

Contents

Section 35	Scheme A – Undergraduate progression	1
35.1	Compensation requirements	1
35.2	Progression requirements	1
35.3	Examples of applying compensation rules to undergraduate progression decisions	2
35.4	Foundation year progression from Level 3 to Level 4	3
35.5	Progression from Level 6 to Level 7 on an Integrated Master's Degree	4
35.6	Progressing to study abroad	4
35.7	Conditional progression	4
35.8	Transfers to alternative programmes	4
35.9	Recommendations to restart a programme	4
35.10	Recommendations to repeat study	5
35.11	Failure to meet progression thresholds	6
35.12	Progression outcome summary	6
35.13	Progression from a Foundation Degree to an Honours Degree	7
35.14	Notification of progression results	7

Section 35 Scheme A – Undergraduate progression

35.1 Compensation requirements

- 35.1.1 The University operates a 'compensation' assessment model for progression and award for students on Assessment Scheme A. Refer to **section 33** for clarification regarding which scheme applies to which students.
- 35.1.2 This in general terms means allowing marginal failure in up to 20 credits of modules per level to be 'compensated' by achievement in other modules in the same level. If a student is eligible to compensate a failed module(s) the credit is awarded. Compensation can only be applied after 120 credits for the level have been attempted.
- 35.1.3 Compensation is not available for modules of more than 20 credits in value.

35.2 Progression requirements

- 35.2.1 A student 'progresses' from one level of the programme to the next level for which they are enrolled, provided they continue to satisfy the University progression requirements for their programme.
- 35.2.2 Students may not normally progress from one level to the next of a programme of study unless they have satisfactorily completed the previous level.
- 35.2.3 A student cannot progress to the next level of study where a module which is designated as non-compensatable has been failed. Modules designated as non-compensatable for a programme of studies are stated in the programme specification. This is particularly important for programmes that lead to inclusion in a relevant professional register. Students should check with their Programme/Course Lead or School Administration Unit if they are unsure whether modules are non-compensatable.
- 35.2.4 Undergraduate students must successfully achieve 120 credits at each level of their programme of studies for successful progression and award and pass all zero-credit modules that are non-compensatable.

35.2.5 Minimum satisfactory completion of an undergraduate level of a programme of study normally requires a student to:

Minimum undergraduate progression requirements (Levels 3-6)
Pass at least 100 credits in the level
Obtain a mark between 35-39 for the remaining 20 credits, in order for the credits to be compensated (if eligible to be compensated)
Achieve a credit-weighted level average of at least 40
Pass all modules at that are marked on a pass/fail basis
Pass all modules indicated as non-compensatable as stated on the programme specification
Satisfy any additional, specific requirements of the programme of study as specified on the programme specification

35.3 Examples of applying compensation rules to undergraduate progression decisions

35.3.1 Refer to **section 38.3.7** to view a worked example of how to calculate a credit-weighted average for a level.

35.3.2 **Example 1 – Undergraduate student on a programme where all modules are compensatable**

Module	First Attempt Mark	Grade	Credits	Compensatable (X) or non-compensatable (NC)
Module A	56	P	20	X
Module B	48	P	20	X
Module C	50	P	20	X
Module D	37	R	20	X
Module E	44	P	20	X
Module F	48	P	20	X
CWA =	47	Total passed =	100	

Progression decision making process

- 100 credits have been passed
- Module D is compensatable and the failure mark of 37 for Module D is in the undergraduate compensatable range (i.e. between 35 and 39)
- The credit-weighted average for the level is 47 which is above the minimum undergraduate mark of 40

Progression decision: The student has met the level progression requirements for their programme and can progress without resitting Module D. The grade for Module D will be updated from R (Resit) to PC (Compensated Pass) i.e. 37R will become 37PC. Credit is awarded for the compensated pass giving 120 credits for the level.

35.3.3 **Example 2 – Undergraduate student on a programme where some modules are non-compensatable**

Module	First Attempt Mark	Grade	Credits	Compensatable (X) or non-compensatable (NC)
Module A	56	P	20	X
Module B	48	P	20	X
Module C	50	P	20	NC
Module D	37	R	20	NC
Module E	44	P	20	X
Module F	48	P	20	X
CWA =	47	Total passed =	100	

Progression decision making process

- 100 credits have been passed
- Module C is non-compensatable and has been passed
- Module D is non-compensatable and has been failed at first attempt – therefore the resit must be taken and passed in order to meet the programme progression requirements
- The credit-weighted average for the level is 47 which is above the minimum undergraduate mark of 40

Progression decision: The student must resit Module D. If the student passes the resit they will receive a capped mark of 40P for the module, and can progress to the next level as all the programme progression requirements have been met. This will raise the level credit-weighted average to 48, and credit is awarded for the resit passed giving 120 credits for the level.

