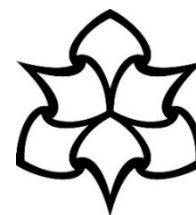


# Manchester Metropolitan University and Hubei University



## Postgraduate Dual Award Assessment Regulations

### General Regulations

**A1.** These Assessment Regulations apply to the dual award arrangement between Manchester Metropolitan University and Hubei University for the provision of the following awards:

Manchester Met Award	Hubei University
MSc Advanced Materials	MEng Materials and Chemical Engineering

**A2.** Manchester Met awards will be calculated as per the methods outlined in these regulations. Hubei University awards will be calculated as per the methods outlined in their regulations.

**A3.** The credit specification contained within the Curriculum and Assessment Framework for Taught Programmes of Study indicates the amount and level of academic credit expected to be gained by a student registered on the programme leading to the Manchester Met award above.

**A4.** Students may enrol only on units that form part of the programme, 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.

**A5.** The minimum time for which a student may be registered on the programme and gain the award to which it leads shall not be less than the length specified in the relevant Programme Specification, except where the provisions of the [Policy for the Recognition of Prior Learning](#) apply.

**A6.** The length of study is generally three years, and the maximum length of study no more than five years.

**A7.** Students are required to register with both institutions and will be unable to continue on the dual award without doing so. Students shall be required to renew their registration annually. If a student does not renew their registration, the registration shall lapse. A student whose registration on a programme has lapsed may be considered for readmission to the same programme, as long as the lapse in registration was not as a consequence of academic failure.

**A8.** Where a student wishes to suspend their studies, applications should be made to Hubei University and processed according to Hubei University's suspension policy.

**A9.** Academic appeals shall be handled according to the Hubei University process and the outcome applied to both awards, except where the appeal relates to material irregularity in the conduct of an assessment on a Manchester Met course unit, in which case, the appeal shall be submitted to Man Met and handled according to the [academic appeals regulations](#).

## Assessment

**B1.** Students must pass or otherwise be credited with the specified number and level of credits in order to gain the award. Awards shall only be granted to students who have demonstrated achievement of the learning outcomes.

**B2.** Students shall complete a maximum of 120 academic credits in a standard academic period.

**B3.** The assessment scheme for a course unit shall comprise an approved combination of summatively assessed elements and shall be determined with respect to the learning outcomes of that course unit.

**B4.** Hubei University's Regulations will apply to the assessment of any course units delivered by Hubei University. They shall be recognised by Manchester Met through the [Recognition of Prior Learning \(RPL\)](#) process.

**B5.** For Manchester Met course units, all elements of summative assessment 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 course unit shall also be expressed as a mark out of 100.

**B6.** Marks are expressed as whole numbers. For Manchester Met course units, marks with a weighted average of x.49 and below will be rounded down to the nearest integer. Those with a weighted average of x.5 and above will be rounded up to the nearest integer.

**B7.** The Hubei University Thesis shall be written in English and marked by Hubei University as per Manchester Met marking criteria.

**B8.** Moderation of assessments will be carried out in alignment with the [Verification, Marking and Moderation Policy](#). An External Examiner for the programme will be appointed by the Assessment Standards Team at Manchester Met.

**B9.** All course unit marks are subject to formal ratification by an Assessment Board. Manchester Met will host Assessment Boards for ratifying marks that lead to the Manchester Met award. Hubei University will be responsible for holding their own Assessment Board for the purposes of confirming the award in their name.

**B10.** Ratification by an Assessment Board in accordance with B9 shall preclude any further consideration of the marks or awards at a later stage, except where a material error, failure to follow due process or serious academic or other misconduct is subsequently identified, or where a student is found to have valid Exceptional Factors entitling them to reassessment.

**B11.** Allegations of academic misconduct shall be dealt with under Manchester Met's regulations. Where serious academic misconduct is proven after a student's completion of study, Manchester Met retains the authority to revoke its award retrospectively.

## Progression

**B12.** Student progression shall be determined by their performance in the summative assessments in the course units upon which they are enrolled.

**B13.** A unit shall be passed when a student receives a weighted average Manchester Met mark of 50 or more for the summative assessment(s) associated with the course unit.

**B14.** Students shall be entitled to receive compensated passes in taught whole course units where they achieve a weighted average Manchester Met mark in the marginal fail category (40% to 49%) for the summative assessment(s) associated with such unit(s), and have achieved an overall average of 50% or greater across the total taught credits for the relevant award. Students with an incomplete taught credit profile will not be considered for compensation.

**B15.** For the award of PGCert, a student will be allowed compensated passes in a maximum of 15 credits for the taught elements; for the award of PGDip a student will be allowed compensated passes in a maximum of 30 credits for the taught elements; for the award of Master's a student will be allowed compensated passes in a maximum of 30 credits for the taught elements. Where a student is eligible for compensation in units amounting to more than the maximum limit, the course unit(s) with the highest average mark(s) shall receive a compensated pass up to the total of 30 credits.

