

# 1. MODULES AND CREDIT

This section of the Student Regulations Framework applies to all taught programmes of Plymouth Marjon University, whether undergraduate or postgraduate, and to all apprentices enrolled on the University's apprenticeship programmes, who are classified as 'students' and referred to accordingly throughout this Procedure.

## 1.1 Modules

1. All taught programmes leading to named awards involve a set of modules which, in the context of the award, have a specific status. Each module is defined by way of a standardised module descriptor conforming to the module template set out in the Quality Assurance Framework.
2. University programmes consist primarily of credit rated modules. Each credit represents a notional ten hours of study. Modules may be completed within one term or semester, or span across two consecutive terms or semesters, but must normally be completed within an academic session.
3. **Compulsory** modules are those which must be taken for a student to be eligible for the named award for which they are registered. **Optional** modules are those modules from amongst which a student chooses, in order to accumulate the requisite number of credits to ensure eligibility for the award for which they are registered.
4. **Immersive** modules are normally delivered at the onset of a student's programme in order to integrate them successfully into university life and enhance retention.

## **1.2 Individual Programmes of Study**

1. A programme of study is the set of modules that comprises a student's individual academic experience leading to a particular named award within a specific award framework.
2. The programme specification details the modules available on any programme of study.
3. Each student must be normally registered for one programme of study (named award) only. However, they may apply to transfer from one programme to another subject to availability and their meeting the required criteria (see Section 2 of this [Framework](#)).

## **1.3 Departments and Programmes**

Modules are provided by Academic Departments, groups of staff with cognate academic interests, led by an Academic Director, but they may contribute to a number of different Programmes. A Programme comprises defined modules provided by one or more Academic Departments. Each Programme, or agreed group of Programmes, has a designated Programme/Programme Area/Subject Area Leader with whom students may discuss any issues related to their Programme as a whole. Decisions about students' performance in a module, including confirmation of marks, are made at the Module Assessment Board owning the module (as indicated by the module code) regardless of the programmes it contributes to.

## **1.4 Stages and Levels**

1. Each stage of an undergraduate degree programme consists of 120 credits of modules taken at an appropriate level. Programmes of 240 credits therefore consist of two stages (Stages 1 & 2); and programmes of 360 credits, such as the BA/BSc Honours degrees (except for top-up degrees), consist of three

stages (Stages 1, 2 & 3). For most full-time students, there is a clear relation between years of study and stages and an even distribution of modules across the year of study. However, for part-time students, a stage may require two or more years of study of modules.

2. A level is an indicator of the relative demand, complexity and depth of learning associated with a module or with a stage of a programme (see the QAA's Framework for Higher Education Qualifications, available at [www.qaa.ac.uk](http://www.qaa.ac.uk)). The University offers the following levels of taught study: Level 4, Level 5, Level 6 and Level 7. Levels 4 to 6 are associated with undergraduate provision, and Level 7 is associated with postgraduate provision. An Integrated Master's programme may include modules at both Level 6 and Level 7 in stage 3 of the programme.
3. At Level 4 (Stage 1), 120 credits of modules are taken by students. Level 4 modules receive a mark and credits, but only contribute to the final degree classification for Foundation Degrees. At Level 5 (Stage 2), students take 120 credits of modules. Level 5 modules receive a mark and credits and contribute to the final Foundation Degree or Honours Degree classification (except for top-up degrees). At Level 6 (Stage 3), 120 credits of modules are taken for Honours Degrees. For Integrated Master's programmes, Level 6 and Level 7 credits may be taken at Stage 3, as detailed in the Programme Specification.
4. Integrated Master's programmes consist of four stages (at Levels 4, 5, 6 and 7) with a total credit value of 480 credits and a minimum of 120 credits at Level 7 at Stage 4. Students must obtain 120 credits at Stage 3 at Level 6 or above before progressing to Level 7 (Stage 4).
5. Top-up (or direct entry) degrees consist of 120 credits at Level 6 (Stage 3) and are explicitly validated as such, with direct entry to Level 6 (Stage 3) in all instances.
6. Foundation Degree programmes consist of two stages (at Levels 4 and 5) each of 120 credits.