If the student fails the resit they would not meet the progression requirements and their studies would be terminated.

Example 3 – Undergraduate student on a programme where some modules are compensatable

Module	First Attempt Mark	Grade	Credits	Compensatable (X) or non-compensatable (NC)
Module A	40	P	20	X
Module B	44	P	20	X
Module C	35	R	20	NC
Module D	22	R	20	X
Module E	40	P	20	X
Module F	48	P	20	X
CWA =	38	Total passed =	80	

Progression decision making process

- Only 80 credits have been passed
- Module C is non-compensatable and has been failed at first attempt – therefore the resit must be taken and passed in order to meet the programme progression requirements
- Module D is compensatable and has been failed at first attempt – the resit must be taken to raise this to a mark of a minimum mark 35.
- The credit-weighted average for the level is 38 which is below the minimum undergraduate mark of 40

Progression decision: The student must resit Module C and Module D.

If the student passes both resits they will receive a capped mark of 40P for each module, this would raise the credit-weighted level mark to 42. Credit is awarded for the resits passed giving 120 credits for the level. The student can progress to the next level as all the programme progression requirements have been met.

If the student passes the resit for Module C and fails Module D with a mark of 35 they would be able to compensate the module mark for Module D as it is in the compensatable range (i.e. 35-39) and the level credit-weighted average would be raised to 41. Credit is awarded for the resit passed for Module C and for the compensated pass for Module D giving 120 credits for the level. Module D will be given a final mark and grade of 35PC. The student would meet the programme progression requirements and can progress to the next level.

If the student fails the resit for Module C (i.e. with a mark less than 40) they would not meet the progression requirements as this is a non-compensatable module and must be passed. The student's studies would be terminated. This would apply even if the student passed Module D.

If the student passes the resit for Module C and fails Module D with a mark of 34 or lower, they would not have achieved a mark in the compensatable range (i.e. 35-39) for Module D and would not meet the progression requirements. The student's studies would be terminated.

35.4 Foundation year progression from Level 3 to Level 4

35.4.1 Where foundation year modules are given numerical marks the standard undergraduate progression requirements stated in **section 35.2.6** above apply.

35.5 Progression from Level 6 to Level 7 on an Integrated Master's Degree

- 35.5.1 A student must meet the higher progression threshold, a credit-weighted average of 50 for Level 6, to continue onto Level 7 on the Integrated Master's Degree.
- 35.5.2 A student who fails to meet the threshold for progression to the Integrated Master's Degree programme will, if eligible, be awarded the relevant Bachelor's Degree as a lower exit award.

35.6 Progressing to study abroad

- 35.6.1 Students progressing to a period of study abroad must meet the progression requirements set out in **section 20.2** in order to successfully commence study abroad.

35.7 Conditional progression

- 35.7.1 With approval from the Progress and Award Examination Panel, students will ordinarily be permitted to conditionally progress to the next level of study with 100 credits. A student progressing with 100 credits must successfully pass all the University progression requirements by an early reassessment deadline in **October**, or within five weeks of the progression point for non-standard entry points.
- 35.7.2 In the case of a late result module (designated on the appropriate programme specification, where the result of a first attempt is not known in time for the June SAB or equivalent) students may be permitted to conditionally progress to the next level provided that they have met the conditional progression credit requirements stated above, and successfully pass all the University progression requirements by an early reassessment deadline in October, or within five weeks of the progression point for non-standard entry points.
- 35.7.3 A student returning from study abroad may be permitted to progress to the next level of study with credit outstanding where there is a delay in the availability the marks from a study abroad institution. A student's mark profile and progression decision will be reviewed as soon as all marks are available. Where reassessment is required following the conversion of the marks, returning study abroad students may be given a later reassessment deadline, normally **three weeks** from approval of an alternative assessment by the School and **five weeks** from the notification of failure by Registry.
- If a student is required to complete more than 40 credits of reassessment, then the student will either be required to suspend study and complete outstanding reassessments externally, or internally repeat modules for the same level for capped marks, before re-joining the next level if successful.
- 35.7.4 A student on a degree apprenticeship programme or other non-standard entry programme may be permitted to progress to the next level of study with credit outstanding, with their mark profile and progression decision to be reviewed as soon as all marks are available.

35.8 Transfers to alternative programmes

- 35.8.1 A student who fails a module that is non-compensatable but has met the University's standard progression requirements may be eligible to transfer to an alternative programme at the end of Level 4 or 5. Where transfer arrangements to an alternative programme exist this is stated within the programme specification.

