



**Brunel**  
University  
London

# **Student Guidance on Progression, Reassessment and Awarding for Honours Bachelor's Degrees – applicable for intakes prior to September 2024**

## Documentation Management

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### Version Control

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## Student Guidance on Progression, Reassessment and Awarding for Honours Bachelor's Degrees

### Introduction

This guidance has been produced to help honours bachelor's degree students understand how they progress through their degree and are awarded at the end, and also how reassessment and other important aspects of their programme work.

Students should read this guidance alongside their programme specification (see section below)

For Brunel University of London Pathway College students, this guidance will apply once you have joined the Brunel programme.

### Which degrees does this guidance cover?

This guidance is for undergraduate students on the following honours bachelor's degrees:

- Bachelor of Arts Degrees (BA)
- Bachelor of Science Degrees (BSc)
- Bachelor of Arts and Sciences (BASc)
- Bachelor of Engineering (BEng)
- Bachelor of Law (LLB)

This guidance does not apply to Medical Degrees or integrated master's degrees.

The Senate Regulations which apply to this document are Senate Regulation 2 and Senate Regulation 4 which are available [here](#).

Honours bachelor's degree have different "classifications" and these are as follows, in order of highest to lowest:

- First Class Honours (1<sup>st</sup>)
- Upper Second-Class Honours (2.1)
- Lower Second-Class Honours (2.2)
- Third Class Honours (3<sup>rd</sup>)

The classification of your honours bachelor's degree is based on many factors. Please see the section "Being Awarded your Degree" for more detail.

### **Where can I find additional information?**

Information regarding the University's Quality Assurance Processes can be found [here](#).

Additional guidance can be provided by your Taught Programmes Office or personal tutor.

### **Programme Specific Rules and Regulations**

Some programmes have different rules to what is stated in this document or the Senate Regulations, and as a student, you need to be aware of them. This could include different rules for reassessment and progression from level to level.

To find out if your programme has any specific or additional rules, please check the Programme Specification for your degree, which can be found [here](#) and provides all of the essential information you need to know about the degree you are studying, such as programme learning outcomes and the blocks you will study, and any specific rules for progression and awarding.

### **How do I achieve my honours bachelor's degree?**

To achieve your honours bachelor's degree, you need to successfully progress through the levels of your programme and complete your final level. The requirements to progress from level to level and what you need to achieve in your final level are explained later on in this document.

### **What are levels?**

Honours bachelor's degree are split into "levels" each of which has specific learning outcomes which you will need to demonstrate through your assessments, in order to achieve that level. To see the difference in learning outcomes at each level of your degree, please look at the "Programme and Intermediate Learning Outcomes" section of your programme specification (which can be found [here](#)).

Degree levels start at level 4 and this normally means for full time programmes that:

- Level 4 = year 1
- Level 5 = year 2
- Level 6 = year 3 (the final level/year)

Each level provides a greater challenge than the previous one, and also includes the development of new knowledge and skills.

Your performance at level 5 and level 6 determines your degree classification. Please see the section "How is my degree confirmed?" for more detail.

Most undergraduate programmes offer a “sandwich” placement option, which is typically at level 5 and taken over one year or split across two years, increasing the length of a degree by a year.

Each level/year, including a sandwich year, typically consists of 120 “credits” of assessment. These credits of assessment are spread across different “blocks”. Further information on the different types of placements can be found in the [Placement Learning Policy](#).

### **What are Blocks?**

Each level of a degree is made up of “blocks” which represent a specific topic you will study on your degree. Each block has a credit value attached to it (normally 15, 20, 30 or 40 credits) and this will be shown in your Programme Specification and within the block outline.

Blocks can be “modular” blocks (modules) or “study” and “assessment” blocks, depending on the structure of your programme. The Programme Specification for your degree will show the blocks for each year. It will also show which blocks you have to take, which are listed as “compulsory”; and which blocks are “optional”, which means you choose them from a list.

You only achieve grades and credits for modular and assessment blocks.

### **What do I need to do to pass a block?**

To pass a block you need to complete assessments for the block and achieve an overall grade of D- or above. Your completed assessments will be assessed using either grades (A\* to F) or marks (100 to 0). The overall outcome for a block will always be shown as a grade (A\* to F).

