

University of Bath
Taught Student Assessment Regulations:
Taught Postgraduate Students

1 Scope

- 1.1 These regulations contain the common University rules for study, progression, and awards for taught postgraduate students. Additional specification and guidance related to the academic framework (including processes and specification for course design, assessment and mitigating circumstances) are available elsewhere.
- 1.2 Course specifications will contain definitive information on which regulations will apply to a particular course, but these regulations are normally applicable to students starting courses in the academic year 2022/23 and later.
- 1.3 Course-specific exemptions may be approved by the University Learning and Teaching Quality Committee and/or University Senate. These are normally granted on the basis of accreditation requirements or other exceptional circumstances and these exemptions will be described in the course specifications.
- 1.4 Exemptions for individual students facing exceptional circumstances may be granted by Boards of Studies and/or University Senate. The record of these exemptions will be recorded in the minutes of the Boards of Studies or Senate as appropriate.

2 Courses, units, credits, levels, and pass marks

- 2.1 A course will contain one or more blocks of study and assessment called units. Each course, and each unit, is designed so that the intended learning outcomes may be achieved by all students.
- 2.2 Each unit is assigned an amount of credit and an FHEQ level (level 7 for all taught postgraduate units). The number of credits indicates the amount of learning undertaken and the level indicates the relative depth of learning involved.
- 2.3 These regulations are designed for the CATS (UK standard) credit scheme, and any use of the term “credits” in these regulations refers to CATS credits. Both CATS and ECTS (European standard) credits may be used to describe units in catalogues and presented on transcripts. 1 ECTS credit is equivalent to 2 CATS credits.
- 2.4 The number of credits assigned to each unit indicates the notional hours of learning expected for each unit (every 1 credit relates to approximately 10 hours of study). This means that for each 20 credit course the anticipated workload is 200 hours of total study time. This will normally contain both contact time and independent study.
- 2.5 A unit is passed or failed through the summative assessments taken. Each assessment will normally have a percentage weighting (e.g. 65%) within the unit.
- 2.6 All the unit credit will be awarded if a unit is passed. No credit will be awarded until the unit is passed.
- 2.7 In addition to the summative assessments that count to the unit mark, there may be formative assessments which do not contribute to unit outcomes, but help students to improve their performance in summative assessments.

- 2.8 The pass mark for must pass assessments (see: 3.6) and the overall unit is 50% for all FHEQ level 7 units.
- 2.9 Most units will have a numeric mark to a whole number (integer) percentage value assigned to them. Exceptions include standard placement and study abroad units, which will normally have only pass/fail assessments and do not count to the numeric calculation of the final award.
- 2.10 Units which are undertaken while based in industry or while at another institution may be considered in the same way as units taught at the University of Bath for the purposes of these regulations, even if they are considered as placement / study abroad units for fee or other purposes. Course specifications will clearly indicate whether a unit is a placement or study abroad unit for the purposes of these regulations.
- 2.11 All units will be one of the following categories which will be specified for each course. A particular unit may be in a particular category on one course, but another category on a different course. This is because different courses have different intended learning outcomes and structures:

Compulsory Unit	All Compulsory Units in a course must be taken. Students will need to gain the required credits from all Compulsory Units for their course before they receive an award.
Optional Unit	A student may be expected to take one or more optional units, of their choosing, from within the approved list(s) of optional units for their course. They will need to gain the required number of optional unit credits before the degree can be awarded (see: 5.3).

3 Assessment

- 3.1 Each unit must have at least one piece of summative assessment. The summative assessment(s) in a unit will be designed to test whether a student has met the intended learning outcomes for that unit.
- 3.2 Summative assessments will normally be scheduled for the following periods, as defined in the Academic Year Calendar. For Semester 1 or Semester 2 units, the initial assessment will normally take place during the relevant semesters or in the revision or assessment days immediately at the end of the relevant semester:

