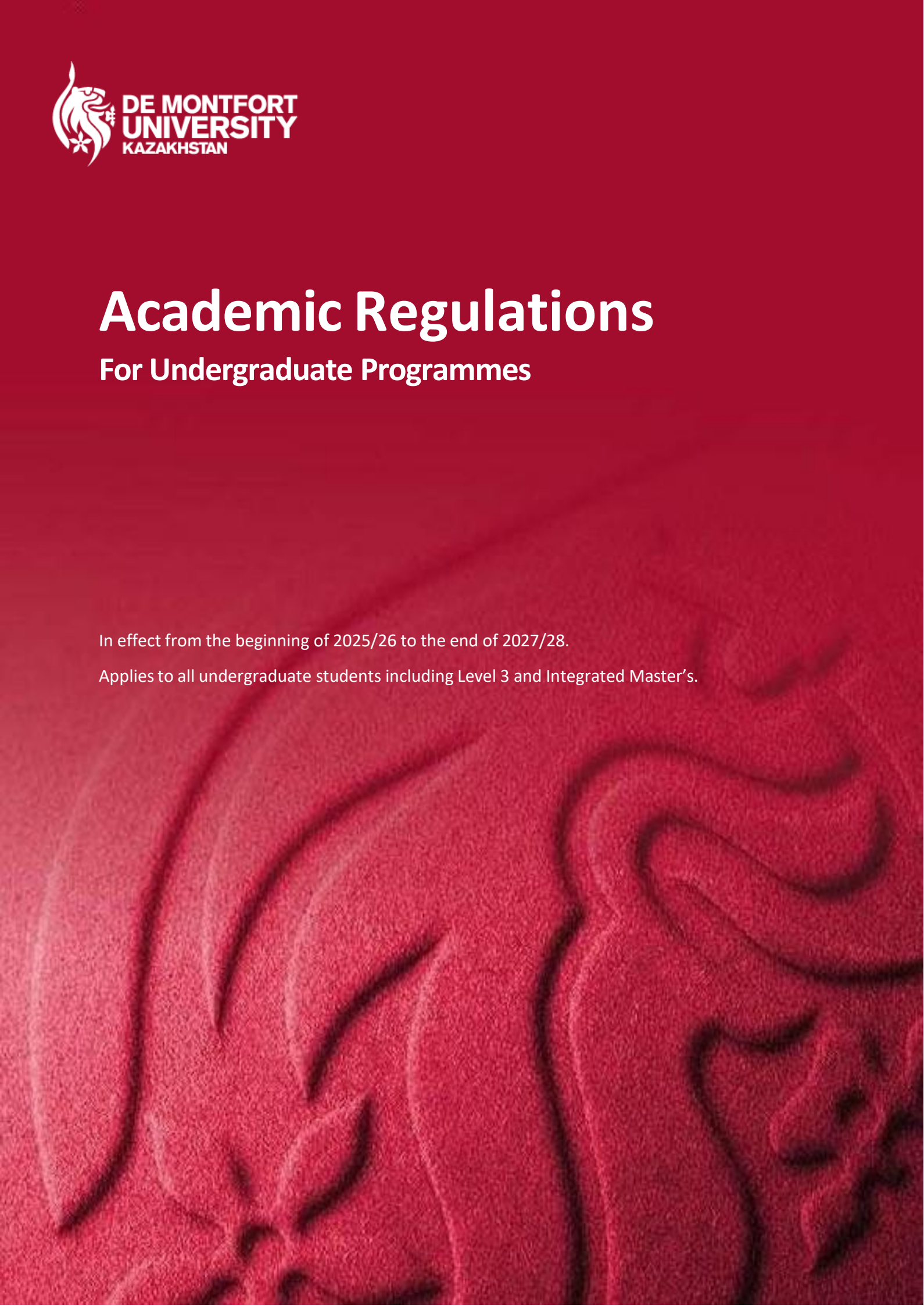
DE MONTFORT UNIVERSITY KAZAKHSTAN

Academic Regulations

For Undergraduate Programmes

In effect from the beginning of 2025/26 to the end of 2027/28.

Applies to all undergraduate students including Level 3 and Integrated Master's.



