

Amendments to University Policies and Regulations for 2019/20

This paper summarises the amendments to the University's UPRs (University Policies and Regulations for the 2019/20 academic year, available at:

http://sitem.herts.ac.uk/secreg/upr_azlist_info.htm) that students need to be aware of.

Amendments are identified in red italics.

This paper should be read in conjunction with UPR SA07 (*Regulations and Advice for Students' Particular Attention – Index*, (at:

https://www.herts.ac.uk/_data/assets/pdf_file/0005/233096/SA07-

[RegsandAdviceforStudents_ParticularAttention-Index.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0005/233096/SA07-RegsandAdviceforStudents_ParticularAttention-Index.pdf)) and the StudyNet guidance on the Academic Regulations (at:

<http://www.studynet2.herts.ac.uk/ptl/common/studentcentre.nsf/page/98370E73AE82CA21802577E60057CE00x>) (please **copy this URL and paste it into your browser**).

1. Penalties for late submission of coursework

The previous University policy of reducing a numeric grade to a bare pass the moment an assessment submission deadline had passed was considered to be too harsh on students. Whilst it is important to develop good organisation skills in students including punctuality, this needs to be balanced against the stress and anxiety of students. Instead, a stepped penalty system has been agreed. The following amendments to UPR AS12, Appendix I (*Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments*) have therefore been approved:

4 ASSESSMENT OF COURSEWORK

i Candidates are:

g LATE SUBMISSION OF COURSEWORK

Unless there are accepted Serious Adverse Circumstances *or an extension has been given*:

- 1 *For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Levels 0, 4, 5, 6 submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 40. Where the numeric grade awarded for the assessment is less than 40, no lateness penalty will be applied;*
- 2 *For each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Level 7 submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 50. Where the numeric grade awarded for the assessment is less than 50, no lateness penalty will be applied;*
- 3 Referred coursework submitted after the published deadline will be awarded a grade of zero (0).
- 4 Coursework (including deferred coursework) submitted later than *five days (five working days in the case of hard copy submission)* after the published deadline will be awarded a grade of zero (0).

(Note for guidance:

For assessments requiring hard copy submission, working day refers to a weekday when the University is open for business, including vacation times)

2. Award titles acknowledging employment experience

UPR AS11 (the University's *Schedule of Awards*) states that award titles can recognise the successful completion of at least 36 weeks of placement activity, in the form of a sandwich award. This applies to all Bachelor's programmes, with and without Honours. The University has now also approved all University programmes to be able to offer award titles with the adjunct '(with Employment Experience)' for approved placement learning of less than 36 weeks. The following amendment to UPR AS11, section 2.4 has therefore been approved:

2 REGULATIONS FOR AWARDS OF THE UNIVERSITY OF HERTFORDSHIRE

2.4 *Award titles acknowledging employment experience*

2.4.1 Sandwich awards

A sandwich award requires the successful completion of at least **36** weeks full-time equivalent placement activity from a maximum of two separate *approved* placements, neither of which *shall* be normally less than **12** weeks in duration, in order for the award to be made. The sandwich award title should be:

<Award title (Sandwich)>

2.4.2 *Awards for employment experience*

Successful completion of at least 12 weeks full-time equivalent placement activity (whether that be interrupted sandwich placement learning or alternative shorter periods of approved placement learning) from a maximum of two separate approved placements, neither of which shall be normally less than 4 weeks in duration, shall enable students to request the following award title:

<Award title with Employment Experience>

3. The capping of grades for modules passed on re-enrolment

Re-enrolment opportunities in the following academic year (after failure at first and referred attempts) are not always taken up, with one reason being that until now a student often couldn't improve their degree classification by doing so. This is because the grade awarded for re-enrolled modules was capped for degree classification purposes, and so was not likely to be included in the University's algorithm for degree classification. The University has now agreed that grades awarded for modules on re-enrolment should not be capped for classification purposes, to encourage more students to retake failed modules instead of relying on compensation of failed ones.

A new status code has been developed, **P(REN)**, which will indicate to students that a module has been passed on re-enrolment.

