

**A. General**

1. These Assessment Regulations apply to undergraduate courses approved by the University and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. They apply to all assessments, at whatever point in a programme they are undertaken, that formally contribute to the recommendation of academic credit or an award of the University. Institutions authorised by the Academic Board to deliver the University's undergraduate programmes on its behalf shall comply with these regulations.
2. The credit specification that is contained within the Framework for Undergraduate Awards of the University indicates the amount and level of academic credit expected to be gained by a student on a course leading to the award identified. The credit specification is attached as Appendix A.
3. Units that form part of the Graduate Diploma in Law (CPE) shall be assigned to Level 6 aligned with QAA's Framework for Higher Education Qualifications and the Higher Education Credit Framework for England. Level 6 alignment reflects the sophistication of the learning outcomes associated with the unit and the academic abilities that the unit requires a student to develop, and to demonstrate through the assessment scheme.
4. These regulations apply to the Graduate Diploma in Law (CPE) in so far as the provisions of these Regulations do not directly conflict with the regulations of the Solicitors Regulation Authority (SRA) and Bar Standards Board (BSB). Regulations specified by the SRA and BSB shall apply and they shall govern the Graduate Diploma in Law (CPE).
5. Subject to any requirements of the validating and/or awarding body concerned, programmes leading to awards other than those of the University, but which the University has been licensed or approved to deliver, must be calibrated in accordance with the Framework for Academic Awards of the University. The regulations also reflect the expectations of the UK Quality Code and the Joint Academic Stage of the General Council of the Bar and Law Society Common Professional Examination Rules.
6. Any exemption or variation from these Assessment Regulations must be approved in advance by or on behalf of the Academic Board of the University and set out in the Programme Specification for the course.

**Enrolment; period of student registration; suspension of studies.**

7. Students may only enrol on one course within a single standard academic period. Students may normally enrol only on units that form part of that course on which they are registered, as it is set out in the approved Programme Specification, and for which they have satisfied the necessary co- and pre-requisites and any other requirements. Where the approved Programme Specification explicitly permits, students may enrol on appropriate additional unit(s).

8. A student must fulfil one of the following criteria before they can be admitted on to the Graduate Diploma in Law (CPE).
  - (i) They hold an undergraduate degree, awarded at or above the minimum standard, conferred by an institution with degree-awarding powers in the United Kingdom or the Republic of Ireland. "Undergraduate degree" does not include foundation degrees.
  - (ii) They are an overseas graduate who has studied any subject for a minimum of three years on a full-time basis.
  - (iii) They have been granted a Certificate of Academic Standing by the Bar Standards Board (BSB).
  - (iv) They hold other academic or vocational qualifications recognised as equivalent to a degree by the Solicitors Regulation Authority (SRA).
9. The Graduate Diploma in Law (CPE) is a one-year course and should normally be completed in one year when undertaken full time.
10. The maximum period for completion of the full-time course is normally three years, from the date of enrolment.
11. Students who undertake the Graduate Diploma in Law (CPE) by part-time mode should normally complete the course within two years.
12. The maximum period for completion of the part-time course is normally four years from the date of enrolment.
13. Where there are exceptional factors of a sufficiently serious nature which are clearly evidenced and which have affected the student's performance, the student may be granted a maximum of one additional year in which to complete the Graduate Diploma in Law (CPE). Factors of a sufficiently serious nature include the following:-
  - (i) A serious health condition, including mental health, which has had a significant impact upon the student;
  - (ii) Pregnancy/ childbirth;
  - (iii) A significant change in the financial circumstances of the student, which has had a substantial negative impact upon the student over a significant period of time;
  - (iv) A dependant of the student, for whom the student is the primary carer, developed a serious health condition, which prevented the student from attempting the assessments;
  - (v) The student is the primary carer for a sick dependant, whose condition deteriorated to an extent that the student was unable to attend the assessments;
  - (vi) Engagement in military conflict;
  - (vii) Death of a partner;
  - (viii) Death of a dependant for whom the student is the primary carer.
14. A formal written request for the extension should be made to the Faculty Exceptional Factors Panel, for approval by the Assessment Board. The application should be made in accordance with MMU's standard Exceptional Factors procedure.

