



Undergraduate Degree Regulations (Spurgeon's College)

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053/23	Added Appendix for Professional Certificate in Ministerial Formation and amendments for the Foundation Year.	22/9/23	



Undergraduate Degree Regulations

(Including Regulations for the Professional Certificate in Ministerial Formation)

Degree Regulations for all Undergraduate students registered for a degree awarded by Spurgeon's College from 2022 onwards

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REGULATIONS

A. Credit and Award Framework

1. All awards of Spurgeon's College will be given on the basis of the accumulation of credit as mapped out in Table 1 (below). Credit is awarded on the basis of units passed according to the College's Marking Criteria in force at the time. This table is based on the credit/awards and levels required by the national Framework of Higher Education Qualifications (FHEQ):

Table1: Credit and Award Framework

Name of Award	Minimum credit for the award	ECTS	Minimum credits at the level of qualification required for an award	ECTS	FHEQ level
Bachelor's Degree with honours	360	180	90	45	6
Ordinary Bachelor's Degree	300	150	60	30	6
Graduate Diploma (GDip)	120	60	120	60	6
Graduate Certificate (GCert)	60	30	60	30	6
Foundation Degree	240	120	90	45	5
Diploma of Higher Education (DipHE)	240	120	90	45	5
Certificate of Higher Education (CertHE)	120	60	90	45	4
Foundation Year	120	60	120	60	3

Note 1: the table refers to the levels as defined in the FHEQ. Levels 4, 5 and 6 correspond to years 1, 2 and 3 of a full-time undergraduate degree.

Note 2: One ECTS (European Credit Transfer System) is equivalent to two UK credits.

Note 3: The column titled 'minimum credits at the level of qualification required for an award' is to be used when making awards only and is not to be used for the purpose of deciding progression.

Note 4: The Professional Certificate is not subject to these regulations, separate regulations apply. See Appendix B for the adaptation of the regulations for the Professional Certificate

Note 5: No HE credit is gained through a Foundation Year where this is taken as the first year of a 4-year BA degree, but the exit award of Foundation Year (Theology) may be given for students who have successfully completed the 120 Level 3 credits of the Foundation Year and exit at that point.

2. All students who exit prior to completion of the programme on which they registered will receive an exit award if they have achieved the appropriate amount of credit in accordance with that award, as specified in Table 1: Credit and Award Framework. For a joint honours programme, or one involving 'major' and 'minor' subjects, the appropriate amount of credit to be obtained in order to be eligible for an exit award in one or both subjects will be as set out in the programme specification.
3. A student must achieve the minimum amount of credit at the level of the qualification in accordance with Table 1. However, (subject to the programme requirements) students can take credit at a higher or lower level in order to achieve the minimum credit for the award¹. For a joint honours programme, or one involving 'major' and 'minor' subjects, the minimum credit to be obtained for each subject will be as set out in the programme specification.

B. Title of Taught Awards

4. Titles of degrees can be found in the College's 'Titles of Degrees and other Distinctions'.

C. Accreditation of Prior Learning (APL)

5. APL will be considered according to the College's Accreditation of Prior Learning Policy. A maximum time limit of 10 years should apply between award and consideration of APL. APL is not available for students who enrol on a BA with Foundation Year.
6. 240 credits of a Bachelor's degree can be considered for APL, including no more than 30 credits at HE Level 6. Candidates may be admitted to a CertHE with up to 60 credits APL and to a DipHE with up to 120 credits APL, including no more than 30 at HE Level 5.
7. Students can receive an exit award if they have APL credit in their profile, providing their performance at Spurgeon's College also satisfies the award requirements in Table 1 (see section A) and at least half of the credits have been awarded by Spurgeon's College.
8. The College can stipulate when APL is not allowed due to Professional Body requirements.

¹ This does not apply to students on the Foundation Year.