Contents:

1. Section 1: Introduction to the regulations 3
2. Section 2: Assessment 5
Module assessment 5
Passing a module 5
Delaying assessments 5
Reassessment of failure 5
Compensation 6
Exit awards 7
Substitution of failed/deferred modules and reassessment in withdrawn modules 7
Confirmation of module results 7
3. Section 3: Proceeding 9
Proceeding from Level 3 to undergraduate study 9
Proceeding to Levels 5 and 6 9
Proceeding to and from a sandwich placement 9
Proceeding to a non-honours award 9
Delay in proceeding 10
Proceeding to the next level of a programme at a different DMU institution ... 10
4. Section 4: Awards 11
Credit-based academic awards 11
Re-use of credit 11
Minimum credits required for awards 11
Classification of awards 12
Eligibility criteria for undergraduate awards 12
Methods for calculating undergraduate award classifications 12
Consideration band for integrated master's and honours degrees 13
Exit awards 15
Aegrotat awards 15
5. Section 5: Registration 17
Student registration 17
Maximum periods of registration 17
Changing programmes 18

Changing optional modules 18
Withdrawing from a module 18
Withdrawing from study 19
Returning following withdrawal from study or following the achievement of an award 19
Returning following academic failure 19
Returning following registration ending due to fitness to practise 20
Withdrawal from the university due to misconduct 20
6. Section 6: Recognition of Prior Learning (RPL) 21
What is Recognition of Prior Learning (RPL)? 21
RPL process 21
Volume of RPL credit which can be allowed 21
Calculation of award for students entering with RPL 22
Maximum periods of registration 22
7. Document and version control information 23

1. Section 1: Introduction to the regulations

1.1 Academic Regulations assure the academic integrity, fairness, transparency, quality, and standards of all undergraduate programmes and awards. On behalf of the Academic Board, the university's Academic Quality Committee oversees the academic regulations, with support from Academic Quality Services. The committee comprises representatives from each faculty and includes student representatives from both the university and De Montfort Students' Union. These undergraduate Academic Regulations were approved by De Montfort University's Academic Board in 2024/25 and they will take effect from the beginning of academic year 2025/26 to the end of 2027/28.

1.2 These regulations, along with the associated policies and procedures, apply to all undergraduate students, including those at levels 3 to 6, apprenticeships, and students in level 7 (final year) of an integrated master's programme. A separate set of regulations governs postgraduate taught programmes.

1.3 The regulations are reviewed and re-issued every three years. The next review will be in 2027/28 to be re-issued in 2028/29. The university may need to make changes to these regulations earlier than three years due to regulatory and compliance requirements. Any changes are approved by the university's Academic Board.

1.4 The university makes every effort to ensure that any changes made will not adversely affect students. This may mean that where significant changes have been made, there may be a transitional period between old and new regulations. During this period the university may operate more than one set of regulations. In such instances, students will be given the best outcome of these.

1.5 Some programmes require different regulations to those outlined in this document. This is usually to meet the requirements of Professional, Statutory or Regulatory Bodies (PSRBs). These are known as programme-specific regulations and are provided separately on the website (academic regulations and recognition of prior learning). Students should be aware if there are programme-specific regulations pertaining to their programme by checking with programme teams and Learning Zone.

1.6 The majority of students at De Montfort University (DMU) enrol on a programme which leads to an academic award, for example BA (Hons) English; BSc (Hons) Cyber Security. Programmes are made up of modules which have set credit values and levels; an award is made when students have passed sufficient modules to meet the credit requirements of their award.

Information and guidance on modules and programmes can be found here.

Occasionally students may enrol for individual modules only, without intending to gain an award. These are known as continuing professional development (CPD) modules, which are also subject to these academic regulations.

If you have any question about this document, please contact Academic Quality Services at: aqs@dmuk.edu.kz.

2. Section 2: Assessment

Moduleassessment

2.1 Module marks must be ratified by an assessment board before decisions regarding proceeding between levels, or awards, are made. However, students may proceed from one module to the next with unratified marks.

Passinga module

2.2 The pass mark for an undergraduate module is normally 40 per cent.

2.3 Some modules don't have a percentage mark but are marked as pass or fail.

Delaying assessments

2.4 Students can submit requests to delay assessments if they are affected by extenuating circumstances. Where possible there is a 24-hour period permitted for late submissions without agreement, but a mark penalty is applied. Students can also make a request to formally extend an assessment deadline by 5 working days or defer undertaking the assessment until a later time. Students with longer term issues affecting their ability to study and/or submit assessments may apply for a Leave of Absence. Information and guidance further detailing the delaying of assessments through deadline extensions, deferrals and leave of absence can be found here.