Each assessment has a “weighting” which shows how much of a contribution it makes to your overall block grade.

In a Programme Specification, some blocks are listed as “Core”, of which there are three different types:

- Core Block – you need to pass the block at D- or above
- Core [and then a number/s] – you need to pass a specific assessment or assessments at D- or above. So “Core: 1” would mean that the first assessment in the block needs to be passed at D- or above
- Core All – you need to pass each assessment within the block at D-

Where an assessment has no grade and is simply pass/fail, you will need to pass it to pass the block overall.

### What are extenuating circumstances?

Extenuating circumstances is the process for you informing the University if there was a significant event which negatively affected your ability to submit work, attend an assessment or perform to your usual standard in an assessment of any type. In the first instance your Department Extenuating Circumstances Panel will consider the extenuating circumstances claim. You will be told whether it is accepted or not. If it is accepted, then the decision on how best to address the impact of the extenuating circumstances on your performance falls to the Board of Examiners. The Board of Examiners will usually either give you an uncapped reassessment or waive the assessment element. For an extenuating circumstances claim to be accepted, it should be unavoidable, unexpected and beyond your control.

More information regarding Extenuating Circumstances can be found [here](#).

### How do I progress from level to level?

To progress from level to level, you need to achieve certain “progression requirements”. Your progression requirements for each level are based on your “grade profile” for that level. Your grade profile is made up of your block results.

At the end of each level, a “Board of Examiners” reviews your grade profile and confirms if you can progress.

A Boards of Examiners is a group of academic staff who have the responsibility to confirm that students can progress to the next level of study or be awarded. Boards of Examiners also make decisions around reassessment.

Progression from level to level is explained in the following sections.

### Progressing from Level 4 to Level 5 on an Honours Bachelor’s Degree

To progress from level 4 to level 5, your level 4 grade profile must not exceed the limits presented in the table below.

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	40

### What happens if I have exceeded the grade profile limits?

If you have exceeded the grade profile limits presented above at the end of Level 4, the Board of Examiners will allow you to be “reassessed” in as many blocks as are required in

order for you to progress. Please see Reassessment Section for more detail on how and when assessment takes place.

### What happens after reassessment?

If following this reassessment, you still haven't met your progression requirements, you will unfortunately have to be withdrawn from the programme.

**Important** – If you have accepted extenuating circumstances against a block, the credit will not be counted towards your reassessment total, so you may be able to a further reassessment.

### Progressing from Level 5 to Level 6 on an Honours Bachelor's Degree

To progress from level 5 to level 6, your level 5 grade profile must not exceed the limits presented in the table below.

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	40

### What happens if I have exceeded the grade profile limits?

If you have exceeded the grade profile limits presented above at the end of Level 5, the Board of Examiners will allow you to be reassessed in any failed blocks up to a limit of 40 credits.

If in order to progress to Level 6 you would need to undertake more than 40 credits of reassessment, you will not be able to continue on your honours bachelor's degree, and one of the following may apply:

1. You will be offered up to 40 credits of reassessment for the opportunity to progress to an "Ordinary" degree, depending on the rules of your programme; (for more information see section on intermediate awards)
2. You will be withdrawn from the programme and may be entitled to a Certificate of Higher Education (for more information see section on intermediate awards).

As every student is entitled to 40 credits of reassessment for failed blocks, you may be offered reassessment for blocks in the E band, even though they are not holding you back from progressing. This is called "recommended reassessment" (please see section on reassessment) and may be offered so that you have the opportunity to improve your classification. Please note that your performance at level 5 will affect your degree classification (see "Being Awarded your Degree" section).

Please see Reassessment Section for more detail on how and when assessment takes place.

### What happens after reassessment?

Following reassessment, you will be in one of the following situations:

1. You have met the progression requirements and are allowed to progress to level 6 of your honours bachelor's degree.
2. You haven't met the progression requirements for the Honours Degree but you have met the progression requirements to an Ordinary Degree (for more information see section on intermediate awards).
3. You haven't met the progression requirements for an Honours Degree or Ordinary Degree and will have to be withdrawn from the programme. In this situation you may be entitled to a Certificate of Higher Education (for more information see section on intermediate awards).

