

Section 36 Undergraduate progression

36.1 Compensation requirements

- 36.1.1 The University operates a 'compensation' assessment model for progression and award as documented in [section 35](#).
- 36.1.2 This in general terms means allowing marginal failure in up to 20 credits 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.

36.2 Progression requirements

- 36.2.1 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.
- 36.2.2 Students may not normally progress from one level to the next of a programme of study unless they have satisfactorily completed the previous level.
- 36.2.3 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. Students should check with their Programme/Course Lead or Programme Administration and Support Service (PASS) team if they are unsure whether modules are non-compensatable.
- 36.2.4 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 compulsory for progression.
- 36.2.5 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 30-39 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 that are marked on a pass/fail basis that are compulsory for progression

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

36.3 Examples of applying compensation rules to undergraduate progression decisions

36.3.1 Refer to [section 39.3.11](#) to view a worked example of how to calculate a credit-weighted average for a level.

36.3.2 **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 30 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.

36.3.3 **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 will not meet the progression requirements. The student may be eligible for a third attempt to redeem the failure (see [section 36.7](#)).

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 30.
- 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., 30-39) 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. This would apply even if the student passed Module D. The student may be eligible for a third attempt to redeem the 20-credit failure for Module C if Module D was passed (see [section 36.7](#)).
- If the student passes the resit for Module C and fails Module D with a mark of 29 or lower, they would not have achieved a mark in the compensatable range (i.e., 30-39) for Module D and would not meet the progression requirements. The student may be eligible for a third attempt to redeem the failure (see [section 36.7](#)).

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

- 36.4.1 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.
- 36.4.2 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.

36.5 Progressing to study abroad

- 36.5.1 Students progressing to a period of study abroad must meet the progression requirements set out in [section 21.2](#) prior to commencing study abroad.

36.6 Conditional progression

- 36.6.1 With approval from the School Assessment Board, students may 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 5 weeks of the progression point for non-standard entry points.
- 36.6.2 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 5 weeks of the progression point for non-standard entry points.
- 36.6.3 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 of 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 **3 weeks** from approval of an alternative assessment by the School and **5 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 be required to complete outstanding reassessments externally before re-joining the next level if successful. This may result in a period of suspension.
- 36.6.4 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. This is determined at validation through the programme structure.

36.7 Third attempt for progression

- 36.7.1 With approval from the School Assessment Board, undergraduate students in Level 3, Level 4 and Level 5 who fail their progression requirement may be permitted a third attempt for a failed module(s), provided the following criteria are met:
- All first and second attempts for all modules for the level have been agreed, and an end of level progression decision can be considered.
 - The student has failed no more than 20 credits, where that failure cannot be compensated, and that if compensated would permit progression to the next level.
 - For a programme with professional body regulations, that a third attempt is permitted. Exemptions are stated on the [programme specification](#).
 - The module is not exempt from third attempts, as stated on the module specification.
- 36.7.2 Third attempts for progression are not available:
- To students whose failure is due to academic misconduct.
 - To students studying freestanding modules for credit.
 - For placement modules
 - Where the level of study is the final level of the award (e.g., Level 5 for Diploma of Higher Education students).
- 36.7.3 Third attempts are not permitted in the final year of study for award of the intended or an exit award.
- 36.7.4 The maximum mark for the module available on reassessment is a capped mark of 40.
- 36.7.5 If a student subsequently fails the third attempt the following applies:
- Level 3 and Level 4 students cannot be offered a programme restart.
 - Level 4 and Level 5 students may be offered the option to repeat the module part-time to retrieve failure if the criteria are met (see [section 36.9](#)).

Timing of third attempt

- 36.7.6 Normally students would conditionally progress to the next level of study in September and must pass the University progression requirements by an early reassessment deadline in October (or within 5 weeks of the progression point for non-standard entry points).
- 36.7.7 Students unable to meet the conditional progression point due to a deferral would normally complete the third attempt as an externally resitting student. If students successfully pass the progression requirement, they will re-join the next level at the beginning of the next entry point (normally September).

36.8 Transfers to alternative programmes

- 36.8.1 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 3, Level 4 or Level 5. Where transfer arrangements to an alternative programme exist, this is stated within the programme specification.

