

## Definitions

- 1.1 *Programme specification*: the definitive published programme documentation.
- 1.2 *Relevant committee*: the committee empowered for the purpose concerned by the Academic Board.

## General

- 1.3 The degrees and awards of York St John University are:

### Foundation awards

Abbreviation	Award title
FCert	Foundation Certificate
FCertInt	Foundation Certificate – International

### Undergraduate awards

Abbreviation	Award title
MArt	Master in Arts (integrated Masters)
MSci	Master in Science (integrated Masters)
BA	Bachelor of Arts
BSc	Bachelor of Science
LLB	Bachelor of Laws
GDip	Graduate Diploma
GCert	Graduate Certificate
ProfGCE	Professional Graduate Certificate in Education
FD	Foundation Degree
DipHE	Diploma of Higher Education
CertHE	Certificate of Higher Education
UD	University Diploma
UC	University Certificate

### Taught postgraduate awards

Abbreviation	Award title
MA	Master of Arts
MSc	Master of Science
MBA	Master of Business Administration
MFA	Master of Fine Arts
MDes	Master of Design
MRes	Master of Research
LLM	Master of Laws
PGDip	Postgraduate Diploma
PGCert	Postgraduate Certificate
PGCE	Postgraduate Certificate in Education

## Research degree awards

Abbreviation	Award title
PhD	Doctor of Philosophy
ProfDoc	Professional Doctorate
DCounsPsy	Doctorate in Counselling Psychology
EdD	Doctor of Education
MPhil	Master of Philosophy
MResR	Master of Research
MAbyRes	MA by Research
MScbyRes	MSc by Research

- 1.4 The Academic Board is responsible for approving and for rescinding any type of award offered by the University.

## Marking scale and conventions

- 1.5 For all taught awards approved by York St John University under its own degree awarding powers, the marking scale is a 0-100<sup>1</sup> scale as set out in the table below:

Mark range	Non-Honours	Honours degree	Taught postgraduate award
70-100	pass with distinction	Class I	pass with distinction
60-69	pass with merit	Class II Division i	pass with merit
50-59	pass	Class II Division ii	pass <sup>2</sup>
40-59	pass	Class III	fail; pass at undergraduate level <sup>3</sup>
20-39	fail	fail	fail
0-19 <sup>4</sup>	fail	fail	fail
pass mark	40	40	50

- 1.6 The maximum mark that can be achieved for reassessed work is normally the pass mark, with the exception of qualified fails where the original mark is awarded on successful completion of the deficient work.
- 1.7 The University marking scale with generic assessment descriptors is defined for undergraduate awards and for taught postgraduate awards in Generic Assessment Descriptors provided by each School. Marks may be recorded with grade annotators.
- 1.8 Credits awarded or recognised by the University may count only once for the purpose of progression and award. Work submitted for one module may not be submitted for another module.
- 1.9 There are separate supporting procedures for submitting, marking and returning assessed work, which includes information on late work, exceptional circumstances, overlength work, deadlines, timings and confidentiality. Policy information can be found in the [Code of Practice for Assessment](#).

<sup>1</sup> The University uses a judgemental grading scale for assessment unless otherwise specified. A judgemental grading scale is one in which a single final holistic grade for the submitted work is determined solely through the academic judgement of the marker. Where specified, a formulaic grading scale may be used. A formulaic grading scale is one in which the marker allocates a numeric grade against threshold criteria based on the standard of performance of the learner, where the single final grade for the submitted work is the scaled cumulative total of the grades scored against each of the individual threshold criteria. Both judgemental and formulaic grading use a 0-100 scale.

<sup>2</sup> In the case of programmes from which transfer to a Master's programme is possible, a candidate is expected to achieve an overall Master's pass mark in a specified number of modules before recommendation for a transfer may be made.

<sup>3</sup> An undergraduate module in a postgraduate programme passed at this level will count for credit.

<sup>4</sup> A minimum mark of 20 must be achieved for a fail to be condoned (for students entering prior to September 2020).

## Language of tuition and assessment

- 1.10 The language of instruction and assessment for all taught programmes of study of York St John University is English except where the subject content dictates that a part of the programme is delivered in a language other than English.

## Age on entry

- 1.11 Before commencing studies for a taught award of York St John University, candidates must normally have reached a minimum of 17 years of age.
- 1.12 A candidate who has reached the age of 17 but not 18 on the first day of the month in which their programme of study commences will not be admitted except with the express permission of the Academic Registrar and with the written authorisation of their parent or guardian.

