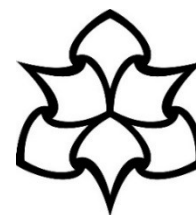


Manchester Metropolitan University and Hubei University



Undergraduate 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 Award
BSc (Hons) Chemistry	BEng Materials Science
BEng (Hons) Electrical and Electronic Engineering	BEng Electronic Information Engineering
BSc (Hons) Software Engineering	BEng Software 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 on a programme leading to the Manchester Met awards identified above.

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

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 four years, and the maximum length of study no more than six 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 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 for the programme on which they are registered.

B2. Students shall undertake a maximum of 120 academic credits in a standard academic period for the programme on which they are registered.

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 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 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. For course units jointly delivered by Manchester Met and Hubei staff, the Hubei mark will either be marked to Manchester Met criteria or marked to Hubei criteria and translated to the equivalent Manchester Met mark according to the conversion table below.

Man Met University grades	Points 5.0 (GPA)	Hubei University Score
1	4.0	80-100
2.1	3.5	70-79
2.2	3.2	65-69
3	3.1	61-64
Pass	3.0	60
Fail	2.9	0-59

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 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. Students must successfully complete or pass by the application of compensation all course units taken during the academic year before progressing to the next year of study. Students may be enrolled concurrently on course units at different academic levels in accordance with the structure outlined in the Programme Specification.

B13. A unit shall be passed when a student receives a weighted average Manchester Met mark of 40 or more for the summative assessment(s) associated with the course unit.

B14. Students shall receive compensated passes in whole course units up to a total value of 90 credits across the degree, with a maximum of 30 credits per year of study, where they achieve a weighted average Manchester Met mark in the Marginal Fail Category (30 to 39%) for the summative assessment(s) within that course unit, and have achieved an overall average of 40% across the credits undertaken within the year of study, which may include assessment from one or more levels. Compensation shall be applied on the first occasion that a student becomes eligible for it, subject to the above criteria. For the purposes of determining whether a student is eligible for compensation, the level average should be calculated using uncapped marks.

B15. Where a student in any year is eligible for compensation in course units amounting to more than 30 credits, the course units with the highest average mark(s) shall receive a compensated pass up to the total of 30 credits, except where it would be more advantageous to the student to compensate a different combination of course units. Where the application of compensation at Level 6 would have a detrimental impact on a student's final degree classification, the student shall be entitled to undertake reassessment. Compensation shall be applied on the first occasion that a student becomes eligible for it, subject to the above criteria.

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.

Late Submission

B17. The Hubei University Policy shall apply with respect to late submission.

B18. 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.

B19. Students shall not be entitled to undertake reassessment in any assessment with a capped mark applied as a result of late submission.

Reassessment

B20. Regulations B21–B32 apply to the Manchester Met marks (see regulations B5 and B7).

B21. 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 30%. 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 B14.

B22. 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 the course unit that they have failed. The mark for any course unit in which a student is re-assessed shall be capped at 40%.

B23. For all re-assessment, the highest mark achieved for each element in any attempt should be used when calculating the new weighted average mark.

B24. Where students have achieved a weighted average mark of 40% or higher in a unit, they may not be re-assessed in any part of the unit, except where there are approved Exceptional Factors as per Regulation B27.

B25. No re-assessment shall enable students to attain a 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 unit mark of 40% or above.

B30. Where a student has approved Exceptional Factors for a level 4 course unit having already achieved a course unit mark of 40% or greater through earlier assessment, that student will be recorded as having passed the course unit and shall not be permitted to undertake further assessment within that course unit.

B31. Where a student has not completed one element of a level 6 course unit because of approved Exceptional Factors, the Assessment Board may allow the mark for the other assessment to stand as the mark for the course unit as a whole, provided that, in the academic judgement of the Board, the student has met the learning outcomes for the programme through assessment that he/she has completed. In such cases, the student will not have a further assessment opportunity in the unit. The decision of the Board to apply this regulation should not affect the classification.

B32. 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, 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.

Repeat Assessment

B33. Students who are required to repeat units due to failure must do so for both the Manchester Met and Hubei University awards. Students who fail to pass the requirements for both institutions may be withdrawn from one or both of the awards.

B34. A student who has failed any individual course unit is entitled to repeat that unit with attendance on one occasion only.

B35. All reassessed units shall count towards the maximum number of credits identified in regulation B2 whether or not that reassessment involves attendance.

Awards and Classification

C1. Students who successfully complete all credit as outlined in the Programme Specification will be entitled to one of the awards of BSc (Hons) Chemistry, BEng (Hons) Electrical and Electronic Engineering or BSc (Hons) Software Engineering from Manchester Met and of BEng Materials Science and Engineering, BEng Electronic Information Engineering or BEng Software Engineering from Hubei University.

C2. To qualify for an award, students must receive passes or compensated passes in whole course units to the required credit value at each academic level and achieve the required learning outcomes.

C3. Having first discounted all units for which exemption has been attained through the RPL process, the classification shall be determined according to an overall weighted average mark (M), which shall be calculated from the student's Man Met marks, based on a contribution of 25% of the weighted average from course units at level 5 and 75% of the weighted average from course units at level 6.

The weighted averages shall be formed by combining the marks for each unit at that level according to the credit values of the units. The resulting overall weighted average, expressed as a mark out of 100, shall then be applied to the following classification table to determine the class of degree to be awarded:

Overall Weighted Average Mark (M)	Honours classification to be awarded
M = 70 - 100%	First Class
M = 60 - 69%	Class Two, Division One (Upper Second)
M = 50 - 59%	Class Two, Division Two (Lower Second)
M = 40 - 49%	Third Class

C4. A student who does not qualify for the award of a Bachelor's degree with Honours may, once all re-assessment opportunities have been exhausted, be awarded a Pass without Honours (a "Pass Degree") from Manchester Met, contingent upon their passing of whole units to the value of 60 credits at level 6. Hubei University does not award Pass Degrees.

C5. 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.

C6. To qualify for an award other than the Bachelor's degree with Honours or Pass Degree, students must receive passes or compensated passes in whole course units to the required credit value at each academic level and achieve the required learning outcomes for the award.

C7. Exit awards may be made at Pass level, with Merit or with Distinction.

C8. 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.

C9. For an award to be made with Merit, a student must achieve a Manchester Met aggregate average mark of at least 60% in those course units studied at the highest level for the specified award.

C10. For an award to be made with Distinction, a student must achieve a Manchester Met aggregate average mark of at least 70% in those course units studied at the highest level for the specified award.

C11. Where an 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.