Reassessment of failure

2.5 Students will normally have two reassessment opportunities in each module. The first reassessment will normally take place in-year. The second reassessment will normally take place in the following study year. Students will be automatically registered to take reassessments at the earliest opportunity provided to them. The following table summarises the attempts permitted for assessment and reassessment:

Attempt	Description
First attempt	Original attempt
First reassessment	Reassessment undertaken in-year
Final reassessment	Reassessment undertaken in the following study year

2.6 Where students fail a module at first attempt, they will normally only be reassessed in the failed assessment components for their first reassessment attempt.

2.7 Where students pass a module following their first reassessment, the module mark will be capped at the pass mark.

2.8 Where students fail a module following their first reassessment, they will be permitted a final reassessment attempt.

2.9 Final reassessment of students who have failed credit that can be carried over for completion alongside study at the next level will normally be a further reassessment of failed assessment components only during the next study year. In such instances, where students pass a module following their final reassessment, the module mark will be capped at the pass mark.

2.10 Final reassessment of students who have failed credit that cannot be carried over for completion alongside study at the next level will normally be a further reassessment of failed modules with attendance during the next study year. In such instances, where students pass a module following their final reassessment, the module mark will be capped at the pass mark. Students who are required to undergo final reassessment with attendance during the next study year may choose to be reassessed in all modules of the level, including those modules they have already passed. Students should discuss the financial and other implications of their choice with the relevant University support services. Where students choose reassessment with attendance for previously passed modules, the module mark for their final reassessment attempt will be capped at the pass mark.

2.11 There may be restrictions on reassessment with attendance for Student Route (including Tier 4) students sponsored by the University due to Home Office Student Route regulations. In such instances, students may be permitted to undertake their final reassessment without attendance.

2.12 Where students have been assessed more than once in the same module, the highest mark achieved will be used in any calculations and shown on the student's record. This includes where students have undertaken reassessment with attendance, noting that all reassessment attempts will be capped at the pass mark.

2.13 Where students cannot proceed directly to the next level of study and must take reassessments with or without attendance before proceeding, they will normally be subject to the regulations and programme structure which apply to the student cohort they are joining.

2.14 Students whose studies are delayed for any reason will normally return to the programme structure in operation when they resume their studies and will normally be subject to the regulations which apply to the student cohort they are joining.

Compensation

2.15 An undergraduate failed module may be compensated meaning that no further reassessment is required.

2.16 Compensation is normally limited to a maximum of 30 credits per level of study.

2.17 Where permitted, compensation can be applied provided the following criteria is met:

- An overall module mark of 30-39 per cent has been achieved.
- All credits outside the permitted maximum credits for compensation at that level have been passed (including through recognition of prior learning, see the academic regulations and recognition of prior learning page of the university's website).
- The average mark for the level is 40 per cent or above.

2.18 Compensation is not permitted at Level 7 of integrated masters programmes.

2.19 Compensation is not permitted in 'must-pass' modules, or where modules have must-pass elements. These requirements are detailed in programme information. Compensation is not permitted in some programmes and will be detailed in the programme-specific regulations available here on the academic regulations and recognition of prior learning page of the university's website.

2.20 The mark for a compensated module is not changed, i.e. the mark is not raised to the pass mark of 40%. The module mark will be the best of all the attempts at the module. The best mark will be included in calculations and detailed on the student's record.

2.21 If students want to try to improve a compensated module result to achieve 40 per cent, they can choose to do so if they meet the specified criteria for reassessment.

Exit awards

2.22 Where students have used all their reassessment opportunities in one or more modules, such that they unable to proceed or achieve their intended award, they will have their registration with the university ended. This will be confirmed at an assessment board. Students will be provided with a record of any modules passed and an exit award if eligible.

2.23 Where students choose to leave their studies prior to completion of their studies or where their studies are terminated for other reasons than academic failure, students will be provided with a record of any modules passed and an exit award if eligible.

Substitution of failed/deferred modules and reassessment in withdrawn modules

2.24 Students can substitute failed and deferred modules providing they have reassessment opportunities remaining. Students have a limited number of reassessment opportunities for modules that have been withdrawn. See above for further details regarding reassessment of failure.

