

**REGULATION 15
UNDERGRADUATE PROGRAMMES**

1. Candidates for the:
 - Certificate of Higher Education
 - Diploma of Higher Education
 - Foundation Degree
 - Degree of Bachelor of Science
 - Bachelor of Engineering, Bachelor of Arts, Bachelor of Law, Bachelor of Music (which may also be referred to collectively as Bachelors degrees)
 - Master of European Business, Master of Engineering, Master of Mathematics, Master of Optometry or Master of Science (MSci) (which may also be referred to collectively as Integrated Masters degrees)

shall satisfy the conditions set out in the offer of a place on the appropriate programme.
2. The Certificate of Higher Education, Diploma of Higher Education, Foundation Degree, Degree of Bachelor of Science, Bachelor of Engineering, Bachelor of Arts, Bachelor of Law, Bachelor of Music, Master of European Business, Master of Engineering, Master of Mathematics, Master of Optometry or Master of Science (MSci) may be awarded to candidates who have pursued an appropriate programme of academic study, or academic study combined with professional training, have satisfied the assessors in the prescribed assessments, and have fulfilled any other requirements laid down by City, University of London. .
3. A Certificate of Higher Education may be awarded classified as a pass or with Merit or with Distinction.
4. A Diploma of Higher Education may be awarded classified as a pass or with Merit or with Distinction.
5. A Foundation Degree may be awarded classified as a pass or with Merit or with Distinction.
6. A Bachelor's Degree may be awarded as an Honours Degree, classified as First Class Honours, Second Class Honours (divided into an upper and lower division) and Third Class Honours, and as an Ordinary Degree as a pass or with Merit or with Distinction.
7. A Master of Mathematics Degree is an Honours Degree and is classified as First Class Honours, Second Class Honours (divided into an upper and lower division) and Third Class Honours.

GUIDANCE NOTES

These Guidance Notes are maintained by relevant Committees of Senate. Their purpose is to provide current advice on the use and interpretation of the Regulations and they explain the background to the Regulations. The Notes take the form of comments situated alongside the sections of the Regulations to which they refer.

Detailed guidance on procedures should be sought from the Quality Manual.

8. A Master of Engineering Degree is an Honours Degree and is classified as First Class Honours or Second Class Honours (divided into an upper and lower division).
9. A Master of European Business is a degree awarded in conjunction with an appropriate Bachelor's degree and is classified as a pass or with Merit or with Distinction.
10. A Master of Optometry Degree is an Honours Degree and is classified as First Class Honours or Second Class Honours (divided into an upper and lower division).
11. A Master of Science (MSci) Degree is an Honours Degree and is classified as First Class Honours or Second Class Honours (divided into an upper and lower division).

12. **PROGRAMMES OF STUDY**

- (a) Each Programme of Study leading to a Certificate of Higher Education, Diploma of Higher Education, Foundation Degree, Degree of Bachelor of Science, Bachelor of Engineering, Bachelor of Arts, Bachelor of Law, Bachelor of Music, Master of European Business, Master of Engineering or Master of Mathematics shall be governed by a Programme Scheme approved by Senate. Individual cases for variation from the Programme Scheme must be set out in a special scheme of study approved by Senate. The powers of the Senate in relation to the development of programme schemes are delegated to the appropriate Board of Studies, and the approval of such schemes to the President, subject to such report being made as the Senate may require. However, the Board of Studies or the President may, at its discretion, refer matters to Senate for discussion. The appropriate Board of Studies, subject to these Regulations and within policies laid down by Senate, shall regulate the procedures for consideration of applications to programmes of study.
- (b) The Programme Scheme shall comprise the Programme Specification, the Module Specifications and such other documents as may be required by the Credit Framework.
- (c) Programmes of Study shall conform to the requirements of the University Credit Framework.

13. **REGISTRATION AND ATTENDANCE**

tudents shall register on a Programme of Study.

- (b) The period of registration, in addition to a foundation year if any, shall be as set out in the Programme Scheme, subject to the following minima:
 - (i) The period of academic study of a Programme leading to a Certificate of Higher

Where Boards of Studies delegate powers to Programme Directors or other individuals or groups, this must be explicit and recorded in the minutes of the Board of Studies.