**B16.** Students who receive a compensated pass in a course unit shall be granted the credits associated with the course unit. The mark that is recorded shall be the actual mark achieved.

**B17.** Where a student transfers between programmes, the assessment status of any individual unit(s) on the new programme that the student has already taken as part of a previous programme shall not change as a consequence of the transfer.

## **Late Submission**

**B18.** The Hubei University Policy shall apply with respect to late submission.

**B19.** Where, following a late submission, a student has approved Exceptional Factors that cover the original submission period, the mark for the assessment will revert to the original, uncapped, grade. Exceptional Factors shall be dealt with in accordance with regulation B27.

**B20.** Students shall not be entitled to undertake reassessment in any assessment with a capped mark applied as a result of late submission.

## **Re-assessment**

**B21.** Students who are required to undertake re-assessment due to failure must do so for both the Manchester Met and Hubei Joint Institute awards. Students who fail to pass the requirements for both institutions may be withdrawn from one or both of the awards.

**B22.** Students shall always be required to undertake re-assessment in course units in which they have not achieved a weighted average mark of at least 40%. Students shall also be required to undertake re-assessment in units where they have a mark in the Marginal Fail category but where compensation cannot be applied as per Regulation B15.

**B23.** Where a student does not achieve the weighted average mark that is required to secure a pass in a course unit and cannot be considered for compensation, they shall be re-assessed only in those elements of assessment within a unit that they have failed. The mark for any course unit in which a student is re-assessed shall be capped at 50%.

**B24.** For all re-assessment, the highest mark achieved for each element in any attempt should be used when calculating the new weighted average mark.

**B25.** No re-assessment shall enable students to attain a course unit mark above the pass level, except where they have been permitted under Regulation B28 to be re-assessed as if for the first time due to approved Exceptional Factors.

**B26.** Students shall have an automatic right to one re-assessment opportunity in a unit. Students unable to redeem the initial failure following re-assessment will fail the programme and be withdrawn.

## **Exceptional Factors**

**B27.** Students wishing to apply for Exceptional Factors should do so through the Hubei University process. The outcome of any application will be considered and decided by Hubei University and applied to both awards.

**B28.** If the application is accepted, the student shall have the right to be reassessed as if for the first time in any or all of the elements of assessment covered. If an assessment affected by exceptional factors was itself a reassessment, the student shall be permitted to be reassessed again as if for the second time.

**B29.** Where a student has approved Exceptional Factors that do not cover all failed elements of assessment within a course unit, the course unit mark shall not be capped where, following reassessment, the mark(s) of the element(s) covered by Exceptional Factors, when combined with the mark(s) from the first sit of the element(s) not covered, produces a weighted average course unit mark of 50% or above.

**B30.** In cases where it is not practicable for a student to be re-assessed in the same elements and/or by the same methods as at the first or any subsequent attempt, including for elements that are no longer current within the programme for which they are registered, the relevant Assessment Board shall make appropriate alternative arrangements. Any alternative (re)assessments must be approved by the External Examiner to ensure that they permit the course unit's learning outcomes to be achieved.

## **Awards and Classification**

**C1.** Students who successfully complete all credit as outlined in the Programme Specification will be entitled to the Manchester Met award of MSc Advanced Materials and the Hubei University award of MEng Materials and Chemical Engineering.

**C2.** To qualify for the above, students must receive passes or compensated passes in whole units to the required credit value and achieve the required learning outcomes.

**C3.** Any Manchester Met award for which the student is eligible shall be made at Pass level, with Merit or with Distinction.

**C4.** For the award to be made at Pass level, a student must pass or otherwise be credited with all of the course units that make up the specified number and level of credits for the award.

**C5.** For the award to be made with Merit, a student must gain an overall average of 60%.

**C6.** For the award to be made with Distinction, a student must gain an overall average of 70%.

**C7.** Where a student fails to complete sufficient credit to achieve the full award, they may be awarded an exit award by Manchester Met as outlined in the Programme Specification. Hubei University does not grant exit awards.

**C8.** Where the Assessment Board is satisfied that there is sufficient evidence of the student's achievement, or this evidence is subsequently obtained, the student may be granted the award for which he or she is a candidate, with or without Merit or Distinction as appropriate. In order to reach a decision an Assessment Board may assess the candidate by whatever means it considers appropriate.

**C9.** Where the Assessment Board does not have enough evidence of the student's performance to decide upon the award for which the student was a candidate (or a lower award where one is available), but is satisfied that but for illness or other valid cause the student would have reached the standard required, it may make an Aegrotat award. Where such an Aegrotat award is made, a student shall be permitted to re-submit, within a period of one year, for the original classified award.