

**NAPIER UNIVERSITY**

**THE UNIVERSITY'S ACADEMIC REGULATIONS**

**SECTION B : UNDERGRADUATE REGULATIONS**

**B1 Introduction**

B1.1 Section B : Undergraduate Regulations sets out specific regulations which apply to this type of award. In applying this section of the University's regulatory framework, account must be taken of the regulations contained in Section A : General Regulations which apply to all programmes of study offered by the University.

**B2 Definitions**

B2.1 As a means of ensuring that the University's academic regulations are consistently interpreted and applied, the following definitions have been utilised:

- a) **Access level credit** is available from validated provision at SCQF level 6. SCQF level 6 credits are allocated to learning that equates to the pre-requisite requirements both in subject specific and general educational terms, for entry to SCQF level 7 undergraduate study.
- b) **Elective module credit** is the credit gained from successfully passing modules not specified as either core or option modules within an approved programme of study. Students may take any module offered in a trimester as an elective module provided that there is space on the module, they meet the entry requirements for the module, and their programme and examination timetables allow them to attend classes and be assessed. Students are encouraged to choose elective modules, which do not contain a significant overlap of material from their main programme of study. Elective module credit is not included in any student progression calculation nor in the calculation of Honours classification.
- c) **The next main assessment diet** is the assessment diet that occurs one year after an undergraduate student's first assessment opportunity.
- d) **Sandwich programme of study** is a programme of study, which contains compulsory work-based learning. The University offers two types of sandwich programme of study: thick sandwich in which students have one period of work-based learning; and, thin sandwich in which students have two periods of work-based learning. In both cases, there is a requirement for not less than 48 weeks of work-based learning which has an approved credit rating equivalent to at least 60 credits. The award of a sandwich degree will be indicated on the award certificate.

- e) **Stage** is a grouping of modules studied by a student at any given time. See also Regulation A3.1x).
- i) A full-time undergraduate programme of study will have four stages:
- Stage 1 : equivalent to the first year of study.
  - Stage 2 : equivalent to the second year of study.
  - Stage 3 : equivalent to the third year of study.
  - Stage 4 : equivalent to the fourth year of study.
- ii) An undergraduate programme of study in any other mode of study will have each stage of the programme of study approved by the University's validation process.
- f) **Subject component** is a grouping of modules from the same subject area which, when combined with other subject components, form an approved programme of study. Subject components are approved by the University's validation process. Subject components may be approved as part of a programme of study leading to the award of a degree with Honours with a value of 135 credits (9 modules, equivalent to a 30 percent subject component), 210 credits (14 modules, equivalent to a 50 percent subject component) or 315 credits (21 modules, equivalent to a 70 percent subject component). Approved subject components, combined with elective module credit and an Honours dissertation or final year project where applicable, may be used to form programmes of study leading to the award of a degree with Joint Honours. Students can use approved subject components to design their own customised programme of study.
- g) **An Undergraduate award of the University** may be awarded to students who satisfy all programme specific requirements and gain the minimum number and level of credit identified in Section B of the University's academic regulations. Credit achieved at SCQF levels 7 to 10 inclusive may be used to calculate an undergraduate award of the University.

### **B3 Undergraduate awards of the University**

- B3.1 In addition to meeting the requirements of Regulation B3, to receive any undergraduate award of the University, a student must satisfy the requirements of Regulation A4.4.
- B3.2 A **Certificate of Credit** will be awarded to a student who has achieved 15 or more credits but who has not satisfied the requirements for any of the awards of the University listed in Regulation A4.1a) or in Regulation A4.1d)ii) to x) inclusive.