15. A suspension of the assessments may be granted where the assessment board is satisfied that there are sufficient exceptional factors to justify a suspension, which are supported by independent evidence from a relevant source.
16. However, a suspension may not be granted where, as a consequence, the student would not be able to satisfy regulation A.10 or A.12 above.
17. Where an assessment board wishes to grant a student a suspension of one or more of the assessments, but as a consequence of the suspension, a student would be unable to satisfy regulation A.13 or A.15 above, a suspension may only be granted in accordance with regulation A.16 and A.17 above.
18. Students may only be permitted to intermit where the assessment board is satisfied that there are sufficient exceptional factors to justify the suspension, which are supported by independent evidence from a relevant source, subject to regulations A.13 to A.17 above.
19. Where a student was previously admitted onto a Graduate Diploma in Law (CPE) whether at Manchester Metropolitan University or elsewhere but failed to complete the course, that student may only be admitted to the Graduate Diploma in Law (CPE) provided that the student:
  - (i) has formally withdrawn from the course on which they were originally enrolled [ie surrendered any rights to “resits” at the first institution]; and
  - (ii) applies to enrol on the course in the normal way; and
  - (iii) receives no credit for any assessment passed on the first course; and
  - (iv) will be treated as a new student and assessed in the normal way [ie be entitled to three attempts at the final assessment]; and
  - (i) is required to attend in the same manner as other students on that course.

### **Practice credits**

20. Periods of assessed practical training, placement, supervised work experience, or clinical or professional practice, whether taken in the UK or abroad, which are additional to the academic credits required for the award may attract practice credits based on the benchmark of 120 credits representing not less than 36 weeks of student training, placement, work experience or clinical or professional practice normally undertaken within one academic year. Practice credits are not assigned to a level.
21. Where the assessment of practice is accommodated within the academic credit structure, it shall comply with the regulations that apply to academic credits generally. However, provision may be approved within the programme assessment arrangements for practice elements to be assessed on a pass/fail basis rather than being marked out of 100 in accordance with regulation B.4. In all cases, the arrangement that is to be used for assessment shall be approved and specified in the Programme Specification.
22. Practice credits that do not count as nor attract academic credit shall not contribute to the classification of an undergraduate degree. Instead, they shall be governed by the scheme approved for them in the Programme Specification for the programme and shall be generally exempt from the provisions of these Regulations relating to assessment, re-assessment and progression.

23. Students' progression through their programme may be made conditional upon their having satisfactorily completed particular practice credits. Where this is the case, it shall be clearly stated in the Programme Specification and the students informed specifically of this progression condition.
24. Practice credits may be subject to the requirements of professional, statutory and regulatory bodies. Where this is the case, such requirements shall be stated in the Programme Specification.
25. Practice credits may not be used in lieu of the academic credits specified for academic awards but, where such practice periods are a specific programme requirement, they may contribute towards the student's overall eligibility for the award for which he/she is registered.
26. Provision may be made within the approved Programme Specification for a programme in accordance with arrangements approved by the Academic Board for the awarding of a Certificate of Practice Achievement. The Certificate shall provide a transcript of the elements making up the practice credits to students who satisfactorily complete all of the required practice credits associated with their programme. The award of such a Certificate shall be conditional upon the student having met the requirements for the academic award to which the programme leads.

## **B. Assessment, progression and re-assessment**

### **Assessment**

1. Students must pass (see B.7 below) or otherwise be credited with the specified number and level of credits for any award for which they are eligible in order to gain that award. Awards shall only be granted to students who have demonstrated achievement of the learning outcomes for the course on which they are registered.
2. The Graduate Diploma in Law (CPE) shall be organised so that students undertake a maximum of 240 academic credits in an academic year (or equivalent period in the case of programmes that do not follow a standard academic year pattern), including any units in which they are undertaking second re-assessment, whether or not with attendance.
3. The assessment scheme for a unit shall comprise an approved combination of summatively assessed elements and shall be determined with respect to the learning outcomes of that unit.
4. All elements of summative assessment within a unit shall be marked out of 100. The weighted average mark for the unit shall then be calculated from the marks for the individual elements of summative assessment. The weighted average mark for the unit shall also be expressed as a mark out of 100 in accordance with the marking scheme below, making explicit reference to descriptors employed to denote achievements within at least each of the grading bands.

<b>Mark</b>	<b>Outcome</b>	<b>Descriptor</b>
<34	Fail	Unit learning outcomes not achieved
35 to 39	Marginal fail	Most unit learning outcomes achieved at a threshold level

40 to 49	Pass	All unit learning outcomes achieved at a threshold level
50 to 59	Pass	All unit learning outcomes achieved at a good level
60 to 69	Commendation	All unit learning outcomes achieved at a very good level
≥70	Distinction	All unit learning outcomes achieved at an excellent/outstanding level

Marking criteria shall be set out in the approved Programme Specification for the course.