D. Assessment and Progression

9. Undergraduate students must pass a minimum of 45 credits² on the first attempt at levels 4 and 5, including any compulsory units as defined in the Programme Specification, in order to progress. When a student fails to do this, they will have failed the level (see section H on repeating the level and section I on exit awards). Students on the Foundation Year must pass a minimum of 60 credits on the first attempt in order to progress to Level 4 of the degree.
10. Undergraduate students progress on the basis of credit accumulation. Students can progress to the next level once they have achieved the full 120 credits of their current level.
11. Where a student has failed more than the required credits on the first attempt, or fails to meet progression requirements after compensation or reassessment, the Progression and Awards Board has the following options at its discretion:
 - Withdraw the student and award an Exit Award if criteria are met in accordance with Table 1 (section A) or provide a transcript detailing successfully completed units.
 - Permit the student to retake the level (it is not possible to retake the Foundation Year). (See section H on repeating the level).
 - Permit the student to carry over up to 30 credits (see section G on carrying forward failed credit) if circumstances are deemed exceptional by the Progression and Awards Board. Credits may not be carried over from the Foundation Year to Level 4.
 - Consider reassessment, where there is approved and verified mitigation.
12. If the Progression and Awards Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment or reassessment, in accordance with the College's Attendance Policy.
13. The College may have alternative progression and assessment regulations where these are required by Professional, Statutory and Regulatory Bodies (PSRBs). However, should students fail to meet PSRB standards, but have succeeded in achieving the College's standards then a 'non-professional' alternative award may be awarded by the Progression and Awards Board.
14. Students cannot register initially for an Ordinary degree, but they may be permitted to progress to one at the end of Level 5 in any of the following circumstances: (a) the student has notified Registry that they do not wish to aim for Honours at Level 6; (b) the student agrees to a recommendation from the Progression and Awards Board that it is in their best interest in the light of their

² For collaborative partners using credit multiples of 10, undergraduate students must pass a minimum of 40 credits on the first attempt at each level.

performance to date; (c) a Malpractice Tribunal has decided that they should not be permitted to take an Honours degree.

E. Compensation

15. The compensation zone is defined as a mark between 30 and 39 inclusive.
16. A maximum of 30 credits, per level, can be compensated at Level 4 and 5 of an undergraduate programme. No compensation is available on the Foundation Year (Level 3). Special arrangements apply at Level 6 (see section J below).
17. Compensated units will keep the original mark and this is used in the weighted average for the calculation of the final classification/award.
18. Referred assessment is compensatable (see Section F for details of referred assessment or reassessment).
19. Decisions on compensation are made by a Progression and Awards Board. The College can specify when a unit is not compensatable or when PSRB rules take precedence.

F. Reassessment

20. Where the overall unit mark is below the compensation zone or the maximum amount of compensation has been exceeded, reassessment may be taken unless in the final year (or level 6) of a Bachelor's degree. This is known as a 'Referral' and the referred assessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The referred assessment will normally take place in the same academic year as the original assessment to enable the students to progress as originally intended.
21. If a Progression and Awards Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse referred assessment, in accordance with the College's Attendance Policy.
22. The Progression and Awards Board must specify the minimum circumstances to enable the student to progress and any remedial action required by the student, subject to teaching capacity not being exceeded (i.e., taking into account the number of students on a specific programme at one time). The Progression and Awards Board will decide which assessment(s) within a unit need to be retaken, in accordance with the programme specification and learning outcomes of a unit, to achieve the credit to enable the student to progress. However, the Board is not responsible for recommending specific assessment topics for resubmissions. This is delegated to the unit tutor, in consultation with Academic Director and Senior Registrar.

