UNIVERSITY OF BIRMINGHAM

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Undergraduate Masters Programmes:

Report From Undergraduate Committee (May 2003)
At its meeting on 7th May 2003, the Undergraduate Committee, re-considered the regulations regarding the award of a Bachelor's Degree to students on Undergraduate Master's Programme. The paper Criteria for Award of Bachelor's Degree to Students on Undergraduate Master's Programmes (below) was subsequently approved by Academic Board on 29th May 2003 – minute ref 03/24).

UG.03.05.06r1
Appendix A

Criteria for award of Bachelor's Degree to Students on Undergraduate Master's Programmes (Revised May 2003)

Preamble
The following criteria, to allow for the award of a Bachelor's degree to students on an Undergraduate Master's programme, have been developed for use in exceptional circumstances where there are valid personal or academic reasons why a student will not achieve the qualification of Master's for which they initially registered. The existence of such criteria should not be seen as encouragement for students to delay making their decision about their chosen route of study i.e., either Bachelors or Masters. It applies to cohorts admitted in 2000 onwards.

Minimum requirements

1. Minimum of 320 credits, at least 100 of which must be at level H or higher (Regulation 4.2.12).
2. Achievement of credit in the modules specified by the School and/or professional/accrediting body as necessary for the award of an accredited degree. This may include project modules or specific subject modules.

Guidance

3. Requirements specified in the programme specification
   The programme specification for the Undergraduate Masters programme should indicate that the Bachelors degree is available as an interim award (where there are valid reasons as mentioned above). It should also identify the outcomes and requirements (2. above) for the award of a Bachelors degree in these circumstances, or may cross-reference with the programme specification for the corresponding Bachelors programme where that provides precisely the information required.
4. Timing
   Students must have achieved the minimum requirements outlined above. They would be considered for the award of a Bachelor's degree in circumstances in which they either do not complete or achieve the requirements for the Undergraduate Master's degree.
5. Classification
   i) For students who withdraw from their programme and have not been assessed in the majority of level M modules, any year 4 study should be disregarded and the BSc weighting and credit thresholds for year 3 results should be used.
   ii) For students who withdraw after having taken a majority of their level M assessments, or who fail to get the requirements for a classified MSci degree, their final average mark should be calculated using all 480 credits (including failed/absent marks) but with the BSc weighting of 25% for stage 2 and 75% for stage 3.
6. Degree title
   Schools should ensure that the degree title reflects the content of the degree. Where a School may feel that non-completion of all or part of stage 3 will change the content of a degree sufficiently no longer to merit the original title of the degree, they may make a case to the Senate or delegated authority for the award of a different title. One example may be where the second 'year' of stage 3 of a programme contains many management-related modules, and non-completion of these modules may mean that the title "XXX Engineering with Management" may no longer be appropriate. The degree title "XXX Engineering" may more accurately reflect the content.

Planning & Policy Development May 2003

Academic Office

Please find below a number of examples in relation to award of a Bachelor's Degree to students on Undergraduate Master's Programmes:

Examples

	Student A	Student B	Student C	Student D	Student E	Student F
Degree	MEng	MEng	MEng	MEng	MEng	MSci
Credits by end of stage 2	240	230	240	230	230	240
Credits in stage 3, yr 1	120	100	100	100	80	100
Total credits by end of stage 3, yr 1	360	330	340	330	310	340
Credits in stage 3, yr 2	60	80	0	0	0	0
Total credits	420	400	340	330	310	340
Other information	Fell ill in stage 3, yr 2 so not complete semester 2 work	Completed stage 3, yr 2 but failed 40 credits	Left before summer exams stage 3, yr 2 but as each module has exam means did not do enough assessed work to gain credit in any module	Left during semester 1 of stage 3, yr 2 and did not complete any assessments	Left at end of stage 3, yr 1	Left during semester 1 of stage 3, yr 2 and did not complete any assessments
Enough credits for M degree?	No	No	No	No	No	No
Enough credits for B degree?	Yes	Yes	Yes	Yes	No	Yes
Gained credit in required modules for accredited degree?	Yes	Did not gain credit in required 20 credit stage 3, yr 1 module	Did not gain credit in required 20 credit stage 3, yr 1 module, but did complete most of assessed coursework during stage 3, yr 2 including that for required modules. School recommends student be awarded accredited BEng, regulations notwithstanding, on advice from external examiner	Yes	No	No additional requirements for this degree
Outcome	Award relevant BEng	Award appropriate BSc	Considered by UG Progress Board and awarded BEng	Award relevant BEng	Award Pass Degree	Award relevant BSc

Appendix A:

List of documentation or other resources referred to in the Protocols or relevant:

1. University Undergraduate Regulations
http://www.ppd.bham.ac.uk/policy/regs/index.htm
2. University of Birmingham Codes of Practice

    Monitoring and Informing Undergraduate Students of their Academic Progress

    http://www.ppd.bham.ac.uk/polic/cop/code1.htm

    The External Examiner System for Undergraduate and Taught Masters Programmes

    http://www.ppd.bham.ac.uk/policy/cop/code4.htm

    Final Examination Procedures for First Degrees

    http://www.ppd.bham.ac.uk/policy/cop/code5.htm

    Primary Appeals Procedures

    http://www.ppd.bham.ac.uk/policy/cop/code6.htm

3. Guidance on the External Examiner System
http://www.ppd.bham.ac.uk/quality/extexam/ATCUO-guide.htm (Birmingham users only)
4. Guidelines on Plagiarism
http://www.ppd.bham.ac.uk/policy/cop/plag.htm
5. Guidelines on Mitigations
http://www.studserv.bham.ac.uk/mitigations.htm
6. Programme and Module Catalogue
http://www.ppd.bham.ac.uk/progmods/
7. Electronic Marks System
http://www.studserv.bham.ac.uk/timetabling/
8. Guidelines on the Use of Students in Teaching
http://www.ppd.bham.ac.uk/policy/cop/code6.htm
9. Guidelines on AP(E)L/WBL
http://www.ppd.bham.ac.uk/policy/cop/APELug.htm
http://www.ppd.bham.ac.uk/policy/cop/APELpg.htm
10. QAA Codes of Practice
http://www.qaa.ac.uk
11. Part Time Variants of Full Time Programmes
http://www.ppd.bham.ac.uk/policy/cop/ptvariant.htm
12. Criteria for Award of Bachelor's Degree to Students on Undergraduate Master's Programmes
http://www.ppd.bham.ac.uk/policy/ugassessprot/ugcurrent/ugassessappa2.htm
13. Submission of Assessed Work: Good Practice Guidelines for Students
http://www.ppd.bham.ac.uk/aps/policy/cop/sub.htm
14. Examination Invigilation Arrangements
http://www.ppd.bham.ac.uk/policy/cop/invigilence.htm
15. Medical Certificates
http://www.studserv.bham.ac.uk/medical_cert.pdf