35.9 Recommendations to restart a programme

- 35.9.1 A School Assessment Board may recommend to the Progress and Award Examination Panel that a student in their first year of undergraduate study (i.e. in Level 4 or Level 3 where applicable) restarts their programme of study if they have failed their first year and would otherwise have their studies terminated. For this to apply:
- Students must still be current (i.e. they have not withdrawn).
 - Note students who have already successfully progressed to Level 4 from a foundation year (Level 3) cannot be recommended to restart Level 4 as this would not be their first year of study.
 - The student must not of previously restarted an undergraduate programme at the University; students may only 'restart' their studies once.
 - Students who wish to restart on a different programme must seek approval from the new programme team and complete the necessary 'Change of Programme' form.
- 35.9.2 There is no automatic right for undergraduate Degree Apprenticeship students to restart the first year of their programme. As their study is tied with their employment, their employer must be consulted and confirm support for a restart of studies. If a Degree Apprenticeship student is failing their first year, the School should discuss this with the employer and apprentice in advance of the School Assessment Board. If the employer supports a restart and the apprentice agrees then a recommendation to restart their studies would be made by the School Assessment Board (SAB). If the employer does not support a restart, then a recommendation will be made by the SAB to terminate the student's studies.

- 35.9.3 Following approval at the Progression and Award Examination Panel students are notified of this progression decision. Students are given the opportunity to accept this offer to restart their programme and must respond to accept the offer by the deadline provided. Students who do not respond to accept this offer by the deadline, or students who decline this offer, will have their studies terminated in line with their original academic performance.
- 35.9.4 Tuition fees are charged for the repeat year/semester following approval to restart a programme. The student should be advised by the School to seek advice on funding implications from the Student Funding Advice Team.
- 35.9.5 Students may be recommended to restart their programme midway through their first year as part of a suspension of studies or an enforced suspension. As part of the suspension of studies application the student should supply a statement of credible commitment to re-engage with study following their return.
- If the student is re-joining the programme at the point where the suspension occurred, repeat teaching and assessment is usually not necessary (e.g. suspending in January and re-joining the following January).
 - If the suspension occurs early in the first semester (defined as before week 7), it would not involve substantial repeat teaching and so it is not considered a restart (e.g. suspending in early November 2021 and returning the following September).
 - If the suspension occurred in or after week 7 of the student's first semester, it will involve substantial repeat teaching and it will be considered a restart (e.g. commenced suspension in January and returning the following September).
- 35.9.6 An undergraduate student has only one opportunity to restart their programme.
- 35.9.7 A restart will only be approved if the student is current, i.e. the record has not been withdrawn or the student's studies have not been terminated. In such cases the student would need to follow the 'Appeals Policy' and procedure (see **section 56**) The 'Appeals Policy' and procedure requires the student to provide evidence of exceptional circumstances affecting their academic performance up to that point. A credible commitment to re-engage with study will not be sufficient without evidence of exceptional circumstances if studies have already been terminated.
- 35.9.8 Module marks from previous study may still be shown on the student's transcript. These marks would be shown as voided but these will not be used for progress or award calculations.
- 35.9.9 Information relating to the process for repeating individual modules is detailed in **section 18**.

35.10 Recommendations to repeat study

- 35.10.1 There is no automatic right to repeat any level of study beyond the first year.
- 35.10.2 Repeat study may only be recommended where a student is able to complete their studies within the maximum period of study.
- 35.10.3 In appropriate circumstances, the University may grant a student the right to repeat a level beyond the first year. This decision will usually be made where the student provides evidence that the original period of study was affected by serious exceptional circumstances.
- 35.10.4 Decisions on repeating the level are made either by the Progress or Award Examination Panel through its Special Cases Committee, through the Student Appeals and Conduct Committee, or by such other mechanism as the University may put in place.
- 35.10.5 The School Assessment Board (SAB) can make a recommendation to the Progress and Award Examination Panel through the Special Cases Committee to vary a decision it would otherwise take in relation to a student's record, on the basis that the student was affected by exceptional circumstances at the relevant time. Evidence of exceptional circumstances is required.
- 35.10.6 The SAB completes the 'Application for Special Cases' form and returns the form with the supporting evidence to the Special Cases Committee. The SAB should clearly state if the level is to be repeated for capped or uncapped marks.
- E: scc@yorks.ac.uk
- 35.10.7 A repeat will only be approved if the student is current, i.e. the record has not been withdrawn or the student's studies have not been terminated. In such cases the student would need to follow the 'Appeals Policy' and procedure (see **section 56**) The 'Appeals Policy' and procedure requires the student to provide evidence of exceptional circumstances affecting their academic performance up to that point.
- 35.10.8 Tuition fees are charged for the repeat year/semester. The student should be advised by the School to seek advice on funding implications from the Student Funding Advice Team.

35.10.9 Module marks from previous study may still be shown on the student's transcript. These marks would be shown as voided but these will not be used for progress or award calculations.

35.10.10 Information relating to the process for repeating individual modules is detailed in **section 18**.

35.11 Failure to meet progression thresholds

35.11.1 A student who is not successful in the final attempt to meet the progression requirements or award requirements of a programme of study after all assessment opportunities have been exhausted will have their enrolment for their programme of studies terminated.