Student group	Formal Examinations	Other Types of Assessment
Taught postgraduate (initial assessment)	<ul style="list-style-type: none"> Winter (January) and Spring (May) Assessment Days 	<ul style="list-style-type: none"> Study Days, Revision Days or Assessment Days Any normal University working day over the Summer undergraduate vacation period.
All taught students (Deferred assessment or reassessment)	<ul style="list-style-type: none"> Winter (January) or Spring (May) Assessment Days or the Summer supplementary assessment period (August) 	<ul style="list-style-type: none"> Study Days, Revision Days or Assessment Days Any normal University working day over the Summer undergraduate vacation period. Assessment that requires the student's physical attendance at the University of Bath campus or any other location would normally be scheduled on a day that could be used for first assessments for their course, or during the supplementary assessment period unless a student agrees to assessment at another time.
Students based away from the University of Bath (including distance learning, placement or study abroad)	<ul style="list-style-type: none"> Specified in course information, but examinations at the University of Bath will normally be held on one of the Assessment Days in the Academic Year Calendar. 	<ul style="list-style-type: none"> Specified in course information.

- 3.3 An item of assessment in a unit can be pass/fail with no numeric value attached, so long as there is also a summative assessment within the same unit that delivers a numeric mark (grade). An exception is for standard placement units and standard study abroad units that do not replace study at the University of Bath. These will not normally have a numeric mark; they will be pass/fail units.
- 3.4 Each summative assessment with a mark will be assigned a weighting to a whole number (integer) percent. The sum of the weightings of the summative assessments on a unit must add to 100%. Pass/fail assessments do not carry a weighting.
- 3.5 The unit mark will be calculated from the summative assessment marks and their weightings. Unit marks will be rounded up or down to the closest whole number (integer) percent and the rounded values used to determine whether a unit is passed and in the calculation of the Overall Course Average.
- 3.6 If there is more than one summative assessment in a unit with numeric mark, one or more of these assessments may be specified as “must pass” assessments.
- 3.7 A student will pass a unit if:

Their unit mark is equal to or above the pass mark (except for pass/fail units where there is no mark),
and
they have passed any must pass assessments in the unit,
and
they have passed all pass/fail assessments in the unit.

- 3.8 A student is not required to attempt assessments, and the student will bear the responsibility for choosing not to attempt assessments.
- 3.9 The University may approve the deferral of an initial assessment or reassessment because of mitigating circumstances affecting a student, or because a student has temporarily paused their studies. If mitigating circumstances are approved for an assessment, any original marks for that assessment (either initial assessment or reassessment) will be replaced by the mark for the deferred assessment. Details on the process for mitigating circumstances are in separate Mitigating Circumstances Regulations.

4 Assessment, Reassessment, and Deferred Assessment Attempts

- 4.1 The Overall Course Average will be calculated by weighting all unit marks by the credits of the units. Pass/fail units do not count to the Overall Course Average. For example, the mark for a 20 credit unit will contribute 1/9th of the Overall Course Average for a 180 credit Masters degree with no pass/fail units.
- 4.2 The Overall Course Average will be rounded up or down to the closest whole number (integer) percent.
- 4.3 Students have up to three attempts to pass a unit, depending on their wider level of performance.
- 4.4 A student may be eligible for reassessment of failed unit. The second, and if necessary third, attempt to pass the unit (reassessment attempts) will be capped at the pass mark, meaning a maximum of the pass mark can be obtained for any unit which was failed at the initial assessment(s). This capped mark for reassessed units will count to the Overall Course Average.
- 4.5 Students will be eligible for second or third attempts to pass a failed unit unless the Overall Course Average based on all unit marks finalised by the Board of Studies to date is below 50%.
- 4.6 If a unit mark is above the pass mark, but the unit was initially failed because a must pass assessment or pass/fail assessment was failed, the pass mark for the unit will be used in the calculation of the Overall Course Average for the purposes determining reassessment eligibility.
- 4.7 The 50% Overall Course Average threshold for reassessment will apply to all units each time unit marks are finalised for a student. For example, if a student fails a unit in Semester 1 and their Overall Course Average is below 50% at the end of Semester 1, they will be eligible for reassessment in the failed unit if their finalised unit marks after Semester 2 (or at any other point) are sufficient to increase their Overall Course Average to 50% or above.
- 4.8 If a student is ever eligible for reassessment on a failed unit, they will retain this

eligibility even if the Overall Course Average drops below 50% later in their course. For example, if a student fails a unit in Semester 1 but their Overall Course Average is above 50%, they will retain the eligibility for reassessment in the failed unit even if their finalised unit marks in Semester 2 are such that the Overall Course Average drops to below 50%.

