor effort is still treated as a submission. Where there is no evidence of meaningful engagement with the task or assignment it should be treated as a non-submission.

The way in which the fulfilment of the 75% requirement is calculated and the consequences of failing to meet it are explained separately below for honours and non-honours (including taught masters) courses. Where reassessment in a course is permitted, the final decision on refusal

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<sup>1</sup> The College Board of Studies may authorise the setting of a higher percentage of submission in which event that higher percentage must be clearly set out in the School Instructions issued to all students enrolled in the course. [Footnote in the Code.]

<sup>2</sup> Generic Regulations for Taught Masters Degrees – [College of Arts & Humanities](#); [College of MVLS](#); [College of Science & Engineering](#); [College of Social Sciences](#).

<sup>3</sup> [Section 16.5](#) Generic Undergraduate Regulations.

of credit will be deferred until after the opportunity for reassessment has been taken or has lapsed. Interim procedures are described below.

**These rules only apply to cases where failure to submit the assessment is *not* explained by Good Cause. Where Good Cause is shown for failing to complete assessments the Good Cause rules explained in [Chapter 5](#) will apply.**

Schools can set additional requirements for the award of credit. **It is essential that these requirements are included in written course documentation and also communicated clearly to students *at the beginning of the course*.**

These may be:

- a requirement to complete more than the minimum 75% of the assessment for a course;
- a requirement that a particular piece of assessment must be submitted, for example where this is dictated by external professional requirements;
- attendance requirements, for example, a requirement to attend a stated number or proportion of laboratory sessions or tutorials.

Including attendance as a requirement for the award of credit can be a legitimate means of promoting student attendance. However, this is difficult to justify unless attendance is deemed critical to the achievement and demonstration of ILOs. (Note that Academic Standards Committee has stated that it is not permissible to impose academic penalties for non-attendance, e.g. stipulating that a 10% component of the overall course grade awarded is dependent on the number of sessions attended.)

Section 16.40(b) permits up to 25% of any stated attendance requirement to be waived where it is established that absence is due to illness or other adverse personal circumstances. (The rules regarding assessment that has been affected by Good Cause are referred to in [Chapter 5](#).) Note that this is only relevant on courses where the award of credit is related to satisfying a specified level of attendance.

For example, on a course for which there is a requirement that at least eight out of 10 laboratory sessions must be attended for credit to be awarded, if a student attends six sessions but is able to show illness or other adverse personal circumstances in relation to two of the absences, they will still be eligible for the award of credit. But if the student attends five or fewer sessions, even where they have genuine grounds in relation to all the absences, credit will not be awarded.

On some programmes, attendance may be so critical to achieving the relevant ILOs (e.g. on professional programmes) that full attendance is required and the waiver set out in s. 16.40(b) will not be available. In such cases, this should be made clear in course/programme documentation or regulations.

## 4.2 Non-Honours courses

§16.42 For undergraduate non-honours courses and postgraduate taught courses, the following procedure shall be adopted. If, in the absence of good cause, a candidate fails to submit at least 75% by weight of the course's summative assessment by the end of the first assessment diet or fails to comply with other requirements specified in writing by the School, and an opportunity exists to redress this situation by the end of the academic year in which the course is taken, the initial outcome shall be Credit Withheld and no grade shall be calculated. Thereafter:

- a) Where a candidate has submitted at least 75% by weight of the course summative assessment and/or has complied with the outstanding requirements for the award of credit by the end of the academic year in which the course is taken, the outcome following reassessment will be calculated in accordance with the scheme of assessment described in the School Instructions.
- b) Where a candidate has not submitted at least 75% by weight of the course's summative assessment and/or has failed to comply with the outstanding requirements for the award of

credit by the end of the academic year in which the course is taken, no grade shall be calculated and the outcome shall be Credit Refused for that course.

§16.43 Where, in the absence of good cause, a candidate has failed to comply with any mandatory requirement for the award of credit and this cannot be remedied by the end of the academic year in which the course is taken, no grade shall be calculated and the outcome shall be Credit Refused for that course.