36.9 Repeating modules part-time to retrieve failure

- 36.9.1 With approval from the School Assessment Board, undergraduate students in Level 4 and Level 5 who fail their progression requirement may be permitted to repeat the study for failed module(s) as a part-time student the following year, provided the following criteria are met:
- All first and second attempts for all modules for the level have been agreed, and an end of level progression decision can be considered.
 - The student has failed no more than 40 credits, and that if passed would permit progression to the next level.
 - Any ability to study part-time must be in accordance with any external requirements placed on the student by bodies other than the University.
 - The programme, or eligible alternative programme, is available the following year.
 - The student will not exceed their maximum period of study (see [Regulation 1.15](#)).
- 36.9.2 Part-time repeat study is not available:
- Where an academic misconduct sanction was to enforce withdrawal of enrolment.
 - To students studying freestanding modules for credit.
 - To student-visa holders.
 - If the module is a placement.
- 36.9.3 Modules may be repeated if the failure was due to academic misconduct, provided the criteria above are met and the academic misconduct sanction was not enforced withdrawal of enrolment.
- 36.9.4 Students may not repeat a module that has been passed in order to gain a higher mark.
- 36.9.5 Level 4 students who are eligible to repeat modules may also alternatively be eligible to restart their programme (refer to [section 36.10](#) for eligibility). If a full programme restart option is requested by the student instead of the part-time study option, all module results for the level are voided and cannot be reinstated at a later date. Teaching and assessments must be repeated for all modules in the level as part of the programme restart.
- 36.9.6 If a Level 4 student fails the level progression requirement following completion of part-time study, they are not then subsequently eligible to restart the programme.
- 36.9.7 Students are eligible for an uncapped mark if they successfully pass the repeated module at first attempt. If unsuccessful at first attempt of a repeated module students are eligible for a capped reassessment opportunity.
- 36.9.8 The original module failure marks will be voided and cannot be reverted to at a later date.
- 36.9.9 A 'Change of programme' form is not required, although the Registry will communicate the change of mode of attendance with the student's funding body, which may impact on the funding available.
- 36.9.10 As the level progression requirement has not been met, failed modules are repeated as a part-time internal student and cannot be completed concurrently alongside the next level. Students repeating failed modules(s) as a part-time student cannot commence study for the next level's modules until the progression requirements are met, with the exception detailed below in [section 36.9.11](#). The next level will commence the following academic year once the failed modules have been successfully repeated, and progression requirements have been met.

- 36.9.11 For students where part-time study is not possible (e.g., international students or for students with no extra year's funding remaining), Schools can recommend to the Special Cases Panel that a Level 4 student repeats up to 20 credits alongside completing Level 5. It is expected that this option will only be used where part-time study cannot be offered.
- 36.9.12 All teaching and assessment activities must be completed as scheduled whilst repeating modules as a part-time internal student. Attendance and engagement will be monitored as normal. It is not the expectation that alternative assessments would be required.
- 36.9.13 Internal repeat fees for tuition will be charged for the repeated study.
- 36.9.14 Where permissible within the specific regulations for a programme of study, as set out in the [programme specification](#), a student may substitute a failed optional module for an alternative optional module when repeating study part-time.
- 36.9.15 The modules to which a student returns to study part-time may be different in some respects from their original module. The University may make changes arising from academic review, staff changes, external requirements, or resource constraints (see [section 2.1.10](#)). Where the original module(s) are no longer available the Programme/Course Lead will advise on suitable alternative modules to ensure the level progression requirements are met.

36.10 Recommendations to restart a programme

- 36.10.1 A School Assessment Board may recommend that a student in Level 3 or Level 4 restarts their programme of study if they have failed either Level 3 or Level 4 and would otherwise have their enrolment withdrawn due to academic failure. For this to apply:
- Students must still be current (i.e., they have not withdrawn); and
 - Students must have failed no more than 60 credits after reassessment; and
 - Students who have failed 60 credits at Level 4, or 40 credits at Level 3, must have submitted at least 1 assessment at first attempt in the remaining credits; and
 - Students must not have failed the level after previously repeating modules on a part-time basis as detailed in [section 36.9](#); and
 - Students must not have failed the level after an unsuccessful third attempt as detailed in [section 36.7.5](#); and
 - The student must not have previously restarted Level 3 or Level 4 at the University; students may only 'restart' their studies once; and
 - 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; and
 - The programme does not comprise entirely of one level e.g., Level 3 Foundation Certificate or Level 4 Certificate of Higher Education.
- 36.10.2 Section **36.10.1 (c)** above does not apply to students who have received approval for suspension of studies with a restart on resumption, or to students who have received approval for a change of programme with restart, or where a restart has been recommended as part of a Support to Study Stage 4 meeting.
- 36.10.3 Students who successfully progressed to Level 4 from a foundation year (Level 3) and then fail Level 4 can be recommended to restart Level 4 if they have not previously restarted Level 3 and if the criteria above are met.
- 36.10.4 There is no automatic right for undergraduate Degree Apprenticeship students to restart Level 4 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 enforce withdrawal of enrolment due to academic failure.
- 36.10.5 There is no automatic right for undergraduate students studying professional programmes with professional, statutory, or regulatory body requirements, to restart Level 4 of their programme. Where this applies it is recorded on the [programme specification](#). The School Assessment Board (SAB) may make a recommendation for restart for individual students.
- 36.10.6 Following approval at the School Assessment Board 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 enrolment withdrawn due to academic failure (enforced withdrawal) in line with their original academic performance.