- B3.3 A **Certificate** or a **Certificate of Higher Education** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 120 credits at SCQF level 7 or above.
- a) A **Certificate with Distinction** or a **Certificate of Higher Education with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in SCQF level 7 or above programme specific core and option modules, if the approved programme structure permits.
  - b) A **Certificate of Higher Education Health Care with Distinction** or a **Certificate of Higher Education Animal Health with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in SCQF level 7 or above programme specific core and option theory modules and if all SCQF level 7 or above practice modules have been passed at the first attempt.
- B3.4 A **Diploma** or a **Diploma of Higher Education** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 240 credits of which:
- a) a minimum of 90 credits are from programme specific core and option modules at SCQF level 8 or above, and;
  - b) for full-time students only, a minimum of 15 credits are from elective module credit.
  - c) A **Diploma** or a **Diploma of Higher Education with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in the best 90 credits from SCQF level 8 or above programme specific core and option modules, if the approved programme structure permits.
  - d) A **Diploma of Higher Education Animal Health with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in the best 90 credits from SCQF level 8 or above programme specific core and option theory modules, and if all SCQF level 8 and SCQF level 9 or above practice modules have been passed at the first attempt.
- B3.5 A **Diploma of Higher Education in Nursing** or a **Diploma of Higher Education in Midwifery** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 300 credits of which:
- a) a minimum of 60 credits are from programme specific core and option modules at SCQF level 9 or above, and;
  - b) a minimum of 120 credits are from programme specific core and option modules at SCQF level 8 or above, and;

- c) a minimum of 120 credits are from programme specific core and option modules at SCQF level 7 or above.
- d) A **Diploma of Higher Education in Nursing with Distinction** or a **Diploma of Higher Education in Midwifery with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent across all SCQF level 8 and SCQF level 9 or above programme specific core and option theory modules, and if all SCQF level 8 and SCQF level 9 or above practice modules have been passed at the first attempt.

B3.6 A **Diploma of Higher Education Health Care** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 240 credits of which:

- a) a minimum of 105 credits are from programme specific core and option modules at SCQF level 8 or above.
- b) A **Diploma of Higher Education Health Care with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in all SCQF level 8 or above programme specific core and option theory modules and if all SCQF level 7 and SCQF level 8 or above practice modules have been passed at the first attempt.

B3.7 A **degree** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 360 credits of which:

- a) a minimum of 60 credits are from programme specific core and option modules at SCQF Level 9 or above, and;
- b) a minimum of 90 credits are from programme specific core and option modules at SCQF Level 8 or above, and;
- c) for full-time students only, a minimum of 30 credits are from elective module credit.
- d) A **degree with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in the best 60 credits from SCQF Level 9 or above programme specific core and option modules. The best 60 credits must include credit achieved in at least three separate standard or non-standard modules.
- e) A **BSc Veterinary Nursing with Distinction** or a **BSc Animal Health with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in the best 60 credits from SCQF Level 9 or above programme specific core and option theory modules and if all SCQF level 8 and SCQF level 9 or above practice modules have been passed at the first attempt.

- B3.8 A **Bachelor of Nursing** or a **Bachelor of Midwifery** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 360 credits of which:
- a) a minimum of 120 credits are from programme specific core and option modules at SCQF level 9 or above, and;
  - b) a minimum of 120 credits are from programme specific core and option modules at SCQF level 8 or above, and;
  - c) a minimum of 120 credits are from programme specific core and option modules at SCQF level 7 or above.
  - d) A **Bachelor of Nursing with Distinction** or a **Bachelor of Midwifery with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in all SCQF level 8 and SCQF level 9 or above programme specific core and option theory modules and if all SCQF level 8 and SCQF level 9 or above practice modules have been passed at the first attempt.
- B3.9 A **graduate certificate** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 60 credits at SCQF Level 9 or above.
- a) A **graduate certificate with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in the best 60 credits achieved from SCQF Level 9 or above modules.
- B3.10 A **graduate diploma** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 120 credits at SCQF Level 9 or above.
- a) A **graduate diploma with Distinction** will be awarded to a student who has achieved an overall average of at least 65 percent in the best 120 credits achieved from SCQF Level 9 or above modules.
- B3.11 A **degree with Honours** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 480 credits of which:
- a) a minimum of 90 credits are from programme specific core and option modules at SCQF Level 10, of which a minimum of 30 credits are derived from a dissertation or final year project, and;
  - b) a minimum of 90 credits are from programme specific core and option modules at SCQF Level 9 or above, and;
  - c) a minimum of 120 credits are from programme specific core and option modules at SCQF Level 8 or above, and;

- d) for full-time students only, a minimum of 30 credits are from elective module credit.