5. Summative assessment marks shall be subject to internal, and where appropriate external, moderation before final confirmation by the relevant unit assessment board, in accordance with the University's Policy for the Moderation of Summative Assessments.

## Progression

6. Students' progression through courses shall be determined by their performance in, and engagement with, the summative assessments in the units on which they are enrolled.
7. A unit shall be passed when a student achieves a weighted average mark of 40% for the summative assessment(s) associated with the unit. The pass mark for each element of assessment is 40%. A student must be awarded a pass where they have passed all assessments (at least 40% in each element of assessment), one element of which may have been compensated in accordance with regulation B.8 to B.10 below. A student must not otherwise be awarded a pass.
8. The Assessment Board may compensate a maximum of one marginal fail in a coursework or an examination, where:
  - (i) the Assessment Board has considered the marks of all of the elements of the assessments; and
  - (ii) the student has obtained a minimum of 35% in one and only one element of an assessment; and
  - (iii) the Assessment Board is satisfied that there is strength elsewhere in the student's performance to justify compensation of the marginal fail.
9. The Assessment Board is permitted to compensate a marginal fail of one element of a unit at the end of the first year of a part-time course in accordance with paragraph B.8 above.
10. Students who receive a compensated pass in a unit shall be granted the credits associated with the unit. The mark that is recorded for the unit shall, however, be the actual mark achieved.
11. For students studying the Graduate Diploma in Law (CPE) by part-time mode, the Assessment Board may either stipulate either:
  - (i) that all first-year assessments must have been successfully completed before the student can be admitted onto the second year of the course or
  - (ii) may grant students the option of progressing onto the second year of the course where they have failed one or more assessments in the first year.

## Reassessment

12. Subject to the provisions of regulation B.8 to B.10, students shall be required to undertake re-assessment in elements of units in which they have failed to achieve the pass mark of 40%.
13. Students shall have an automatic right to be re-assessed twice, at the next assessment opportunity following initial failure.
14. Any candidate who fails to achieve the pass mark in both reassessment attempts shall be required to re-take the Graduate Diploma in Law (CPE) in full, at the same or a different provider. There is no limit to the number of times a student can undertake the graduate Diploma in Law (CPE), however no credit can be granted for subjects previously passed.
15. Students shall be re-assessed only in those elements of assessment within a unit that they have failed.
16. The mark for any element of assessment in which a student is re-assessed shall be capped at 40%, except where a student is being re-assessed as if for the first time with or without attendance (Regulation B.22).
17. No re-assessment shall be permitted to enable students to improve upon a unit mark above the pass level, except where they have been permitted under regulation B.22 to be re-assessed as if for the first time.
18. Where students fail in up to 120 credits in a standard academic period for the course on which they are registered, they may be re-assessed between the end of that standard academic period and the beginning of the next, as long as the relevant unit assessment board determines that that the necessary access to facilities and/or support can be provided.
19. Where students fail in more than 120 credits in a standard academic period for the course on which they are registered, they may not be re-assessed earlier than the normal assessment point in the next standard academic period.
20. The provisions of B.19 and B.20 shall apply, where appropriate, in the same way to students undertaking more than 120 credits in a 12 month period.
21. If it is established by the relevant Exceptional Factors Panel that a student's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other exceptional factors found valid on production of acceptable evidence, the student shall have the right to be re-assessed as if for the first time in any or all of the elements of assessment, as specified by the unit assessment board. If an assessment affected by illness or other exceptional factors was itself a second attempt, the student shall be permitted to be re-assessed again as if for the second (or a further) time.
22. Students shall not be entitled to re-assessment in elements that are no longer current in the course for which they are registered. In cases where it is not practicable for a student to be re-assessed in the same elements and by the same methods as at the first or any subsequent attempt, the unit assessment board shall make such alternative arrangements as it considers appropriate.

23. All reassessed units shall count towards the maximum number of credits identified in B.2 above whether or not that reassessment involves attendance.