Confirmation of moduleresults

2.25 While coursework assessment marks and feedback will be provided to students in accordance with the Assessment and Feedback Policy, the marks are provisional until ratified by the assessment board. Appeals against awarded marks cannot be made until

marks have been ratified. See the appeals page of the university's website for details of the appeals policy.

3. Section 3: Proceeding

Proceedingfrom Level 3 to undergraduatestudy

3.1 Students who have passed 120 credits or have passed 90 credits and have up to 30 credits of compensation (where applicable) can proceed to their next level/programme. This is providing students meet any specific requirements as specified at the start of their level 3 studies.

3.2 The next level of programme(s) that students will be eligible to study will be specified at the start of their level 3 study.

3.3 The appropriate level 3 assessment board will ratify the module marks and determine students' eligibility to proceed to a DMU next level/programme.

Proceeding to Levels 5 and 6

3.4 Level 4 and 5 students can proceed to the next level of study if they meet one of the following criteria:

- Have passed all module credits, or had any failed modules compensated.
- Have passed 90 or more credits and have further assessment/reassessment opportunities remaining for the credits not yet passed. The reassessment for the credits not yet passed will be carried over to complete alongside the study at the next level.

3.5 Students cannot proceed into level 6 unless they have been awarded credit for all level 4 modules in their programme.

Proceeding to andfrom a sandwich placement

3.6 Students must normally have passed 120 level 4 credits and a minimum of 90 credits at level 5 to proceed to a placement year. Where students have undertaken a sandwich placement, the normal regulations for proceeding into level 6 apply. Students cannot use credit gained from the placement module as a substitute for failed level 5 module(s) in order to proceed.

Proceeding to anon-honours award

3.7 Students on an honours degree programme who are unable to proceed to level 6 after using up their reassessment opportunities may be eligible to proceed to a non-honours award. Students must have passed at least 60 credits at level 5 (and been awarded 120 credits at level 4) to proceed to a non-honours award.

Delay in proceeding

3.8 Students who do not proceed to the next level of study with their student cohort will normally return to the programme structure in operation when they resume their studies. They will normally be subject to the regulations which apply to the student cohort they are joining. Such delays may occur for a number of reasons such as reassessment with or without attendance, leave of absence/gap year, apprenticeship break in learning, sandwich placement or year abroad.

Proceeding to the next level of a programme at adifferent DMU institution

3.9 Students studying with DMU/a DMU partner institution may proceed to the same programme or top-up programme at the next level at a DMU campus/partner institution on the agreement of the institution being moved to, and subject to meeting the following criteria:

- Regulations 3.1-3.8 (as applicable) have been met.
- Any programme specific regulations relating to the programme have been met, see the academic regulations and recognition of prior learning page of the university's website for details.

4. Section 4: Awards

Credit-based academic awards

4.1 The most common awards of the university are outlined below. To gain an award students must obtain a certain number of academic credits. The number of credits required and any additional criteria for gaining each award type are detailed below.

4.2 Credits are awarded either by passing a module or by being compensated for a marginal fail.

Re-use of credit

4.3 Credits for a completed award cannot normally be used to count towards a second award of the same type e.g. honours degree in a similar subject to the first award. For example, students who gain a BSc (Hons) in pre-registration nursing and go on to study post-registration nursing at honours degree level will be awarded a graduate diploma on the accumulation of 120 level 6 credits.

4.4 Credits for passed modules or lower awards may be used for Recognition of Prior Learning (RPL) and could be used as entrance to a higher level of study at DMU or another institution. Credits may also be re-used from a previous DMU award if the previously awarded certificate is returned and rescinded and the credit accepted through the RPL process.