23. A Progression and Awards Board may allow a student one attempt, per unit, at referred assessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances. Additional attempts at assessment as a result of mitigating circumstances are known as 'Deferrals', are considered a first attempt and no cap is applied.
24. When students fail to achieve the required credit after referred assessment, the Progression and Awards Board may decide to allow them to take the whole course unit again, on one further occasion (see section G), in attendance or through monitored online engagement subject to teaching capacity not being exceeded (i.e. consideration given to the number of students being taught within the course unit). This only applies to level 4 or 5. This means a student could have three attempts in total: an original unit first sit, a referral, and then one carried credit attempt, if the Progression and Awards Board agrees to the student taking the whole course unit again.
25. Undergraduate students can be offered referrals in up to 75 credits³, per level, except at level 6. The authority to decide which units are retaken rests with the Progression and Awards Board. Referrals may be offered in all 120 credits of the Foundation Year.
26. Referral pass marks will be capped at the lowest compensatable mark (30) for undergraduate students, unless the previous mark was within the compensation zone, in which case the original mark will stand.
27. If a student fails a referred assessment, the first mark stands and the student has failed to achieve the required credit (see section G on carrying forward failed credit).
28. Students cannot be referred in order to improve their marks at level 6. However, for students on programmes accredited by a PSRB, the following applies:
- A student who fulfils the requirements for the award of a degree may seek to be reassessed in some units in the final year in order to achieve higher marks required by a relevant professional, statutory or regulatory body. However, the marks will be capped at the pass mark to determine the class of degree awarded to the student.

G. Carrying forward failed credit on Undergraduate Programmes

29. A Progression and Awards Board may exceptionally permit an undergraduate student to carry forward up to 30 failed credits. This decision will be based on a student's academic standing. The student should re-sit, in attendance or through monitored online engagement, at the next available opportunity subject to teaching capacity not being exceeded. There may be restrictions imposed on programmes which have PSRB accreditation. It is not permitted to carry forward failed credit from a Foundation Year to Level 4.

³ Undergraduate students at collaborative partners, using a credit units in multiples of 10, can be offered referrals in up to 80 credits per level, except at level 6

30. Whole units must be repeated in attendance or through monitored online engagement, with assessment taken in full. Marks are capped to the lowest compensatable mark.
31. Students can only have one attempt at regaining credit through carrying it over to the following level. If they fail to regain the credit, they will be considered for an exit award.
32. Optional units can be substituted at the discretion of the Progression and Awards Board, but a replacement unit should not be considered a first sitting and there will be no further opportunities to regain the credit if the unit is failed after assessment / reassessment.
33. Students should be advised by the Progression and Awards Board that if they fail the credit then they may not qualify for an Honours degree. Because 'carrying' extra units imposes a significant additional burden on the student, the Progression and Awards Board should give permission only where it judges that, in the light of previous results, the student is likely to be able to cope adequately.

H. Repeating the Level (120 credits)

34. Progression and Awards Boards are permitted to make a decision on academic grounds when deciding whether or not a student is academically suitable to repeat the entire level of study. This outcome of this decision is also subject to teaching capacity not being exceeded.
35. Normally an undergraduate student can repeat either level 4 or level 5 (but not both) once throughout the entirety of the degree (subject to teaching capacity not being exceeded). A Foundation Year may not be repeated. Exceptions may be permitted in cases of mitigating circumstances.
36. Fees are payable when entire levels are repeated as a result of a failure, without approved and verified mitigating circumstances.
37. A student who is repeating an entire level cannot carry over credit from the level that is repeated.
38. The College may seek approval for alternative arrangements where professional body requirements take precedence. Professional Bodies might stipulate extra conditions or may not allow students to repeat any part of the programme.

I. Exit Awards

39. Once a student has exhausted all the opportunities to retrieve failed assessment, they will be given an exit award in accordance with Table 1 (see section A), subject to the accrual of the appropriate number of credits, as defined in the Programme Specification. If not eligible for an award they will be provided with a certified transcript of credits gained.

40. All programmes must have approved exit awards.
41. If a student decides to withdraw, they will automatically be awarded the relevant exit award in accordance with Table 1 (section A) and as defined in the Programme Specification. If not eligible for an award they will be provided with a certified transcript of credits gained.