## Periods of study

- 1.13 The standard periods of study for York St John University awards are defined in the [Regulations for Undergraduate Awards](#), the [Regulations for Taught Postgraduate Awards](#), the [Regulations for Professional Doctorate Awards](#) and the [Regulations for Research Degree Awards](#). Where specified in a [programme specification](#), the duration of a programme of study may vary from the standard period.
- 1.14 Where a student is, for good reason, not able to continue as expected, a request may be made for a suspension of enrolment. Permission for a suspension to the period of study may be granted under procedures set out in the [Suspension of Studies Policy for Taught Degrees](#) or the [Code of Practice for Research Degrees](#).
- 1.15 Students must complete all study and assessments within 24 months following the standard period of study set out in the [Regulations for Undergraduate Awards](#), the [Regulations for Taught Postgraduate Awards](#), the [Regulations for Professional Doctorate Awards](#) or in the [programme specification](#). Except with the special approval of the Special Cases Panel, a sub-Committee of the Progress and Award Examination Panel, this constitutes the maximum period allowed for completion. An extension to the maximum period of study can normally only be granted for a maximum of three months, where it will allow the student to submit an assessment leading to eligibility for a particular award. It will be granted where the student has provided appropriate evidence of serious extenuating circumstances.

## Sabbatical officers

- 1.16 Any appointees to an office deemed to have sabbatical status must be registered as full time students at the University.
- 1.17 No person shall hold sabbatical office (or offices) for more than two academic years, whether consecutively or in total.
- 1.18 Students suspending their programme of study to take up a sabbatical position may only suspend for one academic year. The period of suspension shall be discounted in calculating the time elapsed on the programme of study.
- 1.19 The University may confer full time registered student status on students who have completed their programme of study and have been elected to sabbatical office in the Students' Union.

## Aegrotat award

- 1.20 Where a student is prevented by illness from completing a taught award, an unclassified Aegrotat may be awarded by the Progress and Award Examination Panel on the recommendation of the Chair of the School Assessment Board and with the support of the external examiners always provided that:
- The student has fulfilled specified enrolment requirements, including the payment of relevant fees.
  - There is evidence that the student's attainment is such as to merit the award.
  - The award does not lead to accredited professional qualification.

- d) The Progress and Award Examination Panel is satisfied that the student will be unlikely to be able to return to complete studies at a later date.
- e) The student has indicated a willingness to accept the award.

## Posthumous award

- 1.21 Posthumous awards may be made by the Progress and Award Examination Panel for undergraduate and taught postgraduate students on the recommendation of the Chair of the School Assessment Board and with the support of the external examiners and upon such evidence as the Panel requires.
- 1.22 Posthumous awards may be made by the Research Degrees Examination Panel for professional doctorate students and research degree candidates on the recommendation of the main supervisor and with the support of the School Research Lead and upon such evidence as the Panel requires.
- 1.23 Criteria for posthumous awards are not specified; each case is considered on its merits. The Progress and Award Examination Panel and Research Degrees Examination Panel have discretion to make the posthumous award for which the candidate was aiming irrespective of the point reached in the programme of study. It may be classified or an Aegrotat award.

## Withholding and withdrawing awards

- 1.24 The University reserves the right to withhold and/or withdraw awards where individual students have not fulfilled all the requirements for award or are subsequently found not to have fulfilled the requirements, including where academic misconduct is proven following the conferral of an award.

## Variations

- 1.25 Any change to these regulations needs the explicit approval of the Academic Board.
- 1.26 Any variation to these regulations for an individual student needs the prior express permission of the *relevant committee*.

Associated links: <https://www.yorksj.ac.uk/policies-and-documents/code-of-practice-for-assessment/>  
<https://www.yorksj.ac.uk/policies-and-documents/regulations/>  
<https://www.yorksj.ac.uk/programme-specifications/>  
<https://www.yorksj.ac.uk/students/policies-and-documents/suspend-your-studies/>  
<https://www.yorksj.ac.uk/policies-and-documents/research/research-degrees/>

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## Amendments since approval

Version	Detail of revision:	Date of revision:	Revision approved by:
5	Changes to committee names	09/10/2019	Academic Board
6	Addition of regulations relating to Sabbatical Officers	20/04/2020	Academic Board
7	Addition of LLM and EdD awards; clarification of award of posthumous degrees for research	23/06/2021	Academic Board
8	Clarification that the Professional Graduate Certificate in Education is an undergraduate award Minor update regarding aegrotat and posthumous awards	29/06/2022	Academic Board

9	Marking scale and conventions merged from previous Framework for the Assessment of Taught Awards	28/06/20223	Academic Board
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