



De Montfort University Kazakhstan  
Undergraduate Academic Regulations



# Academic regulations

## Spotlight *Undergraduate provision*

Whether you are a De Montfort University Kazakhstan (DMUK) student, member of staff or external examiner, this leaflet provides a summary of the key regulations for each stage of an undergraduate programme, from assessment and progression through to awards. Please read this alongside the academic regulations for taught programmes and the new safety-net policy. For ease, the relevant regulation number is indicated against each point. Please also refer to any programme-specific regulations, where applicable (normally for professional or accredited programmes).

### Assessment

- Module marks are determined by combining the module assessment task marks, according to the task weightings, rounded to whole numbers; 0.49 and below is rounded down, 0.5 and above is rounded up.
- The pass mark for an undergraduate module is 40%. Normally, students are required to achieve at least the pass mark to pass a module; some modules may require individual assessment tasks to also be passed.

### Reassessment

- Only failed assessment components need be reassessed. Reassessment is not permitted in assessment components or modules which have already been passed.
- Students may be reassessed in up to 60 credits of modules per level on most programmes.
- Module marks will be capped at 40% where one or more assessment tasks has been reassessed. *Provided assessments have been attempted, the overall module mark will not be capped when reassessment is completed. Only eligible for first reassessment attempt in 2021/22, and for modules studied/marks presented for the first time this session.*

### Deadline extensions, late submissions, deferrals etc

- Students may request (from the module leader) an extension to an assessment deadline of up to 14 calendar days.
- Assessments submitted 1-14 calendar days after the submission deadline without an approved extension or deferral will be capped at 40%. Assessments submitted after that will receive a mark of 0%.]
- *The penalty for late submission will not be applied for submissions up to five days late where IT, personal or academic issues associated with lockdown are cited as the reason – these must be agreed with your module leader.*

- Students may apply (via the Student Services Centre) for a deferral (delay) in submitting assessments or sitting formal examinations. If approved, the assessment can be taken later without it affecting reassessment and the mark will not be capped.

## Compensation

- Students may be compensated for a module mark of 30-39% in up to 30 credits of modules per level on most undergraduate programmes, provided the remaining credits have been passed and the average mark for the level is 40% or above.
- Students awarded compensation are not required to be reassessed. However, they can attempt to improve the results to a module pass, provided sufficient reassessment opportunities are available, there are no failed module marks below 30% and the student is not at the point of graduating.] **Provided the eligibility criteria for uncapped reassessments (detailed above) has been met, the overall module mark will not be capped when reassessment is completed.**

## Progression

- Students must normally have passed 90 credits to progress to the next level of study – the university will award up to 30 credits of compensation (see above).
- Exceptionally, students may be allowed to progress if they have passed at least 75 credits, with the remaining 45 credits in the 30-39% range.

## Awards

The table below shows the minimum credits needed for a UG award and the maximum time allowed to complete (i.e. period of registration, including any breaks in study)]):

Award	Minimum credits					Total	Maximum registration period	
	Level				Total		Full-time	Part-time
	4	5	6	7				
Integrated master's degree	120	120	120	120		<b>480</b>	7 years	9 years
Honours degree with 30 credit sandwich placement	120	150	120			<b>390</b>	7 years	9 years
Honours degree	120	120	120			<b>360</b>	6 years	8 years
Graduate diploma (GradDip)			120			<b>120</b>	2 years	3 years
Non-honours degree	120	120	60			<b>300</b>	5 years	7 years
Graduate certificate (GradCert)			60			<b>60</b>	1 year	2 years
Foundation degree (Fd)	120	120				<b>240</b>	4 years	6 years
Diploma of higher education (DipHE)	120	120				<b>240</b>	4 years	6 years
Higher National Diploma (HND)	120	120				<b>240</b>	4 years	6 years
Higher National Certificate (HNC)	120					<b>120</b>	2 years	3 years
Certificate of higher education (CertHE)	120					<b>120</b>	2 years	3 years
University Certificate of Professional Development (UCPD)	60 credits at levels 4, 5 or 6					<b>60</b>	3 years	3 years

- Wherever possible, students who are unable to achieve their intended award (due to running out of time/reassessment opportunities) will be given an exit award.
- A formal record of any credits achieved will be provided where a student has not gained enough credits to be given an award.