B3.12 The calculation of the classification of Honours will be based on:

- a) 180 credits, to include the credit achieved in all programme specific core and option modules at SCQF Level 10, plus the best SCQF Level 9 module credit achieved to gain a total of 180 credits.
- b) A minimum of 90 credits must be at SCQF Level 10.
- c) All modules used to calculate the Honours classification will be weighted according to their credit value.
- d) Elective module credit is not included in the calculation of the classification of a degree with Honours.
- e) For a student entering a degree with Honours with advanced standing at Stage 4, 120 credits at SCQF levels 9 or 10 from programme specific core and option modules, including a minimum of 90 credits at SCQF level 10, the dissertation or final project, and where necessary, the best SCQF Level 9 module credit achieved to gain a total of 120 credits.

B3.13 The calculation of the classification of a **degree with Honours**, will be:

- a) 70 percent or above, First Class;
- b) 60 to 69.5 percent, Second Class, upper division;
- c) 50 to 59.5 percent, Second Class, lower division;
- d) 40 to 49.5 percent, Third Class.

B3.14 Programme Boards of Examiners may consider undergraduate students at the cusp of an Honours classification boundary for the award of a higher Honours classification.

- a) The cusp of an Honours boundary is defined as a student with an overall average mark of:
  - i) 68 per cent to 69.4 per cent or;
  - ii) 58 per cent to 59.4 per cent or;
  - iii) 48 per cent to 49.4 per cent.
- b) In such cases, the best 90 credits at SCQF Level 10 may be considered by the Programme Board of Examiners. The best 90 credits must include credit achieved in at least three separate standard or non-standard modules. A student may be awarded the higher Honours classification if the credit achieved from the modules being considered is at or above the level defined in Regulation B3.13.

- B3.15 The minimum number and level of credit to be achieved by a student entering a programme of study at any point other than the start of Stage 1 before being presented for an award of the University is as follows:
- a) A **Certificate of Higher Education**, a **Diploma of Higher Education** or a **degree** will be awarded to a student who has satisfied all programme specific requirements and achieved a minimum of 60 credits at the level of the award or above.
  - b) A **Certificate of Higher Education with Distinction**, a **Diploma of Higher Education with Distinction** or a **degree with Distinction** will be awarded to a student who has satisfied all programme specific requirements and achieved a minimum overall average of at least 65 percent across all of the 60 credits. If more than the minimum of 60 credits has been achieved, the distinction calculation will be based on an overall average of at least 65 percent in the best 60 credits achieved at the level of the award or above.
  - c) A **degree with Honours** will be awarded to a student who has satisfied all programme specific requirements and achieved a minimum of 120 credits at SCQF levels 9 and 10, of which a minimum of 90 credits are at SCQF Level 10.

#### **B4 Admission regulations**

- B4.1 In addition to meeting the requirements of Regulation B4, all undergraduate programmes of study offered by the University must satisfy the requirements of Regulation A6.
- B4.2 The minimum requirement for admission to an undergraduate programme of study is the possession of prior learning deemed sufficient to allow the applicant to be able to succeed and benefit from the programme of study.
- B4.3 Specific admission requirements to any stage of an undergraduate programme of study must be approved via the University's validation process and must clearly define:
- a) any professional or statutory body admission requirements;
  - b) the admission requirements expressed as UCAS Tariff points scores. Any minimum level of depth of academic achievement in specific subjects that applicants are required to demonstrate will be expressed in terms of recognised qualifications, for example, SQA Higher English Grade B, GCSE Mathematics, GCE A Level Chemistry Grade C, etc;
  - c) the admission requirements for students seeking access to higher-level study beyond Stage 1.
- B4.4 Admission to a graduate certificate or a graduate diploma is the possession of a Scottish Bachelors degree or equivalent.

