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## Section 41 Scheme B – Undergraduate progression

### 41.1 Progression requirements

- 41.1.1 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.
- 41.1.2 Students may not normally progress from one level to the next of a programme of study unless they have satisfactorily completed the previous level.
- 41.1.3 Undergraduate students must **attempt** 120 credits at each level of their programme.
- 41.1.4 A student cannot progress to the next level of study where a module which is compulsory for award or progression has been failed. Modules designated as compulsory for award or progression 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 compulsory to pass.
- 41.1.5 Progression to the next level with 100 credits is permitted provided the failed module is not a 'compulsory for progression or award' module as indicated on the programme specification, **and only if the fail mark is 20 or more.**
- 41.1.6 Minimum satisfactory completion of an undergraduate level of a programme of study normally requires a student to:

#### Minimum undergraduate progression requirements (Levels 3-6) (for Level 3 see [section 41.2](#) below)

Attempt 120 credits in the level

Pass at least 100 credits in the level

Obtain a minimum mark of 20 for the remaining credits

Pass all modules indicated as compulsory for progression and/or award as stated on the programme specification

Satisfy any additional, specific requirements of the programme of study as specified on the programme specification

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

- 41.2.1 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.
- 41.2.2 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.

## 41.3 Progressing to study abroad

- 41.3.1 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.

## 41.4 Conditional progression

- 41.4.1 With approval from the Progress and Award Examination Panel, students will ordinarily be permitted to conditionally progress to the next level of study with 80 credits. A student progressing with 80 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.
- 41.4.2 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.
- 41.4.3 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 **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.
- 41.4.4 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.

## 41.5 Exceptional third attempts

- 41.5.1 Exceptionally, a School Assessment Board may make a recommendation to the Progress and Award Examination Panel for a third attempt at a module's assessment(s). To ensure transparency and equity, the following criteria for such recommendations are applied by the Panel:
- a) A single module has been identified which, if passed, would enable progression or completion of an award
- and**
- b) There is a high likelihood of success in this module through a further reassessment opportunity (usually indicated by a mark within 10 points on the University mark scale of the mark required to progress or be awarded)
- 41.5.2 In rare circumstances, the School Assessment Board (SAB) may wish to recommend an exceptional third attempt for a student who has already met the progression requirements (i.e. can progress without the need to pass an exceptional third attempt) e.g. successful completion of the module is needed for future accreditation purposes. Such cases must be discussed with the Assessment Team in Registry in advance. In such circumstances the SAB must make the recommendation to the Special Cases Committee, clearly stating the deadline for the assessment and the reasons for the request.

## 41.6 Transfers to alternative programmes

- 41.6.1 A student who fails a module that is compulsory for progression or award 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.

## 41.7 Recommendations to repeat study

41.7.1 There is no automatic right to repeat any level of study.

41.7.1 Repeat study may only be recommended where a student is able to complete their studies within the maximum period of study.

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.

41.7.2 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.

41.7.3 The School Assessment Board (SAB) can make a recommendation to the Progress and Award Examination Panel via 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.

41.7.4 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](mailto:scc@yorks.ac.uk)

41.7.5 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.

41.7.6 Tuition fees are charged for the repeat year. The student should be advised by the School to seek advice on funding implications from the Student Funding Advice Team.

41.7.7 Module marks from the repeat study are disregarded. Only the new marks obtained will be used for progression and award purposes.

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

## 41.8 Failure to meet progression thresholds

41.8.1 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.

41.8.2 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. 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.

41.8.3 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/>

## 41.9 Progression outcome summary

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

Progression decision	Description
<b>Progress</b>	A student has passed 120 credits at the current level of study and may progress to the next level
<b>Progress through condonement of failure</b>	A student has passed 100 credits at the current level of study, has met the criteria for condoning the failure in the remaining 20 credits and may progress to the next level without reassessment
<b>Resit</b>	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
<b>Sit</b>	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
<b>External resit (without residence)</b>	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
<b>Conditional progression</b>	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 <b>section 41.5</b> for full details.
<b>Exceptional 3<sup>rd</sup> attempt</b>	A student has not satisfied the progression criteria for the level of study due to academic failure but has met the criteria for an exceptional third attempt as an opportunity to meet the progression criteria
<b>Transfer</b>	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.
<b>Hold</b>	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
<b>Terminate studies</b>	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 10 at first and reassessment attempt on the same module

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

## 41.10 Progression from a Foundation Degree to an Honours Degree

41.10.1 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 44.7.2** below.

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

## 41.11 Notification of progression results

- 41.11.1 Progression and module results will be confirmed after the meeting of the Progress and Award Examination Panel.
- 41.11.2 Registry will notify all students by email that their results are available.
- 41.11.3 Students with 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/>
- 41.11.4 It is the student's responsibility to ensure they check their results through e:Vision to ensure they are aware of reassessment opportunities.
- 41.11.5 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 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/>
- 41.11.6 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.