The foundation year is defined in City University's [Credit Framework](#). It may be either Year 0 of an Undergraduate Degree programme or a freestanding foundation year.

Education shall in total normally be not less than one academic year.

- (ii) The period of academic study of a Programme leading to a Diploma of Higher Education shall in total normally be not less than two academic years.
 - (iii) The period of academic study of a Programme leading to a Foundation Degree shall in total normally be not less than two academic years.
 - (iv) The period of academic study of a Programme leading to a Degree of Bachelor of Science, Bachelor of Engineering, Bachelor of Arts, Bachelor of Law or Bachelor of Music shall in total normally be not less than three academic years.

 - (v) The period of academic study of a Programme leading to a Degree of Master of European Business, Master of Engineering, Master of Mathematics, Master of Optometry or Master of Science (MSci) shall in total normally be not less than four academic years.
- (c) Candidates who have pursued appropriate studies in this or another institution or who possess appropriate qualifications or experience may be exempted from a part of the period of academic study.
- (i) The authority to grant exemptions shall rest with the Senate but decisions on individual cases shall normally be taken by the Head of Department, or Dean of School concerned.
 - (ii) In such cases the calculation of the final Certificate, Diploma or Degree result shall normally be based only on the modules delivered and assessed by the University. The classification of the final award will normally relate solely to those modules and this will be reflected in the Programme Scheme.
- (d) A candidate shall not interrupt his or her Programme except with the permission of the Head of Department or Dean of School and in accordance with the Interruption of Studies regulation (4.19 of the Senate Regulation 19 – Assessment Regulations)

In the first case the foundation year forms one Programme Stage of an Undergraduate Degree programme route normally entitled BSc/BEng/etc in subject with Foundation Year

The requirements to pass will be as detailed in the Programme Specification, and if these are different from those as stated in the Assessment Regulations for undergraduate programmes, then an exception to the Regulations will be required.

The requirements to progress will be as detailed in the Programme Specification. A student exiting from their programme after completion of a foundation year will receive a transcript detailing their achievement.

Freestanding foundation years may require a qualification to be awarded. This can be effected through C2.5 - Certificates outside Graduate, Graduate and Postgraduate programmes.

The Head of Department, Dean of School or Director of Institute may delegate responsibility for decisions assigned to them throughout these Regulations to the Programme Director. Such delegation must be explicit and recorded in the minutes of the Board of Studies. See the Interruption of Studies section of the Assessment Regulation 19, and Interruption of Studies Policy for further details.

14. **PATTERN OF ASSESSMENT**

- (a) Learning outcomes shall be assessed as prescribed in the Module Specifications.
- (b) Permission to progress through the Programme shall be determined by the consideration of results obtained by a student in the assessment of a defined set of modules known as a Programme Stage of a Programme. For programmes that include a foundation year, the number of Programme Stages specified below shall be increased by one Programme Stage.
 - (i) In a Programme leading to a Certificate of Higher Education there shall be one Programme Stage. The results shall be considered by the Assessment Board for the corresponding Bachelor's Degree Programme.
 - (ii) In a Programme leading to a Diploma of Higher Education there shall be two Programme Stages. The results shall be considered by the Assessment Board for the corresponding Bachelor's Degree Programme.
 - (iii) In a Programme leading to a Foundation Degree there shall be two Programme Stages.
 - (iv) In a Programme leading to a Bachelor's Degree there shall be three Programme Stages.
 - (v) In a Programme leading to an Integrated Masters degree there shall be four Programme Stages. The Programme Stages 1 and 2 shall be identical to the Programme Stages 1 and 2 of the corresponding Bachelor's Degree and the results shall be considered by the Assessment Boards for those Degree Programmes.
 - (vi)
- (c) The Assessments for each Programme Stage of each Programme shall be held at such times as shall be specified in the Programme Scheme.

A Programme Stage may contain Modules at more than one Level. The Part defines a progression point in a Programme.