- 36.10.7 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.
- 36.10.8 Where a student suspends studies within the first year.
- 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 will not involve substantial repeat teaching and so it is not considered a programme restart (e.g., suspending in early November 2024 and returning the following September).
 - If the suspension occurred in or after week 7 of the student's first semester, it would involve substantial repeat teaching and it will be considered a programme restart (e.g., started suspension in January and returning the following September).
- 36.10.9 Where a programme restart is not offered and the student considers they have justification for poor performance, the School may apply to the Special Cases Panel, or the student may appeal via the 'Appeals Policy' (see [section 50](#)).
- 36.10.10 Module marks from previous study may still be shown on the student's transcript. These marks would be shown as voided, and these will not be used for progress or award calculations.
- 36.10.11 Information relating to the process for repeating individual modules is detailed in [section 19](#).

36.11 Recommendations to repeat study

- 36.11.1 There is no automatic right to repeat a full level of study beyond the programme restart options above. Students may be eligible to repeat individual modules and the criteria for this are detailed in this section.
- 36.11.2 Repeat study may only be recommended where a student is able to complete their studies within the maximum period of study.
- 36.11.3 In appropriate circumstances, the University may grant a student the right to repeat a level. This decision will usually be made where the student provides evidence that the original period of study was affected by serious exceptional circumstances.
- 36.11.4 Decisions on repeating the level are made either by the University Assessment Board through its Special Cases Panel, through the Appeals and Conduct Committee, or by such other mechanism as the University may put in place.
- 36.11.5 The School Assessment Board (SAB) can make a recommendation to the University Assessment Board through the Special Cases Panel to vary a decision it would otherwise take in relation to a student's progression, on the basis that the student was affected by exceptional circumstances at the relevant time. Evidence of exceptional circumstances is required.
- 36.11.6 The SAB completes the 'Application for Special Cases' form and returns the form with the supporting evidence to the Special Cases Panel. The SAB should clearly state if the level is to be repeated for capped or uncapped marks.
- E: specialcases@yorks.ac.uk
- 36.11.7 The deadline for receipt of paperwork by the Special Cases Panel is detailed in [section 46.3](#).
- 36.11.8 A repeat will only be approved if the student is current, i.e., the student's record has not been withdrawn, or the student has not voluntarily withdrawn, or the student's enrolment has not been withdrawn due to academic failure (enforced withdrawal). In such cases the student would need to follow the 'Appeals Policy' and procedure (see [section 50](#)) The 'Appeals Policy' and procedure requires the student to provide evidence of exceptional circumstances affecting their academic performance up to that point.
- 36.11.9 Tuition fees are charged for the repeat year/semester.
- 36.11.10 Module marks from previous study may still be shown on the student's transcript. These marks would be shown as voided, and these will not be used for progress or award calculations.
- 36.11.11 Information relating to the process for repeating individual modules is detailed in [section 19](#).

36.12 Failure to meet progression thresholds

- 36.12.1 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 enrolment withdrawn due to academic failure.
- 36.12.2 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, if they have met the requirements of that award. Students who have transferred credit into 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 3](#). A student who has been granted an exit award in such circumstances and has exhausted all assessment opportunities as specified in the [University Regulations](#) is not normally permitted to progress to a further attempt at the higher award.
- 36.12.3 Students have **10 working days from the publication of results** to submit their appeal. Details of the 'Appeals Procedure' can be found in [section 50](#).

36.13 Progression outcome summary

- 36.13.1 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.
Part-time repeat module study	A student has failed up to 40 credits of study at Level 4 or Level 5 and is required to study these modules on a part-time basis to meet progression requirements. Refer to section 36.9 for full details.
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 36.6 for full details.
Third attempt for progression	A student has not satisfied the progression criteria for Level 3, or Level 4, or Level 5 of study due to academic failure and meets the criteria to be offered a third attempt for the failed module(s). The student is required to complete reassessment(s) in the designated resit period. This may also involve conditional progression or external resit (without residence). Refer to section 36.7 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.

Progression decision	Description
Restart programme	A student has failed up to 60 credits in Level 3 or Level 4 of study due to academic failure and meets the criteria to be offered a programme restart. The student may restart the same level on the same, or a different programme (requires change of programme approval). Refer to section 36.10 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.
Enforced withdrawal	A student has exhausted all reassessment opportunities and their enrolment on the programme of studies is withdrawn due to academic failure, or they will be unable to progress even if they are given resit opportunities due to early failure in a module.

36.13.2 Progression codes used within the records system can be referred to in [Appendix B](#).

36.14 Progression from a Foundation Degree to an Honours Degree

36.14.1 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 2.13](#).

36.15 Notification of progression results

36.15.1 Progression and module results will be confirmed after the meeting of the last School Assessment Board.

36.15.2 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 opt-in to compensate at first attempt and not complete the reassessment for a failure, must contact the Assessment team in Registry by the deadline stated in their communication.

36.15.3 Students with module failures will be notified of the requirements for reassessment following the last School Assessment Board. Students who have queries about their reassessment requirements are advised to contact their Programme/Course Lead directly. For more information, please visit the [School Contact Us page](#).

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

36.15.5 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 our [Examination page](#). Students should contact the Programme Administration and Support Service (PASS) team should they need more details and students with resit examinations will receive an email notification about the timetable.

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