**B5 Assessment regulations**

B5.1 In addition to meeting the requirements of Regulation B5, all undergraduate programmes of study offered by the University must satisfy the requirements of Regulation A7.

B5.2 To pass an **undergraduate module** at the first attempt, a student must achieve a module mark of 40 percent or above. The module mark will be derived from the component or components of assessment.

- a) If only one component is used a component mark of 40 percent or above must be achieved.
- b) If two components are used the module mark will be based on the weighted marks achieved for each component of assessment, and no individual mark for a component of assessment may fall below 30 percent.
- c) There is no minimum mark requirement for individual elements of any component of assessment.

B5.3 **For undergraduate Nursing or Midwifery pre-registration and post-registration or BSc(Hons) Veterinary Nursing theory modules only.** To pass a module at the first attempt, a student must achieve a module mark of 40 percent or above. The module mark will be derived from the component or components of assessment.

- a) If only one component is used a component mark of 40 percent or above must be achieved.
- b) If two components are used the module mark will be based on the weighted marks achieved for each component of assessment, and no individual mark for a component of assessment may fall below 40 percent.
- c) A mark of 40 percent or above must be achieved for each individual element of any component of assessment.
- d) Regulation B5.3 applies only to theory modules approved by the Faculty of Health and Life Sciences and delivered by either the School of Acute and Continuing Care Nursing or the School of Community Health as part of an undergraduate Nursing or Midwifery pre-registration or post-registration programme of study or the BSc(Hons) Veterinary Nursing programme of study. For modules approved by any other Faculty and included within the structure of an undergraduate Nursing or Midwifery pre-registration or post-registration programme of study Regulation B5.2 will apply.



- B5.4 **For undergraduate Nursing or Midwifery pre-registration and Veterinary Nursing practice modules only.** To pass a module at the first attempt, a student must achieve a pass grade. The module grade will be derived from the component or components of assessment.
- a) If only one component is used a pass grade must be achieved in that component.
  - b) If two components are used a pass grade must be achieved in each component.
  - c) A pass grade must be achieved in each individual element of any component of assessment.
- B5.5 A student will be awarded **Merit in an undergraduate module** by achieving a weighted average mark of at least 65 percent in the module.
- a) No account should be taken of compensatory factors when awarding Merit in an undergraduate module.
  - b) The award of Merit is not permissible in **undergraduate Nursing or Midwifery pre-registration and Veterinary Nursing practice modules.**
- B5.6 Undergraduate students will be permitted a maximum of three re-assessment attempts for each module at all levels.
- a) In the event of failing a module, students will be re-assessed in a maximum of two re-assessment instruments at each assessment attempt at the discretion of the Module Board of Examiners.
  - b) To pass a re-assessment attempt, a student must achieve a module mark of 40 percent or above.
  - c) If only one component is used a component mark of 40 percent or above must be achieved.
  - d) If two components are used the module mark will be based on the equal weighting of the marks achieved for each component of assessment, and no individual mark for a component of assessment may fall below 40 percent.
  - e) On each re-assessment occasion, the maximum mark a student may be awarded is the minimum pass level, that is 40 percent.

B5.7 **Undergraduate Nursing, Midwifery and BSc(Hons) Veterinary Nursing students** will be permitted only one re-assessment attempt for each practice module at all levels.

- a) In the event of failing a module, students will be re-assessed in a maximum of two re-assessment instruments at the discretion of the Module Board of Examiners.
- b) To pass a re-assessment attempt, a student must achieve a pass grade.
- c) If only one component is used a component pass grade must be achieved.
- d) If two components are used a component pass grade must be achieved in each component.