Minimumcreditsrequiredfor awards

4.5 The minimum credits needed to gain a university award are outlined in the table below:

Award	Level 3	Level 4	Level 5	Level 6	Level 7	Total
Integrated master's degree with 30 credit sandwich placement	N/A	120	150	120	120	**510**
Integrated master's degree	N/A	120	120	120	120	**480**
Honours degree with 30 credit sandwich placement	N/A	120	150	120	N/A	**390**
Honours degree with integrated foundation year	Pass	120	120	120	N/A	**360**
Honours degree	N/A	120	120	120	N/A	**360**
Graduate diploma (GradDip)	N/A			120	N/A	**120**
Non-honours degree	N/A	120	120*	60*	N/A	**300**
Graduate certificate (GradCert)	N/A			60	N/A	**60**

Award	Level 3	Level 4	Level 5	Level 6	Level 7	Total
Foundation degree (Fd)	N/A	120	120	N/A	N/A	**240**
Diploma of higher education (DipHE)	N/A	120	120	N/A	N/A	**240**
Higher National Diploma (HND)	N/A	120	120	N/A	N/A	**240**
Higher National Certificate (HNC)	N/A	120	N/A		N/A	**120**
Certificate of higher education (CertHE)	N/A	120	N/A		N/A	**120**
University Certificate of Professional Development (UCPD)	N/A	60 credits at levels 4, 5 or 6			N/A	**60**
Foundation year	Pass	N/A			N/A	**0**

* The total number of credits at level 5 and level 6 may vary for a non-honour's degree as long as a minimum of 60 credits are achieved at level 6; for example, students may achieve 60 credits at level 5 and 120 credits at level 6.

4.6 Students who successfully complete a standalone level 3 year of 120 credits with an aggregate mark of 40 per cent or above will be awarded a Foundation Certificate. This is a DMU-devised award and is not nationally recognised. Students on an integrated level 3 foundation year will not be awarded a Foundation Certificate, except where they are unsuccessful in achieving an award at levels 4-7 of the integrated honours degree programme.

4.7 Students who complete a 'with' programme must successfully pass 30 credits of the 'with' subject. The 30 credits of 'with' subject cannot be compensated. Further information regarding which modules relate to the 'with' subject of students' programmes is available from the faculty.

Classification of awards

Eligibility criteria for undergraduate awards

4.8 The university will make an undergraduate award if students have gained the minimum number of credits needed for that award, as outlined in the credit table. This may include a proportion of passed and compensated credits at each level, as detailed in the compensation table. The requirements for each award are provided below.

Methods for calculating undergraduate award classifications

Please see the example undergraduate award outcomes calculations for a full step-by-step breakdown of how the method for calculating undergraduate award classifications is applied in practice.

4.9 The methods for calculating the classification of undergraduate awards are based upon the classification table. The outcome of this classification calculation is called the average for classification and will determine which classification band students will be awarded, in conjunction with the consideration band if applicable. Where 'best' credits are referred to, this means module credits with the highest marks, noting that all reassessment attempts will be capped at the pass mark.

4.10 The lowest 15 credits at levels 5 and 6 will be discounted when calculating the final award.

4.11 The classification outcome is rounded to a whole number; 0.49 and below will be rounded down and 0.50 and above will be rounded up.

Consideration band for integrated master's and honours degrees

4.12 A consideration band is applied in integrated master's and honours degrees, including honours degrees with sandwich placement, where students' average for classification is within two per cent of the next classification band, as follows:

Classification	Classification band	Consideration band
First class honours	70% and above	68-69%
Upper second (2:1)	60-69%	58-59%
Lower second (2:2)	50-59%	48-49%

4.13 If students achieve an average for classification no more than two per cent below the next classification band, two tests are applied to decide whether students will be awarded a degree in the higher band. The assessment board will award a degree in the higher classification band if:

- Students achieve an overall percentage in the higher classification band across the 120 credits at level 6 (honours degree) or level 7 (integrated master's), **or if**:
- Module marks in at least half of the level 6 credits (honours degree) or level 7 (integrated master's) are in the higher classification band.

4.14 There is no consideration band between fail and third-class honours. This means that an average for classification of 39 per cent or below is a fail. There is no 'consideration' to increase this to a third-class honours.

Qualification	Credit Requirements	Classification Criteria	Additional Notes
Integrated Master's Degree with 30-credit Sandwich Placement	510 credits, including: 90 credits (max 30 credits compensation) at levels 4 & 6, 120 credits (max 30 credits compensation)	Best 240 credits from levels 5 & 6 (single-weighted), Best 105 credits from level 7 (triple-weighted)	Average mark of 50% or more across level 7 modules