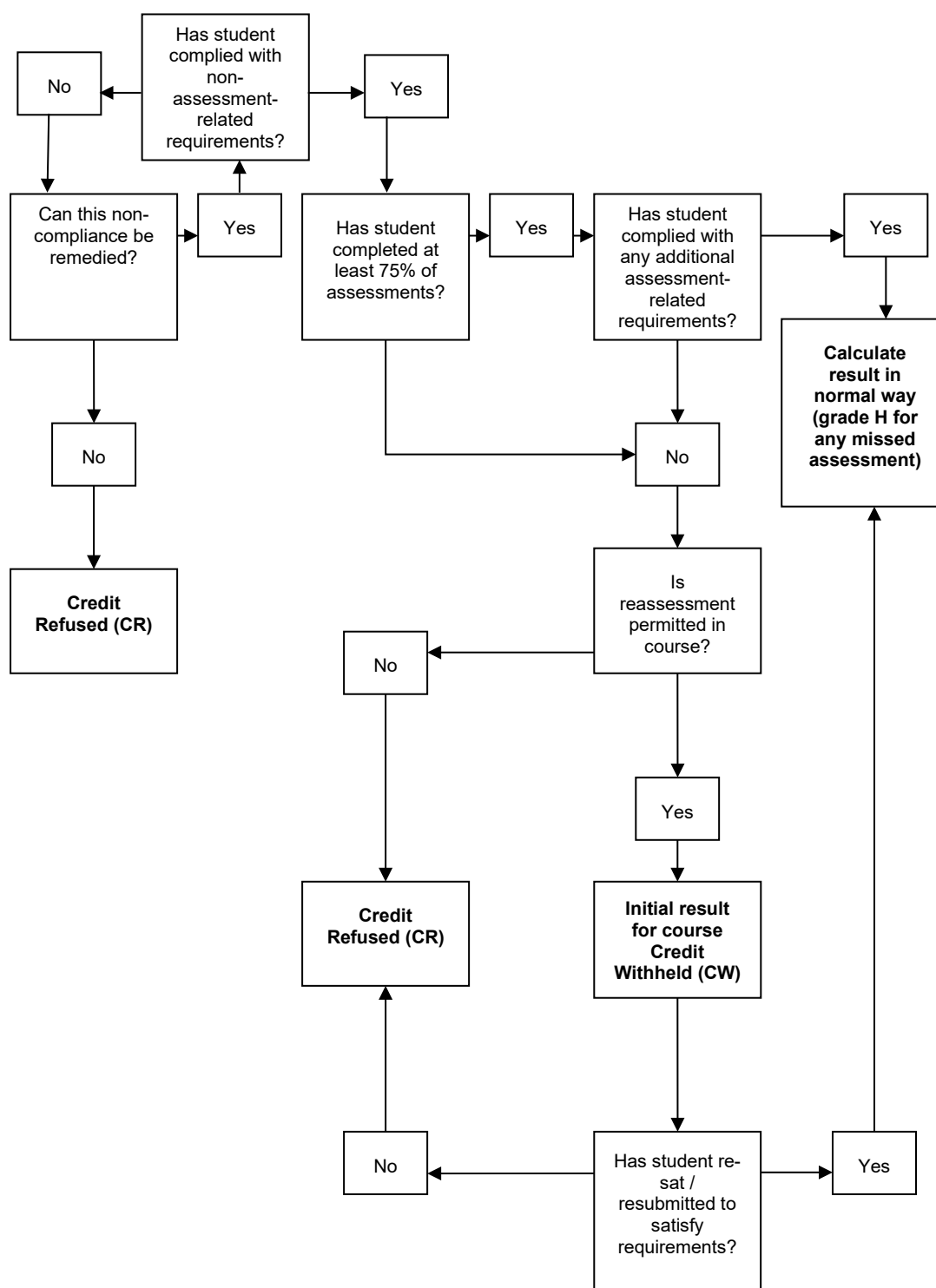
For undergraduate non-honours courses and postgraduate taught courses, determining whether the student has completed 75% of the assessment will normally be straightforward. After completion of the course assessment four questions will have to be addressed:

1. Has the student complied with any non-assessment-related requirements for the award of credit, e.g. have they met any prescribed level of attendance? If the answer to this is yes then question 2 may be disregarded.
2. Can the student remedy any failure to comply with non-assessment-related requirements before the end of the current academic year? In some cases this may be possible – where, for example, each student may have a prescribed set of clinical procedures or mechanical constructions to complete – but in many cases it will not. Examples might be cases where the student has failed to comply with requirements involving laboratory or tutorial attendance. If the answer to this question is no, the student will be refused credit for the course and will have to (where permitted) repeat the course in order to obtain credit for it.
3. Has the student completed 75% of the assessment in the course (or any higher requirement specified) and complied with any other assessment-related requirements? If the answer to this is yes, the grade for the course will be calculated in the normal way and the student will be awarded a grade H for any work not submitted (unless Good Cause applies, see below). If the answer to this question is no, then question 4 must be asked.
4. Is it possible to remedy the assessment deficiency in the current academic year? The answer to this will usually be yes and, if it is, the student will be recorded as ‘credit withheld’ pending completion of the assessment. If the student completes the assessment at the next diet then a grade will be awarded for this and an overall course grade calculated and returned to Registry. If the student does not complete the assessment – for example, does not attempt the ‘resit’ – then a result of ‘credit refused’ will be returned. In some cases it will not be possible for the student to comply with assessment submission requirements, for example where the assessment is tied to laboratory work which cannot be repeated (where this applies, students must be notified at the start of the course that there will be no reassessment opportunity). In that case the student’s result will be recorded in the first instance as ‘credit refused’.

Where the outcome is ‘Credit Withheld’ the grade ‘CW’ will appear on the MyCampus record and on the student transcript.

Where the outcome is ‘Credit Refused’ the grade ‘CR’ will appear on the MyCampus record and on the student transcript.

This process is set out in the following diagram



#### Example 4.A

Alan is taking a Level 1 course. One of the requirements for the award of credit for this course is that a student must attend at least 75% of the twelve laboratory classes. However, Alan has only ever attended two laboratory sessions. Despite having completed all the assessment for the course he will be refused credit for the course because he has failed to comply with this requirement and the failure cannot be made good (labs not running during the summer).