**Important** – If you have accepted extenuating circumstances against a block, the credit will not be counted towards your reassessment total, so you may be able to undertake more than 40 credits of reassessment.

### What do I need to do achieve at level 6 (my final level/year) of my Honours Bachelor's Degree?

Level 6 is the final level of your Honours Degree and to complete it successfully and be awarded, your Grade Profile for Level 6 must not exceed the limits presented in the table below.

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	40 (and no more than 60 over levels 5 and 6).

### What happens if I have exceeded the grade profile limits?

If you have exceeded the grade profile limits presented above at the end of Level 6, the Board of Examiners will allow you to be reassessed in any failed blocks up to a limit of 40 credits.

If you need to undertake more than 40 credits of reassessment in order to be awarded your degree, you will not be able to achieve your honours bachelor's degree, and one of the following may apply:

1. You may be offered up to 40 credits of reassessment for the opportunity to be awarded an Ordinary degree, depending on the rules of your programme; (for more information see section on intermediate awards)
2. You may be entitled to a Diploma or Certificate of Higher Education (for more information see section on intermediate awards).
3. You have not met any award requirements, and will not be entitled to an award.



As every student is entitled to 40 credits of reassessment for failed blocks, you may be offered reassessment for blocks in the E band, even though they are not holding you back from receiving an award. This is called “recommended reassessment” (please see section on reassessment) and may be offered so that you have the opportunity to improve your classification.

Please see the Reassessment section for more detail on how and when assessment takes place.

### What happens after reassessment?

Following reassessment, you will be in one of the following situations:

1. You have met your honours bachelor’s degree awarding requirements and can now be awarded
2. You haven’t met your honours bachelor’s degree awarding requirements but may be entitled to an intermediate award

**Important** –If you have accepted extenuating circumstances against a block, the credit will not be counted towards your reassessment total, so you may be able to undertake more than 40 credits of reassessment.

### How is my degree confirmed?

At the end of the final year of your programme, a Board of Examiners will consider all 120 credits at level 5 and 120 credits at level 6 which you will have taken and confirms if you can be awarded your degree and which classification you should receive. The table below explains what your grade profile across level 5 and 6 needs to look like in order to be awarded a specific classification.

Honours Bachelor’s Degree Classifications						
Class	Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)			Minimum weighted GPA*
			FHEQ Level 5	FHEQ Level 6	FHEQ Levels 5 + 6	
1 <sup>st</sup>	0	0	0	0	0	14.0
2.1	0	0	20	0	20	11.0
2.2	0	0	40	20	40	8.0
3 <sup>rd</sup>	0	0	40	40	60	NA

### What is a “GPA”?

“GPA” means Grade Point Average which is based on a weighted average of your block grades at level 5 and level 6, with more emphasis/weighing put on level 6. Your GPA limits

which classification you can get. So looking at the table above, to get a 1<sup>st</sup> your GPA would need to be 14.0 or higher.

When working out your classification, the University also uses a “Borderline Mechanism” which looks at students who are just below a classification and checks if the higher classification should be awarded. For more information on this, and other rules when it comes to calculating your degree, please see Appendix A of [Senate Regulation 2](#).

If you were on a sandwich degree and the grade for your placement block is actually making your degree classification worse than it would be without the placement block, the Board of Examiners will allow you to be awarded a non-placement degree so that you may be awarded a higher classification.

### **Sandwich Placements**

If your honours bachelor’s degree includes a placement, the associated block will need to be passed (D-) in order to be awarded “with Placement”.

Your placement grade is included in your level 5 grade profile, and therefore contributes to your degree classification. For more information, please look in your programme specification.

If you are on an honours bachelor’s degree with placement but fail the associated block, you can still achieve the non-placement degree as long as you meet the awarding requirements.

If you are on a sandwich degree and the grade for your placement block is actually making your degree classification worse than it would be without the placement block, the Board of Examiners will allow you to be awarded the non-placement degree so that you may be awarded a higher classification.

### **How do I get my Results?**

#### How and when

Your results will be published on eVision shortly after the Board of Examiners has met. The expected release date for your results will be published by your Taught Programme Office on eVision earlier in the year.