### **Repeat assessment**

24. A student who has failed any individual unit is entitled to repeat that unit with attendance on one occasion only.

### **C. Award and classification of Graduate Diploma in Law (CPE)**

1. The approved definitive document for the Graduate Diploma in Law (CPE) shall state explicitly the criteria to be met by students in order to achieve each award
2. To qualify for the Graduate Diploma in Law (CPE), students must receive passes or compensated passes in whole units to the required credit value at each academic level and achieve the required learning outcomes for the award.
3. The Graduate Diploma in Law (CPE), may be made at pass level, with Commendation or with Distinction.
4. Subject to paragraph B.2 above, for an award to be made at pass level, a student must pass or otherwise be credited with all of the units that make up the specified number and level of credits for the award.
5. A student **must** be awarded a **distinction** where:
  - i He/she has passed all elements of the assessments at the first attempt, without any subject being compensated, AND
  - ii He/she has obtained an overall average of at least 70%.
6. A student **may** be awarded a **distinction** where:
  - i He/she has passed all elements of the assessments at the first attempt, without any subject being compensated; AND
  - ii He/she has obtained an overall average of at least 70% in at least 50% of the subjects counting towards the final award; AND
  - iii He/She has obtained an overall average of at least 67%; AND
  - iv The examination board considers that it is not inappropriate to award a distinction.
7. A student must not otherwise be awarded a distinction.
8. A student **must** be awarded a **commendation** where:
  - i He/she has passed all assessment at the first attempt, without any subject being compensated, AND
  - ii He/she has obtained an overall average of at least 60% in the assessments.
9. A student **may** be awarded a **commendation** where:

i He/she has passed all elements of the assessment at the first attempt, without any subject being compensated, AND  
ii He/she has obtained an overall average of at least 58% AND  
iii He/she has obtained an overall average of at least 60% in at least 50% of the subjects counting towards the final award; AND  
iv The examination board considers that it is not inappropriate to award a commendation.

10. A student must not otherwise be awarded a commendation.
11. An aegrotat pass is not permitted on the Graduate Diploma in Law (CPE).

## APPENDIX A

<b>PROGRAMME / AWARD</b>	<b>CREDIT SPECIFICATION</b>	<b>CREDIT TOTAL</b>
University Certificate	60 credits at level 4 or above	60
Certificate in Education	120 credits at level 4 or above	120
Certificate of Higher Education	120 credits at level 4 or above	120
Diploma of Higher Education	240 credits with 120 credits of those at level 4 or above plus 120 credits at level 5 or above	240
Certificate in Professional Studies	60 credits at level 5 or level 6	60
University Diploma	60 credits at level 5 or level 6	60
Diploma in Professional Studies	120 credits at level 5 or level 6	120
Foundation Degree	120 credits at level 4 120 credits at level 5	240
Unclassified Bachelor's degree	120 credits at level 4 120 credits at level 5 60 credits at level 6	300
Bachelor's degree with Honours	120 credits at level 4 120 credits at level 5 120 credits at level 6	360
Bachelor's degree in the sandwich mode with not less than 36 weeks of full-time placement or work experience	120 practice credits in addition to the 360 credits required for a Bachelor's degree with Honours	360 plus 120 practice credits
Four year Initial teacher training Bachelor's degree with Honours	120 credits at level 4 140 credits at level 5 160 credits at level 6 60 practice credits	420 plus 60 practice credits
Bachelor of Design	120 credits at level 4 120 credits at level 5 From 120 to 240 credits at level 6	From 360 to 480 credits
Bachelor of Architecture	240 credits at level 6	240
Bachelor of Landscape Architecture	120 credits at level 6	120
Bachelor of Laws in Legal Practice	240 credits at level 6	240
Integrated Masters programmes [Undergraduate Master's]	120 credits at level 4 120 credits at level 5 120 credits at level 6 120 credits at level 7 <sup>1</sup>	480
Graduate Certificate	60 credits at level 6	60

<sup>1</sup> Although Integrated Master's programmes include 120 credits at level 7 (Master's level), they fall under the jurisdiction of the Assessment Regulations for Undergraduate Programmes of Study, and the unit pass mark is 40%, including those units at level 7.

<b>PROGRAMME / AWARD</b>	<b>CREDIT SPECIFICATION</b>	<b>CREDIT TOTAL</b>
Certificate in Management	60 credits at level 6	60
Professional Graduate Certificate	60 credits at level 6	60 plus 60 practice credits
Graduate Diploma	120 credits at level 6	120
Diploma in Management Studies	120 credits at level 6	120
Graduate Diploma in Law (CPE)	240 credits at level 6	240