- 4.9 The exception to 4.8 is if the pass mark for any units eligible for reassessment will be insufficient to raise the Overall Course Average to 50% or above. In this case, the student will fail the course and the option of another named or exit award will be considered (see: Section 6).
- 4.10 Once a unit's pass requirements have been met, a student will no longer be eligible for reassessment in that unit. Units affected by Mitigating Circumstances are addressed separately in Mitigating Circumstances regulations,
- 4.11 The form of reassessment for a unit will be specified in the unit description and the following will normally be used:

Like for like reassessment	The form of reassessment is identical to the initial assessment. Assessments passed at the initial attempt are not reassessed. All assessment items failed at the initial attempt are reassessed. The same weightings as for the initial assessment are used.
Specified reassessment	Reassessment different to the initial assessment is specified. One piece of reassessment will normally be specified even if the unit contained more than one original assessment item. If the unit is a pass/fail unit, any specified reassessment must be pass/fail.

- 4.12 The Board of Studies may approve an alternative form of reassessment for an individual student or a group of students, provided the alternative form of reassessment will be able to demonstrate that the student(s) have met the intended learning outcomes for the unit.

5 Final award

- 5.1 A student will not be eligible for a final award if they have not passed the University's Academic Integrity Test.
- 5.2 A student will not be eligible for a final award if they have exceeded the maximum period of study for that award (see: Section 7).
- 5.3 Course specifications will describe the credit requirements necessary to gain the intended award for a course, including listing the optional and compulsory units for that particular course. The minimum credit values below will normally be used, and students will be required to gain the required number of credits at the specified level to receive an award.

Description	FHEQ levels: Minimum credits at the level	Notes
<u>Postgraduate Certificate</u>	Level 7: 60 CATS	Unnamed exit award: Any units except placement/study abroad units
Postgraduate Certificate in (named award)	Level 7: 60 CATS	Named award: Specified units
<u>Postgraduate Diploma</u>	Level 7: 120 CATS	Unnamed exit award: Any units except placement/study abroad units
Postgraduate Diploma (named award)	Level 7: 120* CATS	Named award: Specified units
<u>Masters Degree</u> (named award)	Level 7: 180* CATS	Named award: Specified units
*Additional credits from placement or study abroad may be required. Course specifications will contain more detail, and some courses may have approved exemptions from these requirements.		

- 5.4 All unnamed exit awards will be specified as “pass” without an additional pass grade. For all other taught postgraduate awards, the following additional pass grades will be considered sequentially to describe overall course performance:

Pass grade	Requirements
Pass with Distinction	Overall Course Average 70% or greater
or if this requirement is not met:	
Pass with Merit	Overall Course Average 60% or greater,
or if this requirement is not met:	
Pass	Overall Course Average 50% or greater

6 Exit awards

- 6.1 If a student has not met the award requirements on their current course, they will have the opportunity to receive another University of Bath award if they have met the requirements for that award.
- 6.2 This decision may be through student choice or because they are unable to meet the award criteria on their current course.

- 6.3 If a student is unable to meet the requirements of a named University of Bath award (award in a particular subject area), they will be offered an unnamed exit award (not in a particular subject area) if they have met the requirements for the award.

7 Maximum period of study

- 7.1 Students must complete the course requirements within the maximum period of study, which is the length of the course plus two additional academic years.
- 7.2 Students may pause in their studies for personal reasons for an agreed period of up to twelve months on one occasion only, which will not be counted towards maximum period of study. This pause in studies must be approved by the relevant Board of Studies.
- 7.3 Students who will not be able to complete their course requirements within the maximum period of study will have the opportunity to receive an award that is available to recognise their achievement to date (see: Section 6).
- 7.4 A Board of Studies may make a case to Senate for an extension to the maximum period of study for an individual student.
- 7.5 A Board of Studies may make recommendations in accordance with Regulation 3 if it judges that a student's attendance or progress on the course is unsatisfactory.