#### Results service

Your Academic Department/School will hold a results service after the Board of Examiners has met. This is an opportunity for you to discuss any queries you may have regarding your results, reassessments (if any are offered to you), or for general feedback on your overall performance. Departments will communicate the timings of the results service to you in advance of each Board of Examiners.

### Finance queries

Your results may be withheld if there is a financial query on your account. However, in this situation, details of any reassessment offered to you by the Board of Examiners will be emailed to your Brunel email account by the Taught Programme Office.

### **Reassessment – what are the rules?**

Here are the most important things you need to know about reassessment:

1. Reassessment is only offered when you haven't met the pass grade for a block, and only for the assessment/s within the block which haven't met the pass grade.
2. There is a limit on how much reassessment you can undertake, and this is described in the sections above on progressing from level to level.
3. You are only given one reassessment attempt per block, which could be for one or more assessments within the block.
4. If a re-assessment is attempted but you do not achieve a better grade than at your first attempt, the highest grade achieved will be counted.
5. Re-sits are undertaken at the next available opportunity for you, which is normally during one of the University's reassessment periods. If you have a significant amount of reassessment to complete, the Board of Examiners may decide that you need to repeat an academic year or term, which will delay you continuing on your degree.
6. When you are offered reassessment, it will be described to you as "required" or "recommended". This is what those terms mean:
  - **Required**– you must do this reassessment and pass the block in order to progress to the next level or be awarded your degree. As this is reassessment, if you don't attempt it or don't pass it, you won't be offered another attempt, unless you have accepted extenuating circumstances.
  - **Recommended**– You're being offered the reassessment because you are entitled to do it, but you don't have to take it in order to progress to the next level or be awarded. You may choose to do the reassessment to improve your grade profile and potentially your final award classification. You should therefore think carefully about your decision and discuss it with your personal tutor or appropriate academic member of staff.
7. When you are offered reassessment, it will also be described as "capped" or "uncapped". This is what those terms mean:
  - **Capped** - This means that your overall block grade will be capped at a pass (i.e. D-) regardless of how well you do in your reassessment.
  - **Uncapped** – This means that your overall block grade will not be capped at a pass, so the better you do in your reassessment, the better your block grade could be. Uncapped reassessment is only offered to students with accepted extenuating circumstances. For more information on this and extenuating circumstances generally, please see [here](#).

### Intermediate Awards and Ordinary Bachelor's Degrees

If, following all of the reassessment you are allowed you are still unable to progress from one level to then next, or if you are haven't met your awarding requirements, you may still be entitled to an intermediate award or Ordinary Bachelor's Degree. The requirements for each of these awards are below.

### Certificate of Higher Education

This is a level 4 award and can be awarded if you have achieved at least 120 credits at level 4 or above and meet the following requirements:

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	40

### Diploma of Higher Education

This is a level 5 award and you can be awarded it if you have achieved at least 240 credits in total including 120 at level 4 and 120 at level 5 or above and meet the following requirements:

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	40

### Ordinary Bachelor's Degree

An Ordinary degree is a level 6 Bachelor's degree that is not classified (1<sup>st</sup>, 2.1, etc.) or awarded "with honours"; and has fewer total credits than an honours bachelor's degree.

#### Why would I be put on an Ordinary Bachelor's Degree?

At the end of Level 5, and following any reassessment, if you have still not met the progression requirements to Level 6 of an honours bachelor's degree, you may be progressed from Level 5 to 6 on an 'Ordinary' Bachelor's Degree if your best 100 credits at level 5 meet the following criteria:

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	40

#### What happens at level 6/in the final year of an Ordinary Bachelor's Degree?

To be awarded an Ordinary Bachelor's Degree, you must have 300 credits in total, including at least 100 credits at Level 5, and at least 80 credits at Level 6 which meet the following criteria:

Maximum credit volume of Grade F	Maximum credit volume of assessment blocks containing <b>core</b> assessments below D-	Maximum credit volume of non-core Grade Band E (E+, E, E-)
0	0	20

Important - For the award of an Ordinary Bachelor's Degree, any assessments defined as core, including the project assessment, if undertaken, is not considered a core block/assessment.