(d) For each Programme which has more than one Programme Stage:

- a student must pass or be exempted from the Programme Stage1 Assessment before taking the Programme Stage2 Assessment, and
- must pass or be exempted from the Programme Stage2 Assessment before taking the Programme Stage3 Assessment, and
- in the case of an Integrated Masters degree a student must also pass or be exempted from the Programme Stage3 Assessment before taking the Programme Stage4 Assessment;

except that an Assessment Board may permit a student who is resitting (see Regulation 19) to proceed to the Assessment of the next Programme Stage where the resit(s) in a particular Programme Stage cannot be satisfied before that Assessment is to be taken.

13. **STRUCTURE OF ASSESSMENTS**

- (a) The purpose of assessment is to enable the student to demonstrate that he or she has fulfilled the Learning Outcomes of a Module and has achieved the required standard for the Award. To achieve this a wide range of types of assessment may be employed appropriate to the subject area. The overall diet of assessment shall be defined in the Programme Scheme and this shall ensure an appropriate volume of assessment for the level of Award.

No distinction is made between types of assessment. The range of assessment methods used should be appropriate to the subject area. All assessment is intended to demonstrate that the Learning Outcomes for a Module or Programme have been achieved and should be applied with due rigour, reasonable steps having been taken to ensure that the work assessed is that of the candidate.

The Programme Stage 3 Assessment for Bachelor's Degrees and the Programme Stages 3 and 4 Assessments of an Integrated Masters degree shall normally include a major project assessment.

- (b) The Programme Scheme shall specify how the marks obtained shall be used to calculate an Overall Aggregate (expressed as a percentage) to be used in assessing the award of the qualification, provided that:
- (i) For the Diploma of Higher Education at least 65% comes from the Programme Stage 2 Assessment.
 - (ii) For Foundation Degrees at least 65% comes from the Programme Stage 2 Assessment.
 - (iii) For Bachelor's Degrees:
 - (a) at least 50% comes from the Programme Stage 3 Assessment.
and
 - (b) not more than 15% comes from the Programme Stage 1 Assessment.
 - (iv) For Integrated Masters Degrees at least two thirds of the final result comes from Programme Stages 3 and 4 combined.

14. **ASSESSMENTS**

All candidates for the Certificate of Higher Education, Diploma of Higher Education, Foundation Degree, Bachelor's Degrees, and Integrated Masters Degrees shall be assessed in accordance with the City, University of London Assessment Regulations.

15. **TRANSFER OF REGISTRATION**

A candidate registered for a Programme of Study may transfer to another Programme of Study in his or her own or another Department or School subject to the agreement of the appropriate Head(s) of Department and Dean(s) of School(s).

All Honours degree programmes should include a major project/dissertation element in the assessment.

Those responsible for the design and approval of programmes should consider appropriate assessment loading.

Those designing and reviewing programmes are invited to consider lowering this requirement to 40% for an Ordinary degree. Approval for this should be sought via the University's Programme Regulation Procedure available at:
http://www.city.ac.uk/acdev/dps/exceptions_template.doc

The Head of Department, Dean of School or Director of Institute may delegate responsibility for decisions assigned to them throughout these Regulations to the Programme Director. Such delegation must be explicit and recorded in the minutes of the Board of Studies.

16. Any Exceptions to the above regulations must be submitted via the University Programme Regulation procedure and approved by Senate. Where such approval has been given, the Regulations as set out in the Programme Scheme shall prevail.

These Regulations should be read in conjunction with the University's Credit Framework and accompanying Guidance Notes.

Approval for exceptions to these regulations should be sought via the University Programme Regulation procedure.

The Programme Scheme is the definitive document for the programme and incorporates the Programme Specification and the Module Specifications for all Modules in the Programme.

Approved: 30 October 2002

Updated: 13.08.04 (foundation year added); 27.09.06 (to correct MEB classification)

Approved as a regulation (Senate) 4.04.07

Updated by Senate: 08.07.15 (to include Master of Optometry and Master of Science (MSci) awards)

Updated by Senate (18.05.16 following approval 24.08.16) to update terminology to align with the revised Regulation 19 - Assessment Regulations for 2016/17