J. Final Level of an Undergraduate programme

42. There will be no reassessment in the final level (level 6) unless it is a PSRB requirement (see section F), in which case the originally obtained marks will be used to determine the class of degree awarded.
43. In order to qualify for an award, students must meet the credit criteria as stated in the credit and award framework (See: Table 1, section A) and passed assessment as specified in the Unit/Programme Specifications.
44. When considering classifications for classes 1st, 2:1 or 2:2, a Progression and Awards Board may award special compensation for up to 60 credits at level 6 of a Bachelor's degree programme, for any failed unit, providing at least 60 credits at Level 6 have been passed at the first sitting. However, if a student has failed more than 45 Level 6 credits⁴ at the first sitting, the degree classification will be reduced to the one below that which would have been awarded on the basis of the weighted average for the programme.
45. When considering classifications for a third-class degree, a Progression and Awards Board may award special compensation for up to 60 credits at level 6 of a Bachelor's degree programme for any failed unit, providing at least 60 credits have been passed at the level of the award.
46. Where special compensation is awarded, this is for credit purposes only and the original unit marks are recorded and used to calculate the degree classification.
47. Where up to 30 credits have been carried over from level 5 to level 6, this credit may be considered under the special compensation regulations providing the maximum allowable has not been exceeded.
48. Ordinary Degrees can be awarded at the end of a programme of study where a student has obtained 300 credits, 60 of which must be at the level of the qualification (FHEQ level 6). Special compensation does not apply to Ordinary Degrees.

K. Classification in Bachelor's Programmes

49. To be considered for a Bachelor's Degree a student must have achieved the requisite minimum credits listed in Table 1 (see section A) in accordance with

⁴ If a student has failed more than 40 Level 6 credits at the first sitting, at a collaborative partner using a multiple of 10 credit unit rating, the degree classification will be reduced to the one below that which would have been awarded on the basis of the weighted average for the programme

the unit marking scheme and grade descriptors. Students who have not achieved the minimum credit requirement for an Honours degree will be awarded an Ordinary degree in accordance with Table 1.

50. Bachelor's degree classification will be decided using a weighted total of marks in which L4 marks are weighted 0.0, L5 marks 0.33 and L6 marks 0.67.
51. Decisions with regards to 'borderline' classifications for individual students should be resolved using the mechanisms outlined in Appendix A.

L. Posthumous and Aegrotat Degrees

52. An Undergraduate degree may be awarded in the event of the death of a candidate prior to the completion of their degree (posthumous degree). For more information about posthumous degrees and the options open to Progression and Awards Boards, please see the College's Policy on Posthumous and Aegrotat Degrees.
53. An Undergraduate degree may be awarded should the candidate be prevented from completing their degree due to the diagnosis of a terminal or debilitating illness (aegrotat degree). The Progression and Awards Board may determine from evidence available to it that a candidate for a degree who has been prevented by good cause from completing the final examination or assessment will be awarded an unclassified degree, as long as the candidate has gained over half the credits required for the award.

M. Progression and Awards Board Arrangements

54. There are normally three available assessment opportunities; January, May/ June and August/ September within each academic year. It is expected that all reassessments will normally take place in the academic year in which the assessment was first attempted.
55. There must be an opportunity after every assessment period for a chaired forum to make decisions regarding students' attainment on completed units.
56. Progression and Awards Boards will take place at the end of each academic year and at any other points in the calendar where decisions are required with regard to progression, overseen by an External Examiner. In exceptional cases, for example where mitigating circumstances have delayed progression at the normal points, and to avoid delay in a student's progress, a decision about progression may be taken by Chair's Action in consultation with an External Examiner.
57. Decisions about reassessment are normally taken by the full Progression and Awards Board in the presence of one or more External Examiners. However, if a Pre-Progression and Awards Board considers it in the student's interest to resubmit work assessed in January before the May/June assessment period, they may grant such a referral without reference to the full Progression and Awards Board, provided an External Examiner grants approval remotely.