Qualification	Credit Requirements	Classification Criteria	Additional Notes
(MDes, MPhys, etc.)	at level 5, 120 level 7 credits		
Integrated Master's Degree (MDes, MPhys, etc.)	480 credits, including: 90 credits (max 30 credits compensation) at levels 4, 5, & 6, 120 level 7 credits	Best 225 credits from levels 5 & 6 (single-weighted), Best 105 credits from level 7 (triple-weighted)	Average mark of 50% or more across level 7 modules
Honours Degree with 30-credit Sandwich Placement	390 credits, including: 90 credits (max 30 credits compensation) at levels 4 & 6, 120 credits (max 30 credits compensation) at level 5	Best 120 credits from level 5 (single-weighted), Best 105 credits from level 6 (triple-weighted)	Average mark of 40% or more across level 6 modules
Honours Degree (BA/BSc/LLB)	360 credits, including: 90 credits (max 30 credits compensation) per level	Best 105 credits from level 5 (single-weighted), Best 105 credits from level 6 (triple-weighted)	Average mark of 40% or more across level 6 modules
Non-Honours (Ordinary) Degree	300 credits, including: 60 credits at level 6, 90 credits (max 30 credits compensation) at level 4, 150 credits at levels 5 & 6	No classification; compensation rules apply	Average mark of 40% or more across level 6 modules
Graduate Diploma (GradDip)	120 level 6 credits, including: 90 credits (max 30 credits compensation)	No classification; must meet average mark requirement	Average mark of 40% or more across the modules studied
Graduate Certificate (GradCert)	60 level 6 credits	No classification; must meet average mark requirement	Average mark of 40% or more across the modules studied
Foundation Degree (FdA, FdSc) / Higher National Diploma (HND)	240 credits, including: 90 credits (max 30 credits compensation) per level	Distinction (70%+), Merit (60-69%), Pass (40%+) based on level 5 credits	Must achieve average marks across 120 level 5 credits
Diploma of Higher Education (DipHE)	240 credits, including: 90 credits (max 30 credits compensation) per level	No classification; based on level 5 average	Average mark of 40% or more across 120 level 5 credits
Higher National Certificate	120 credits, including: 90 credits (max 30	Distinction (70%+), Merit (60-69%), Pass	Based on average marks across 120

Qualification	Credit Requirements	Classification Criteria	Additional Notes
(HNC)	credits compensation)	(40%+) based on 120 credits	credits studied
Certificate of Higher Education (CertHE)	120 credits, including: 90 credits (max 30 credits compensation)	No classification; must meet average mark requirement	Average mark of 40% or more across 120 credits studied
University Certificate of Professional Development (UCPD)	60 credits	Distinction (70%+), Merit (60-69%), Pass (40%+)	Based on average marks across the 60 credits studied

Exit awards

4.15 Sometimes students are unable to achieve their intended award due to running out of reassessment opportunities or reaching the maximum period of registration for the programme. In such cases the university will make an exit award, if possible, based on the credits students have achieved.

4.16 In making an exit award passed modules at higher levels of study may be traded down to offset module failure at lower levels, in order to reach the minimum number of credits required at each level for the award. Where credits are traded down from a higher level, the normal rules about compensation for failure apply.

4.17 Students may leave the university without having gained enough credits to be given an award. In such cases students will be provided with a formal record of any credits they have achieved.

Aegrotat awards

4.18 In extreme extenuating circumstances there may be no prospect of students completing their studies in the foreseeable future. In such cases an aegrotat award may be made and may be made posthumously. Further information regarding these awards is available from the faculty.

4.19 Aegrotat awards may be made at any level of study as appropriate but are not classified. They are made based on the availability of evidence of work being successfully undertaken at the level of the award, indicating that the student would have achieved the award if the extenuating circumstances did not occur.

4.20 Aegrotat awards are unlikely to be acceptable to a professional body to convey licence to practise.

4.21 Before an aegrotat award is made consultation will take place with the student, if appropriate, or next-of-kin if the student is deceased or unable to decide. The student or next-of-kin will be asked to decide whether to accept the aegrotat award. If the

student does not accept an aegrotat award, they may undertake the required assessments to gain the award or may leave the university with an exit award.

4.22 Students who accept an aegrotat award may apply to return to the university via the Recognition of Prior Learning (RPL) process to complete their intended award. On achieving the intended award, the aegrotat certificate must be returned to the university.

5. Section 5: Registration

Some programmes may have different requirements from those outlined in this section. Please refer to the programme specific regulations for details.