4. The capping of grades for modules passed on referral

In general, the capping of grades (for classification purposes) passed on referral is appropriate. However, the penalty of a capped grade is considered to be unfair if the first-sit failure was due to only one assessment that contributed a small amount to the module grade. It has therefore been agreed that students should retain their grade(s) for any passed elements of a module, and only the failed elements are capped at a bare pass on referral. In these circumstances the student may achieve a grade for a referred module which is higher than a bare pass.

A new status code has been developed, **P(REF)**, which will indicate to students that a module has been passed on referral.

5. Grading options

- The University has adopted two additional grading scales (a 19-point and a 10-point subset of the existing 100-point scale) for assessment grading, to provide a range of grading systems for staff to choose from, so that the grading system chosen is no more complex than the situation demands;
- The University's generic grade descriptors are currently out of line with national expectations, which reflect that a 'Good' Honours degree requires 'good' performance, and have now been aligned.

In response to items 3, 4 and 5, above, the following amendments to UPR AS14, section D (*Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes*) have been approved:

D ASSESSMENT AND AWARD REGULATIONS

D1 Module and short course assessment grading

A student's performance on an individual module or short course *shall* be reported to Boards of Examiners using the following grades for reporting/recording achievement, along with associated status codes for reporting additional information.

D1.1 Interpretation of grades

Grade awarded				Interpretation of Grade			
100-point Numeric Grade	Grade Point ¹	19-point Numeric Grade	10-point Numeric Grade	Grade Descriptor		Indicative Classification Descriptor	
90-100 ²	4.50	95 ²	95 ²	<i>Outstanding</i> <i>Excellent</i>		1 st Class Honours/ Distinction	
80-90		85	85				
75-79	4.25	77	75	<i>Very good</i>			
70-74	4.00	72	75				
67-69	3.75	68	65	<i>Good</i>		Upper 2 nd Class Honours/ Commendation	
64-66	3.50	65					
60-63	3.25	62					
57-59	3.00	58	55	<i>Clear pass</i>		Lower 2 nd Class Honours/ Pass ⁴	
54-56	2.75	55					
50-53	2.50	52					
				Levels 0, 4, 5, 6	Level 7	Levels 0, 4, 5, 6	Level 7
47-49	2.25	48	45	<i>Marginal pass</i>	Marginal fail	3 rd Class Honours/ Pass	
44-46	2.00	45					
40-43	1.75	42					
37-39	1.00	38	35	Marginal fail	Clear fail	Not applicable	
34-36	0.75	35					
30-33	0.50	32					
20-29	0.25	25					
0-19	0.00	10 0	10 0	Little or nothing of merit			

¹ Module Boards award grade points alongside numeric grades for all modules from 2017/18.

² For classification purposes, a cap of **90** *shall* be applied to all module or short course numeric grades contributing toward the average numeric grade used to determine Honours classification and for conferring University awards 'with Distinction' or 'with Commendation'.

D1.2 Interpretation of module status codes

The following status codes *shall* be reported by Module Boards to describe a student's status on a module:

Status Code	Description
P	Passed
<i>P(REF)</i>	<i>A module or short course passed at referral. The numeric grade for the module is limited through elements failed and re-attempted being capped to the minimum pass grade</i>
<i>P(REN)</i>	<i>A module or short course passed at re-enrolment, or where an alternative module to a failed module has been passed.</i>
COMP	Compensated pass. Failed module or short course which has been compensated by the Programme Board
	<i>etc.</i>

D5.2 Referral

D5.2.2 Referral in undergraduate programmes

i to iii omitted....

- iv Students who are successful in referred assessments *shall* be awarded a *P(REF)* status code for the module. *The numeric grade for the module shall be limited by any assessment elements which have been failed and then passed at referral being capped to the minimum pass grade.*

D5.2.3 Referral in postgraduate programmes

i to iii omitted....

- iv Students who are successful in referred assessments *shall* be awarded a *P(REF)*, status code for the module. *The numeric grade for the module shall be limited by any assessment elements which have been failed and then passed at referral being capped to the minimum pass grade.*

D5.3 Re-enrolment

D5.3.1 omitted....

- D5.3.2 Students who have achieved a pass grade in any module or short course *shall* be credited accordingly. They may not elect to repeat the module or short course in an attempt to improve the grading, nor may they be required to repeat the module or short course in order to qualify for an award.

- D5.3.3 Following re-enrolment on any module or short course, whether*etc.*