Appendix A Undergraduate Degree Classification Scheme

This scheme should be used in conjunction with Table 1: Credit and Award Framework (see section A). Table 1 has been extracted from the Framework for Higher Education Qualifications, and students must meet the credit requirements of Table 1, prior to the classification being calculated, using the weightings, thresholds and boundaries below:

The Undergraduate Degree Classification Scheme is based upon weighted average using a 0-100 mark range calculated to one decimal place, where marks for individual course units are recorded as whole numbers.

Weightings

Bachelor's degree classification will be decided using a weighted average (see section K).

Stage 1: Classification Thresholds and Boundaries

Bachelor Degree classification using 0-100 mark range and 120 credits

The following boundaries inform classification when the weighted average falls below a classification threshold.

Table A1: Bachelor's degree classification and boundary zone using weighted average with mark range 0-100:

Bachelor's Degree classification weighted to 120 credits	Classification thresholds: weighted average (0 to 100 mark range)	Boundary zone weighted average
First class	70.0	68.0 to 69.9
Upper Second class	60.0	58.0 to 59.9
Lower Second class	50.0	48.0 to 49.9
Third class	40.0	37.0 to 39.9

Consideration of bachelor's degree students within the boundary zone by mark distribution.

After allowances have been made for mitigating circumstances, a student whose weighted average at the first assessment is within the boundary zone specified above, must be awarded the higher degree classification as long as the following are satisfied:

- 90 of the credits⁵ taken at level 6 are equal to/higher than the final award (for example if the student is in the boundary between a 2.1 and a first, 90 of the

⁵ Where the candidate has APL, mark distribution should be calculated on the basis of at least two thirds of the remaining credits.

credits must be at 70% or higher to fulfil this criteria and award the students a first class degree).

Stage 2: Classification Review

If a student is in the boundary zone and has fewer than 90 Level 6 credits that are equal to/higher than the final award), they will be subject to 'Classification Review'. Such students will be identified at the Pre-Progression and Awards Board so that the key information can be prepared for the Progression and Awards Board. The full Progression and Awards Board will then review the student's classification based on the metrics below:

- Level 6 component marks
- Level 6 overall course marks
- Level 5 overall marks
- Exit velocity
- Dissertation/project mark worth at least 30 credits (if applicable)
- Marks for course units with a greater bearing toward the degree programme (e.g., a core course unit)

The process of 'Classification Review' should not change individual unit marks and can only influence the classification awarded.

The Progression and Awards Board cannot set additional criteria for raising a classification, supplementary to the 'minimum 90 credits at the higher class' rule. Students should be reviewed individually and on a case-by-case basis.

Final decisions on classification review will be documented in the Board's minutes. This is essential for any student appeals that question the Board's decision as well as any College enquiries.

Appendix B Additional Regulations for Professional Certificate in Ministerial Formation

Credit and Award Framework

1. A Professional Certificate will be awarded on the basis of accumulation of 120 credits (= ECTS 60 credits). This credit is awarded on the basis of units passed according to the College's Marking Criteria in force at the time. These units may be at Levels 4, 5 or 6, or a combination of these, as defined by the national Framework of Higher Education Qualifications (FHEQ), and as required in the relevant Programme Specification.
2. There are no exit awards for students who exit prior to completion of the programme on which they registered, but they will receive a transcript of credits gained.

Title of Taught Awards

3. Titles of degrees can be found in the College's 'Titles of Degrees and other Distinctions'.

Accreditation of Prior Learning (APL)

4. APL cannot normally be considered in the case of applicants for a Professional Certificate, which is tied to Professional Body requirements. In exceptional cases, up to 30 credits' Accredited Prior Certificated Learning may be granted at the discretion of the College's Admissions Committee. Accredited Prior Experiential Learning may not be granted.

Assessment

5. Students must pass a minimum of 45 credits on the first attempt in order to be eligible for the Professional Certificate. These may be at any of the FHEQ levels.
6. Where a student has failed more than the required credits on the first attempt, the next meeting of the Progression and Awards Board has the following options at its discretion:
 - Withdraw the student and provide a transcript detailing successfully completed units.
 - Permit the student to restart the programme (see section G on restarting the programme).
 - Consider reassessment, where there is approved and verified mitigation.
7. If the Progression and Awards Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse permission to restart the programme, or reassessment, in accordance with the College's Attendance Policy.