Student registration

5.1 Students must apply to the University via online application, or a manual application form. Once accepted the registration can take place.

5.2 ID verification must occur at the latest by the end of week two of teaching. Exceptions to this:

- Students on an apprenticeship programme, who must enrol two weeks before their induction
- Students are required to re-register annually, except for programmes that do not have an annual progression point.

Maximumperiods of registration

5.3 Each award of the university has a maximum period of registration. This is not the normal time it would take students to complete their programme and gain an award, but the maximum time normally allowed.

5.4 Maximum periods of registration are as follows:

Award	Full-time	Part-time
Integrated master's degree with 30 credit sandwich placement	8 years	10 years
Integrated master's degree	7 years	9 years
Honours degree with 30 credit sandwich placement	7 years	9 years
Honours degree with integrated foundation year	7 years	9 years
Honours degree	6 years	8 years
Graduate diploma (GradDip)	2 years	3 years
Non-honours degree	5 years	7 years
Graduate certificate (GradCert)	1 year	2 years
Foundation degree (Fd)	4 years	6 years
Diploma of higher education (DipHE)	4 years	6 years
Higher National Diploma (HND)	4 years	6 years
Higher National Certificate (HNC)	2 years	3 years
Certificate of higher education (CertHE)	2 years	3 years
University Certificate of Professional Development (UCPD)	3 years	3 years
Foundation year	3 years	3 years
Individual modules for continuing professional development purposes	2 years	2 years

5.5 Maximum periods of registration include any deferrals, reassessments, leave of absence, gap years, placement years/years abroad, disciplinary (non-academic) suspensions or periods of exclusion due to non-payment of debt. Students not completing their award in the normal time should seek advice on the academic and financial implications.

5.6 The regulations are applied pro rata for students who transfer between full-time and part-time study and for students who are awarded credits for prior achievement. They are also applied pro rata where students pass an initial award and move on to a related award.

5.7 If students reach the maximum period of registration without gaining an award, their registration with the university will normally be ended. Students will be provided with a record of any modules passed and an exit award if eligible.

Changing programmes

5.8 Students may request to change their programme by the end of week two of teaching. A change of programme may be permitted after week two of teaching if the module(s) students have studied are shared with the programme they are looking to change to. Students must meet the entry criteria and any additional regulatory requirements for the new programme they intend to join.

5.9 Students on apprenticeship programmes cannot change to another apprenticeship programme.

Changing optional modules

5.10 Where there are optional modules on the programme, students may request to change modules up to a maximum of 30 credits.

5.11 This change can happen by the end of the second week of a module block, with the approval of the programme leader.

5.12 Students on non-block programmes may request to change modules by the end of week two of teaching.

Withdrawingfrom a module

5.13 Students may withdraw from a module up to the end of week two of teaching without the penalty of failing the module.

5.14 Students wishing to withdraw from a module are advised to seek guidance on whether they can still achieve sufficient credits to gain their intended award or an exit award.

Withdrawing from study

5.15 Students may withdraw from their studies at any time. Students considering withdrawal should seek advice on the academic and financial implications. For apprenticeship programmes, students are advised to seek guidance about implications for their employment.

5.16 It is the student's responsibility to inform the university and complete the relevant form. If students wish to return to the university at a later date, they may apply for admission using the exit award.

5.17 In exceptional circumstances the university may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practise or academic offence investigation.

Returningfollowingwithdrawalfromstudy or followingtheachievement of an award

5.18 Students may apply to re-enter the university to achieve their intended award following their withdrawal from studies and achieving an exit award.

5.19 Students should apply to return using the RPL process but would not be subject to the normal constraints on maximum volumes of RPL credits. Return would be at the discretion of the programme leader and/or admissions tutor and the currency of the credits already awarded.

5.20 Students' previous marks would be carried forward if registering on the same programme and they should return any previous certificates awarded by the university before the higher award is made. Students are not required to return the certificate where the original award gained is a recognised professional qualification.

Returning following academic failure

5.21 Students may apply to re-enter the university to achieve a first or higher award following the ending of their studies due to academic failure under the same process outlined in point 5.19 above. If returning to the same programme, point 5.20 above would apply with regards to students' previous module marks for credit achieved.

5.22 Students re-entering the university following academic failure are subject to a time delay before they can return unless exceptional circumstances can be shown.