#### Example 4.B

Ronnie is taking a Level 1 course. The assessment for this course includes a presentation (10%), an essay (20%) and an examination (70%). Ronnie has a grade for her presentation and has taken the examination, but she has not submitted the essay. Because she has completed more than 75% of the assessment, she will be given a grade H for the essay and her overall course grade calculated accordingly.

#### Example 4.C

Jimmy is taking a course where the assessment consists of a project (one third) and an examination (two thirds). Jimmy has only taken the examination. Because he has completed less than 75% of the assessment and has an opportunity to resubmit the project he is initially recorded as Credit Withheld. He submits the resit project by the deadline. The grade awarded contributes to the calculation of the final grade for the course.

#### Example 4.D

Jackie is taking a Level 1 course. The assessment includes a written assignment and an examination, respectively two sevenths (28.6%) and five sevenths (71.4%) of the final grade. Jackie completes the written assignment but does not sit the examination. Because she has completed less than 75% of the assessment she is recorded as 'Credit Withheld'. She does not take the resit. Her final result is returned as 'Credit Refused'.

### 4.3 Honours assessment

§16.44 Where the outcome of a course contributes to a final honours classification the following procedure shall be adopted. In all cases the references to non-submission are to non-submission in the absence of good cause which is defined in §16.45(a).

- a) The extent of submission of honours assessment shall be determined as a percentage of the totality of summatively assessed work, based on the published assessment weightings required by the honours assessment scheme approved by Senate. The calculation of this percentage shall take into account all components of assessment over all courses contributing to the honours assessment, rather than being carried out on a course by course basis.
- b) If by the end of an honours programme a candidate has:
  - i) submitted 75% or more of the honours assessment, and
  - ii) complied with other requirements set out in School Instructions,the grade for any course in which they have submitted less than 75% of the assessment shall be calculated by awarding a grade H for any missed assessment and the grade for the course calculated in accordance with the scheme of assessment described in the School Instructions. This grade will be used for the purposes of honours aggregation.
- c) If by the end of an honours programme a candidate has submitted less than 75% of the honours assessment they shall be refused credit for any course in which they have submitted less than 75% of the assessment.
- d) Where a candidate has not completed all of the assessment for a course examined before the final year of the honours programme the grade for that course shall be returned as Credit

Withheld. On completion of the honours assessment the grade for any such course shall be calculated as above.

Thus, for Honours, if a student fails to complete a non-assessment requirement for the award of credit then credit should be refused for that course. The result of this will usually be that the student will be ineligible for the award of an Honours degree as they will have insufficient credits.

The main difference from non-Honours lies in how we determine whether a student has completed 75% of the assessment. This involves looking at all of the assessments prescribed for the student across all their Honours courses in the same way as is done for incomplete assessment (see examples at the end of [Chapter 5](#)). There are two possibilities:

1. The student has completed at least 75% of all of their Honours assessments. In this case a grade H will be awarded for each assessment not completed. The grade for each course may then be determined prior to the degree class being calculated as described in [Chapter 2](#).
2. The student has completed less than 75% of all of their Honours assessments. In this case the student's course grades will be determined as in (1) above except that, if they have completed less than 75% of the assessment of any individual course, they will be given a result of 'Credit Refused' for that course. The consequence of Credit Refused for any course will be that the student is ineligible for the award of an Honours degree.

At the end of the Junior Honours year, the calculation of the submission of assessment across the Honours programme as a whole, as outlined above, will not be possible. Where a student has failed to submit work or take an exam for any course that year, the result for this course should be recorded as 'Credit Withheld' pending the Honours board meeting at the end of the final year.

#### *Example 4.E*

Alex is a final year Honours student who has completed her final exams, but has failed to submit any written assignments for two of the eight Honours courses she took (all courses weighted at 30 credits). In each case the written assignment is 50% of the final assessment of the course. This means that Alex has completed 87.5% of the Honours assessment. She will be given a grade H for the two missing pieces of work and the grade for each of the courses calculated accordingly. She will be able to graduate with an Honours degree, but her classification may be affected by the H grades.

#### *Example 4.F*

Hugh has come to the end of his final exams. However he failed to sit one exam which contributed 75% of the assessment for that course and failed to submit reports in a further four of his eight courses (all courses weighted at 30 credits). The report was worth 50% in three courses and 25% in the remaining course. Hugh has completed only 68.75% of his Honours assessment. He will therefore be refused credit for the course in which he failed to sit the examination and for the three courses where he submitted only 50% of the assessment. He will have a grade H for the report in the other course, with the grade for that course calculated accordingly. However, because of the refusal of credit he will only have a total of 360 credits and will not be eligible for the award of an Honours degree.

*Example 4.G*

Denis has come to the end of his Junior Honours year and has completed all of the assessment apart from an essay worth 10% on one course. His result for this course will be recorded as Credit Withheld and will be revisited at the end of his final year. If this is the only missing assessment across the Honours programme he will then be awarded a grade H for the essay and his grade for the course calculated as usual.