35.11.2 Subject to the provisions of the relevant programme specifications, students who have not met the progression requirements for an undergraduate award may be deemed to be eligible for an exit award as defined within the programme specification, provided that they have met the requirements of that award. Students who have transferred credit in to a University award may not be eligible for an exit award. Further details of the eligibility to use external credit towards an exit award can be found in **section 4.8**. A student who has been granted an exit award in such circumstances and has exhausted all assessment opportunities as specified in the Regulations is not normally permitted to progress to a further attempt at the higher award.

35.11.3 Students should note that there are strict **time limits on making appeals**. Students have **20 working days from the publication of results** to submit their appeal. Details of the 'Appeals Procedure' can be found in **section 56**. The Students' Union can also offer advice and support. Information is available on their website.

- <https://ysjsu.com/>

35.12 Progression outcome summary

35.12.1 The following table outlines the progression outcomes for undergraduate programmes:

Progression decision	Description
Progress	A student has passed 120 credits at the current level of study and may progress to the next level
Progress through compensation of failure	A student has passed 100 credits at the current level of study, has met the criteria for compensating the failure in the remaining 20 credits and may progress to the next level without reassessment
Resit / Reassessment	A student has not satisfied the progression criteria for the level of study due to academic failure and is required to complete reassessment(s) in the resit period
Sit / Deferral	A student has not satisfied the progression criteria for the level of study due to approved exceptional circumstances for a first attempt and is required to complete the outstanding assessment(s) in the resit period
External resit (without residence)	A student has not satisfied the progression criteria for the level of study due to academic failure and is required to complete the outstanding assessment(s) externally during the following academic year with the intention of re-joining the next level of study if successful after the following academic year
Conditional progression	A student has not satisfied the progression criteria for the level of study due to outstanding first attempt assessment(s) or reassessment(s) but has met the conditional progression requirement to provisionally proceed to the next level. Refer to section 35.7 for full details.
Transfer	A student has not satisfied the programme-specific progression criteria for the level but has met criteria detailed in the programme specification to transfer to an alternative programme, and the student has met the standard university progression level criteria Or the student has satisfied the progression criteria for the level of study and is permitted to transfer to another programme at the same level.
Restart	Where a student recommences the same or a different programme at Level 3 or Level 4. Approval is required. Refer to section 35.9 for full details
Hold	A student has not satisfied the progression criteria for the level of study as marks are not available e.g. due to an academic misconduct investigation

Progression decision	Description
Termination of studies	A student has exhausted all reassessment opportunities and their enrolment on the programme of studies is terminated, or they will be unable to progress even if they are given resit opportunities due to early failure in a module e.g. non-submission or a mark of below the compensatable range at first and reassessment attempt on the same module i.e. below 35 for Levels 3, 4, 5 and 6, or below 45 for Level 7

35.12.2 Progression codes used within the records system can be referred to in Appendix C.

35.13 Progression from a Foundation Degree to an Honours Degree

35.13.1 A student who has successfully met the requirements for a Foundation Degree or other undergraduate award at York St John University, completing all assessments as prescribed within the Regulations, may subsequently be permitted to progress to a higher-level award notwithstanding Undergraduate **Regulation 2.14** and **section 38.5.2** below.

- <https://www.yorks.ac.uk/policies-and-documents/regulations/>

35.14 Notification of progression results

35.14.1 Progression and module results will be confirmed after the meeting of the Progress and Award Examination Panel.

35.14.2 Registry will notify all students by email that their results are available.

35.14.3 Where progression is possible through compensation this will be automatically applied and the grade for the module(s) will reflect that it has been passed through compensation by a grade of PC. Students wishing to complete the reassessment for a compensated failure must contact the Assessment Team in Registry by the deadline stated in their communication.

35.14.4 Students with module failures will be notified of the requirements for reassessment following the Progress and Award Examination Panel. Students who have queries about their reassessment requirements are advised to contact their Programme/Course Lead directly.

- <https://www.yorks.ac.uk/schools/school-admin/contact-us/>

35.14.5 It is the student's responsibility to ensure they check their results through e:Vision to ensure they are aware of reassessment opportunities.

35.14.6 Information setting out reassessment requirements for modules will be provided by the School and is normally available on Moodle. For formal centrally organised examinations further information is provided on the examination webpages. Students should contact the School Administration Unit should they need more details and students with resit examinations will receive an email notification about the timetable.

- <https://www.yorks.ac.uk/students/exams-and-assessment/timetables/>

35.14.7 The procedure to be followed for notification of results in relation to programmes delivered by a validated partner organisation (validated provision) or by a franchise partner organisation (franchise provision) will be set out in the student handbook or other programme documentation provided by the validated partner.