Compensation

8. Compensation of units is not permitted in a Professional Certificate. A full pass mark must be achieved in all units, on either the first or a subsequent attempt (see section F) for a student to gain the award.

Reassessment

9. Where the overall unit mark is below a pass, the Progression and Awards Board may grant up to two opportunities for reassessment. This is known as a 'Referral' and the referred assessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The referred assessment will normally take place in the same academic year as the original assessment.
10. If a Progression and Awards Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse reassessment, in accordance with the College's Attendance Policy.
11. The Progression and Awards Board will decide which assessment(s) within a unit need to be retaken, in accordance with the programme specification and learning outcomes of a unit, to achieve the credit to enable the student to progress. However, the Board is not responsible for recommending specific assessment topics for resubmissions. This is delegated to the unit tutor, in consultation with the Programme Director.
12. A Progression and Awards Board may allow a student two attempts, per unit, at referred assessment (three attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances. Additional attempts at assessment as a result of mitigating circumstances are known as 'Deferrals', are considered a first attempt and no cap is applied.
13. When granting a second attempt at reassessment, the Progression and Awards Board may specify that the student should attend the unit classes again.
14. Students can be offered referrals in up to 75 credits. As per paragraph D5, a minimum of 45 credits must be passed at the first attempt in order to gain the Professional Certificate.
15. Referral pass marks will be capped at 40.

Restarting the Programme

16. Progression and Awards Boards are permitted to make a decision on academic grounds when deciding whether or not a student who has failed more than 45 credits at the first attempt is academically suitable to restart the entire level of study. This outcome of this decision is also subject to teaching capacity not being exceeded.

17. Normally a student can restart the programme only once (subject to teaching capacity not being exceeded). Exceptions may be permitted in cases of mitigating circumstances.
18. Fees are payable when the programme is restarted as a result of a failure, without approved and verified mitigating circumstances.
19. A student who is restarting the programme cannot carry over credit from the previous attempt.
20. The College may seek approval for alternative arrangements where professional body requirements take precedence. Professional Bodies might stipulate extra conditions or may not allow students to restart the programme.

Exit Awards

21. There are no exit awards in a Professional Certificate. Once a student has exhausted all the opportunities to retrieve failed assessment, they will be provided with a certified transcript of credits gained.

Classification

22. There is no classification (1st, 2nd, 3rd, Distinction, Merit etc.) for a Professional Certificate award.

Posthumous and Aegrotat Awards

23. A Professional Certificate is a qualification which enables a student to progress in their vocation. A Professional Certificate may not therefore be awarded posthumously.
24. For the same reason, a Professional Certificate may not be awarded when a candidate is prevented from completing their studies due to the diagnosis of a terminal or debilitating illness (aegrotat award).

Progression and Awards Board Arrangements

25. There are normally three available assessment opportunities; January, May/ June and August/ September within each academic year. It is expected that all reassessments will normally take place in the academic year in which the assessment was first attempted.
26. There must be an opportunity after every assessment period for a chaired forum to make decisions regarding students' attainment on completed units.
27. Progression and Awards Boards will take place at the end of each academic year and at any other points in the calendar where decisions are required with regard to progression, overseen by an External Examiner. In exceptional cases, for example where mitigating circumstances have delayed progression at the normal points, and

to avoid delay in a student's progress, a decision about progression may be taken by Chair's Action in consultation with an External Examiner.

28. Decisions about reassessment are normally taken by the full Progression and Awards Board in the presence of one or more External Examiners. However, if a Pre-Progression and Awards Board considers it in the student's interest to resubmit work assessed in January before the May/June assessment period, they may grant such a referral without reference to the full Progression and Awards Board, provided an External Examiner grants approval remotely.