7. Certificate of Higher Education (CerHE) programmes consist of 120 credits at Level 4.
8. Specific programmes can also include modules delivered at Level 3 (Stage 0), but only where this is explicitly set out in the relevant Programme Specification. This will not affect the application of the standard regulations for undergraduate provision to these programmes in their entirety.
9. Unless the Programme Specification states otherwise, every postgraduate taught programme is divided into two stages. The taught stage comprises modules to the value of 120 credits at Level 7; the dissertation stage comprises a single dissertation rated at 60 Level 7 credits. The Master's award comprises 180 credits of modules at Level 7 and includes the dissertation.
10. The requirements for the attainment of awards, including exit awards, are set out in Section 8 of this [Framework](#).

## **1.5 Mode of Study – Full Time and Part-Time**

1. All full-time undergraduate students (on Honours and Foundation Degrees) must take a minimum of 120 credits in each year, usually comprised of six 20-credit modules (or the equivalent) in each year, normally three in each semester or two in each term. Students on accelerated degrees may take up to 200 credits per year across two stages. Exceptionally, where a Progression and Award Board has permitted a student to progress whilst 'trailing' a module, a student may take up to 80 credits in one semester or 60 credits in one term.
2. Part-time undergraduate students are subject to the same conditions of entry as full-time students, and the same awards are open to them except the BEd Honours and accelerated degrees. They will normally complete a programme of study leading to a degree with Honours in 5 to 6 years or a Foundation Degree in 3 to 4 years, but they could take longer provided they continue to engage with their studies – see Section 8 of this [Framework](#). Part-time

students may not take more than 80 credits per year or 40 credits per semester. Regulations governing progression and retrieval of initial failure apply equally to full-time and part-time students.

3. In cases where the University reviews and revalidates a programme, modifies the regulatory framework and/or changes the menu of modules available, part-time students who extend, or return to their studies following interruption, may be required to change their registration in line with the new arrangements.
4. Students may apply to transfer from one mode to another on completion of assessment at the end of any semester/term. A transfer request may need to be postponed until the start of the next academic year for students on an accredited programme. Transfer requests will be dealt with on a case-by-case basis. The transfer form is available on Antler and MyMarjon. Students should be aware of the financial implications of a change in mode of attendance and should seek advice from their Personal Development Tutor and Student Wellbeing and Support prior to requesting a change.

## **1.6 Undergraduate Honours**

1. For Undergraduate Honours awards, details of the modules to be studied are contained within the relevant Programme Specification and the relevant page of the Virtual Learning Environment.
2. At Stage 1, students take 120 credits at Level 4, of which a minimum of 80 credits should be in the Single Honours programme. These modules normally include those compulsory modules which are prerequisites for the taking of the programme at Levels 5 and 6.
3. In order to take modules at Level 5, full-time students must normally have accumulated 120 credits by successfully completing six Level 4 modules, including those that are the prerequisites for Level 5 and Level 6 modules in the programme concerned. Students take a minimum of 80 credits in the Honours programme at level 5. In order to take modules at Level 6, full-time

students (except for top-up degree students) must normally have accumulated 240 credits by successfully completing six Level 4 and six Level 5 modules, including those that are the prerequisites for Level 6 modules in the programme concerned. Students take all of their 120 credits in the Single Honours programme at level 6. Detailed regulations for progression are to be found in Section 5 of this [Framework](#).

4. Only Level 5 and Level 6 modules are considered in the classification of non-top-up Honours awards. In the case of top-up Honours awards, only Level 6 modules are considered.
5. Dissertations can be 20 or 40 credits.
6. In exceptional circumstances and subject to the approval of the Academic Registrar and Programme/Programme Area/Subject Area Leader concerned, an appropriate single 20 credit module may be taken as an independent study module (ISM) at either Level 5 or Level 6.

## **1.7 Joint Honours programmes**

1. The title of a Joint Honours award defines a coherent programme of study, with modules from two single subjects and an approximate balance between the two subjects.
2. Students registered on Joint Honours programmes shall attempt at least 160 credits in total in each of the two subjects. The dissertation or project may be in either or both subjects.
3. For a Joint Honours award, the first named title in the award will be determined by the dissertation or project. Where the dissertation or project is in both subjects, the title 'A and B' will be in alphabetical order.

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