B5.8 The maximum period of time that may elapse within which the three re-assessment opportunities must be made available by the University is defined as:

- a) **For a student starting in trimester 1:**
  - i) An assessment will be taken as a first attempt in February;
  - ii) The first re-assessment opportunity provided by the University will be August;
  - iii) The second re-assessment opportunity provided by the University will be the following February,
  - iv) The final re-assessment opportunity will be the following August.
- b) **For a student starting in trimester 2:**
  - i) An assessment will be taken as a first attempt in June;
  - ii) The first re-assessment opportunity provided by the University will be August;
  - iii) The second re-assessment opportunity provided by the University will be the following June,
  - iv) The final re-assessment opportunity will be the following August.
- c) **For a student starting at any other time:**
  - i) The timing of the first assessment opportunity and each re-assessment opportunity will be comparable and equitable to that defined in Regulation B5.8a) and Regulation B5.8b);
  - ii) The maximum period of time must be approved via the University's validation process and must be clearly set out in the relevant programme handbook.
- d) **For students on an overseas collaborative programme of study.**
  - i) The timing of the first assessment opportunity and each re-assessment opportunity will be comparable and equitable to that defined in Regulation B5.8a) and Regulation B5.8b);
  - ii) The maximum period of time must be approved via the University's validation process and must be clearly set out in the relevant programme handbook and collaborative agreement.

B5.9 The University will provide undergraduate students with access to re-assessment instruments at the earliest possible opportunity.

a) **For a student starting in trimester 1.**

- i) If the module is being delivered in either trimester 1, trimester 2 or trimester 3 a student may choose to be re-assessed at this earlier opportunity.
- ii) If a student chooses to take this option it will count as one of their three re-assessment opportunities.

b) **For a student starting in trimester 2.**

- i) If the module is being delivered in either trimester 2 or trimester 3 a student may choose to be re-assessed at this earlier opportunity.
- ii) If a student chooses to take this option it will count as one of their three re-assessment opportunities.

c) **For a student starting at any other time.**

- i) A student may choose to be re-assessed at any available earlier opportunity than that set out in the relevant programme handbook.
- ii) If a student chooses to take this option it will count as one of their three re-assessment opportunities.

d) **For students on an overseas collaborative programme of study.**

- i) A student may choose to be re-assessed at any available earlier opportunity than that set out in the relevant programme handbook and collaborative agreement.
- ii) If a student chooses to take this option it will count as one of their three re-assessment opportunities.

B5.10 If a student is required to repeat a module with attendance, the next assessment will be treated as a first attempt.

## **B6 Continuation of study regulations**

B6.1 In addition to meeting the requirements of Regulation B6, all undergraduate programmes of study offered by the University must satisfy the requirements of Regulation A8.

B6.2 Elective module credit is not included in any student progression calculation.

B6.3 An undergraduate student can progress to the next stage of study carrying a failure in no more than 30 programme specific core and option credits.

B6.4 A student enrolled on an undergraduate Nursing or Midwifery pre-registration programme of study or the BSc(Hons) Veterinary Nursing programme of study can progress to the next stage of study carrying a failure in no more than 15 programme specific core and option practice credits.

- B6.5 Exceptionally, a Programme Board of Examiners may permit a student carrying in excess of 30 failed programme specific core and option credits to progress to the next stage of their programme if this is deemed appropriate for an individual student. In reaching this decision the Programme Board of Examiners must be confident that the student is capable of successfully completing the next stage of the programme of study.
- B6.6 A Programme Board of Examiners may award a student a compensatory pass in a maximum of two undergraduate modules at any stage of study.
- a) To award a compensatory pass the Programme Board of Examiners must be satisfied that the student's overall performance across all other modules being considered is deemed to be satisfactory to enable them to progress to the next stage of study.
  - b) In considering a student's ability to progress to the next stage of study, the Programme Board of Examiners must take account of Regulation A10.6d).
- B6.7 A Programme Board of Examiners may not permit a student to progress to the next stage of their programme carrying a fail in any programme specific core or option module from a preceding stage of study.
- B6.8 Any student who is not permitted by the Programme Board of Examiners to progress to the next stage of study may be permitted to continue their studies at the same level either in the same programme or on an alternative programme of study.
- B6.9 In considering a student's ability to progress to the next stage of study, the Programme Board of Examiners must take account of Regulation A6.2.