5.23 For undergraduate programmes the time delay will be at least two calendar years from the point the student's original registration was ended. Students may apply to an academic partner institution, without a time delay, if an equivalent DMU-validated programme is available.

Returningfollowingregistrationending due to fitness to practise

5.24 Students whose registration was ended due to fitness to practise will not be able to re-apply for entry to the university within two years and would not normally be admitted onto an accredited programme.

Withdrawalfromthe university due to misconduct

5.25 Students who are required to withdraw from their programme due to disciplinary or academic misconduct will not be readmitted under any circumstances.

6. Section 6: Recognition of Prior Learning (RPL)

What is Recognition of Prior Learning (RPL)?

6.1 RPL is where the university recognises academic credit or qualifications achieved at another institution which are equivalent to the learning outcomes of module(s) of a student's DMU programme. This could have been achieved either at DMU, during previous study, or at another institution. We can also consider previous formal learning which doesn't lead to the award of academic credit.

6.2 The university also recognises work-based or other experiential learning which is equivalent to the learning outcomes of module(s) of a student's DMU programme.

RPL process

6.3 The process of applying for exemption from studying module(s) is provided in the Guide to Recognition of Prior Learning. This includes an application form. The process is open to both applicants to the university and current students who may be part-way through their studies.

6.4 Applications must be made before beginning to study the module(s) the RPL request relates to.

6.5 The RPL process can only be used to grant exemption from studying whole modules, not parts of modules.

Volume of RPL credit which can be allowed

6.6 Students must gain a minimum volume of credit at the university in order to get a DMU award. These requirements are set out in the table below:

Award	DMU credit required	Maximum RPL credit
Integrated master's degree with year placement	120 level 6 credits 120 level 7 credits	120 level 4 credits 120 level 5 credits
Honours degree with year placement	120 level 6 credits	120 level 4 credits 120 level 5 credits
Honours degree	120 level 6 credits	120 level 4 credits 120 level 5 credits
Graduate diploma (GradDip)	120 level 6 credits	None
Non-honours degree	60 level 6 credits	120 level 4 credits 120 level 5 credits
Graduate certificate (GradCert)	60 level 6 credits	None
Foundation degree (FdA/FdSc)	90 level 5 credits	120 level 4 credits 30 level 5 credits

Award	DMU credit required	Maximum RPL credit
Diploma of higher education (DipHE)	90 level 5 credits	120 level 4 credits 30 level 5 credits
Higher National Diploma (HND)	90 level 5 credits	120 level 4 credits 30 level 5 credits
Higher National Certificate (HNC)	60 level 4 credits	60 level 4 credits
Certificate of higher education (CertHE)	60 level 4 credits	60 level 4 credits
University Certificate of Professional Development (UCPD)	30 credits	30 credits

The maximum limit on credits achieved via RPL does not apply to previous DMU students returning to achieve an award on the same programme they were originally studying. The requirements outlining the return of previous DMU students can be found in the registration section.

Calculation of awardforstudents enteringwith RPL

6.7 Calculation of award classification is based only on modules studied with the university. No marks are awarded for credit achieved via the RPL process, unless RPL is awarded in relation to credits previously achieved through the university.

6.8 For undergraduate (including integrated master's) degree classification, the details of how this is calculated can be found here.

6.9 For other undergraduate awards which are classified, the classification is based on the average of the marks for all modules studied at the level of the award. This means level 5 for foundation degrees and Higher National Diplomas (HNDs) and level 4 for Higher National Certificates (HNCs).

Maximumperiods of registration

6.10 The maximum registration period for students entering the university with RPL will be in proportion to their study at the university, compared to the full programme of study. This information will be provided at initial registration with the university or as soon as possible thereafter.

7. Document and version control information

Version control information heading	Details
Policy number	PRAB09
Owner	Deputy Director and Head of Academic Quality
Author	Academic Quality Services
Approved by	Academic Board
Date of approval of this version	25/06/2025
Next review date	Not to exceed 3 years after approval date
Version number	V1.0
Applicable statutory, legal, or national best practice requirements	Not applicable
Equality impact assessment completion date	Not applicable
Data protection impact assessment completion date	No detailed DPIA needed due to nature of policy proposal
Coverage	DMU Kazakhstan, DMU Leicester, DMU London, DMU Cambodia, DMU Dubai, and collaborative partners