## How to work out the classification

### Classification criteria

Undergraduate awards are classified using the criteria below]. For 2020/21, award classifications will also be calculated using the safety-net policy (which weights the final year 2:1 as opposed to 3:1) – students will receive the best outcome of the two. Students currently in level 5 of an honours degree will have 30 credits discounted (rather than 15) when the award is made (the level 6 weighting remains unchanged).

Award	Normal criteria	Safety-net criteria
Honours degree <b>Current level 5 students</b>	Best <b>105</b> level 5 credits, single-weighted	Best <b>90</b> level 5 credits, single-weighted
Honours degree <b>Current level 6 students</b>	Best 105 level 6 credits, <b>triple-weighted</b>	Best 105 level 6 credits, <b>double-weighted</b>
Honours degree with 30 credit sandwich placement	Best 120 level 5 credits, single-weighted Best 105 level 6 credits, triple-weighted	No change
Integrated master's degree <b>Current level 5 &amp; 6 students</b>	Best <b>225</b> credits over levels 5 and 6, single-weighted	Best <b>210</b> credits over levels 5 and 6, single-weighted
Integrated master's degree <b>Current level 7 students</b>	Best 105 credits over level 7, <b>triple-weighted (3:1)</b>	Best 105 credits over level 7, <b>double-weighted (2:1)</b>
All other UG awards (where classified)	Level average (at the award level)	No change

### Consideration band

The outcome of the above criteria is called an average for classification. For honours degrees and integrated master's, a consideration band will apply if this is within 2% of the next classification band (58-69%, 58-59%, 48-49%). The student will be awarded a degree in the higher band if the]:

- 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.

### Classification bandings

The classification bandings for undergraduate awards are as follows:

Classification band	Integrated master's Honours degree	Foundation degree HNC/HND/UCPD
70% and above	First class honours	Distinction
60-69%	Upper second (2:1)	Merit
50-59%	Lower second (2:2)	Pass
40-49%	Third class honours	Pass



### Example honours degree profile

\* Each 15 credits' worth of module marks counts once towards the overall mark e.g. 30 credit modules count twice, 45 three

Credits	Counts	* Module mark	Classification banding
<b>Level 4</b>			
120	0		120 level 4 credits required to gain an award. Marks do not count towards classification calculation.
<b>Level 5</b>			
45	x3	65%	Upper second (2:1)
45	x3	58%	Lower second (2:2)
15	x1 ○	57%	Lower second (2:2)
15	Discount ○○	40%*	Pass *capped after reassessment
120	7	426 ○○ ○○	
<b>Level 6</b>			
45	x3 □□	63%	Upper second (2:1)
45	x2 (discount 15 credits) ○□	49%	Third class
30	x2 □□	60%	First class honours
120	7	407 ○○ ○	
360			

### Classification explained

Students graduating in 2020/21 will be awarded the best outcome of the level 6 triple-weighted (3:1) versus double-weighted (2:1), as shown below:

#### Normal criteria

Best **105** level 5 credits:

○  $65+65+65+58+58+58+57$  (exclude 40) =  $426 \div 7 = 60.8$ , rounded to **61**

Best 105 level 6 credits:

○  $63+63+63+49+49$  (exclude 1x 49) +  $60+60 = 407 \div 7 = 58.1$ , rounded to **58**

Level 5 single-weighted plus level 6 **triple-weighted (3:1)**:

○  $61+58+58+58 = 235 \div 4 =$

#### Safety-net criteria (2:1)

Best **105** level 5 credits:

○  $65+65+65+58+58+58+57$  (exclude 40) =  $426 \div 7 = 60.8$ , rounded to **61**

At the point of being awarded, students currently in level 5 will have the Best **90** level 5 credits:

○  $65+65+65+58+58+58$  (exclude 40, 57) =  $369 \div 6 = 61.5$ , rounded to **62**

Best 105 level 6 credits:

○  $63+63+63+49+49$  (exclude 1x 49) +  $60+60 = 407 \div 7 = 58.1$ , rounded to **58**

Levels 5 single-weighted plus level 6 **double-weighted (2:1)**:

○  $61+58+58 = 177 \div 3 = 59$

**Normal criteria**

58.75 rounded to **59**

**Safety-net criteria (2:1)**
















The average for classification is 59% (lower second (2:2)) which means the student falls into the [consideration band](#). Working through the consideration band criteria:

- The level 6 average:  $63+63+63+49+49+49+60+60 = 456 \div 8 = 57\%$  (lower second (2:2))
- The student has 75 credits in the upper second (2:1) band

The student is uplifted to an **upper second (2:1)** having fallen into the consideration band and meeting the minimum 50 per cent of the 120 level 6 credits in the higher band criteria.

### Example integrated master's degree profile

\* Each 15 credits' worth of module marks counts once towards the overall mark eg 30 credit modules count twice, 45 three times

Credits	Counts	* Module mark	Classification banding
<b>Level 4</b>			
120	0	120 level 4 credits required to gain an award. Marks do not count towards classification calculation.	
<b>Levels 5 and 6</b>			
30	x2	55%	Lower second (2:2)
30	x2	67%	Upper second (2:1)
30	x2	63%	Upper second (2:1)
30	x2	74%	First class honours
15	Discount	40%*  	Pass *capped after reassessment
15	x1	73%	First class honours
30	x2	57%	Lower second (2:2)
30	x2	64%	Upper second (2:1)
30	x2	55% 	Lower second (2:2)
<b>240</b>	<b>15</b>	<b>943</b>    	
<b>Level 7</b>			
45	x3	84%	First class honours
15	Discount	66%  	Upper second (2:1)
30	x2	69%	Upper second (2:1)
30	x2	81%	First class honours
<b>120</b>	<b>7</b>	<b>552</b>    	
<b>480</b>			

### Classification explained

Students graduating in 2020/21 will be awarded the best outcome of the level 7 triple-weighted (3:1) versus double-weighted (2:1), as shown below:

Normal criteria	Safety-net criteria
Best <b>225</b> credits over levels 5 and 6: <input type="radio"/> $55+55+67+67+63+63+74+74$ (exclude 40)+73+57+57+64+64+55+55 = $943 \div 15 = 62.8$ , rounded to <b>63</b>	Best <b>225</b> credits over levels 5 and 6: <input type="radio"/> $55+55+67+67+63+63+74+74$ (exclude 40)+73+57+57+64+64+55+55 = $943 \div 15 = 62.8$ , rounded to <b>63</b>
	At the point of being awarded, students currently in level 5 will have the Best <b>210</b> credits over levels 5 and 6: <input type="radio"/> $55+55+67+67+63+63+74+74$ (exclude 40)+73+57+57+64+64+55 (exclude 55) = $888 \div 14 = 63.4$ , rounded to <b>63</b>
Best 105 credits over level 7: <input type="radio"/> $84+84+84$ (exclude 66)+69+69+81+81 = $552 \div 7 = 78.8$ , rounded to <b>79</b>	Best 105 credits over level 7: <input type="radio"/> $84+84+84$ (exclude 66)+69+69+81+81 = $552 \div 7 = 78.8$ , rounded to <b>79</b>
Levels 5 and 6, single-weighted plus level 7 <b>triple-weighted (3:1)</b> : <input type="radio"/> $63+79+79+79 = 300 \div 4 = 75$	Levels 5 and 6, single-weighted plus level 7 <b>double-weighted (2:1)</b> : <input type="radio"/> $63+79+79 = 221 \div 3 = 73.6$ rounded to <b>74</b>
Awarded a <b>first class</b> with an overall average mark for classification of <b>75%</b>	Overall average mark for classification of <b>74%</b>