

# **UNIVERSITY OF WOLVERHAMPTON**

## **ACADEMIC REGULATIONS**

**2019-20**

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## **SECTION 1 COURSE AND MODULAR FRAMEWORK**

### **1.1 Introduction**

- 1.1.1 The Academic Regulations are the legally-binding statements of the regulatory framework for pathways leading to qualifications at all levels of the University of Wolverhampton. In the event of any discrepancy between the Academic Regulations and any other University of Wolverhampton requirement, the Academic Regulations take precedence and are applied in all cases. In the event of any discrepancy between the Academic Regulations and Professional, Statutory and Regulatory Bodies (PSRBs), or any other legislative requirements, the PSRB or legislative requirements take precedence. This includes requirements imposed by government agencies such as the Education and Skills Funding Agency (ESFA) for apprenticeship funding and End Point Assessment (EPA).
- 1.1.2 Academic Regulations must be approved by the Academic Board and are reviewed annually by the Academic Board or a designated sub-committee. A full list of valid exemptions is held by the Academic Registrar. The relevant exemptions are notified to students in the Course Guides. Exemptions may only be approved by the Academic Board or its delegated authority and will apply for the period of the current course validation.
- 1.1.3 The University of Wolverhampton aligns the level of its awards and qualifications with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (QAA, 2014) and where relevant, the requirements of PSRBs.

### **1.2 Course Framework**

- 1.2.1 All taught courses within this regulatory framework use the Credit Accumulation and Transfer System (CATS), which refers to notional learning hours and includes formal contact, assessment, guided study and independent learning. The University also recognises the European Credit Transfer System (ECTS). 1 CATS credit is equal to 10 hours notional learning and 0.5 ECTS credits).
- 1.2.2 The University Bye-Law No. 5; <https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/documents/Bye-Law-5-June-2016.pdf> describes the criteria relating to the award and management of Degrees, Diplomas and Certificates. The bye-law lists all qualifications approved by the Board of Governors. New qualifications not currently listed must be approved by the Board of Governors prior to the release of any course related marketing or publicity.
- 1.2.3 Courses are delivered across the University's academic year which is sub-divided into Semesters. Any variation to the standard academic calendar must be approved by the Academic Board or delegated authority (this will normally be through the Course Validation and Modification Approval processes).
- 1.2.4 Every course has a Course Specification that must specify the modules required to be taken and any other additional requirements (such as course attendance), which must be satisfied for the award of the qualification. All qualification names (final and interim) must be approved as part of the validation process and no two courses will have the same title. Courses may be;

**Full-time** and contain modules worth 120 credits in each University academic year, taught over two semesters.

**Accelerated Full-time** and contain modules worth 180 credits in each 12 month period, taught over three semesters.

**Masters Full-time** and contain modules worth 120 taught credits and a further 60 credits independent study at level 7.

**Part-time** and normally contain modules worth no more than 80 credits in each University academic year.

- 1.2.5 There must be at least 33% difference between module diets for courses with different titles, rounded up to the nearest 20 credits. For example, a total of 360 credits is normally required for a Bachelor's Degree with Honours, and when applying the 33% differentiation rule it will therefore be necessary for the module diet to differ by at least 120 credits compared with any other course which leads to a Bachelor's Degree with Honours. Independent study modules, normally being generic in nature, are excluded from the minimum 120 credits required in this instance and should not contribute towards any percentage difference between courses.

For courses with a common Foundation Year, the level 3 module diet is not included, and the differentiation rule is only applied to credits specified from level 4 onwards.

For bracketed course titles, there must be at least 20% difference between module diets. On similarly named routes these will usually share the same diets at levels 4 and 5 given that all of the specialist modules are normally offered at level 6 (see 5.2.3).

- 1.2.6 Courses will normally consist of 20 credit modules and may be;

**Single subject specialist.**

**Sandwich** in design, in which students will study a period of supervised work experience, the length of which will be specified in the course requirements.

**Integrated joint** in design, in which students will study will normally study modules of 50% from each of two subject areas, with the combination of subjects being fully integrated to provide clear progression and learning outcomes.

**Research** in design, in which students at level 7 will study at least 80 credits in research-related modules.

- 1.2.7 For the award of a Bachelor's Degree with Honours, students are required to demonstrate the ability to manage their own learning and communicate this effectively through initiation of project and solution-based independent study. Students studying for a Bachelor's Degree with Honours qualification may study a maximum of 60 credits at levels 5 and 6 by independent study. The composition of independent study must be clearly defined through validation, re-validation and approval processes.
- 1.2.8 For the award of a Master's Degree, students are required to demonstrate originality in the application of knowledge, self-direction in solution-based inquiry, comprehensive research evaluation skills and to communicate these abilities effectively. Students studying for a taught Master's qualification will study a minimum of 60 credits at level 7 by independent study. This may be studied concurrently with taught credits.

- 1.2.9 Students are expected to study the number of credits required for their qualifications and are not permitted to study additional credits to improve the classification of their Degree. Additional credits will be reflected on the student's Higher Education Achievement Report.
- 1.2.10 All courses leading to University of Wolverhampton qualifications will be taught in English, unless the course is validated to teach students other languages.
- 1.2.11 An Award Board of examiners will be appointed for every approved course. Courses must be considered by an Award Board on at least an annual basis.
- 1.2.12 All courses will be subject to formal review, at an interval of not more than six years.
- 1.2.13 Changes may be made to an approved course in advance of the next formal review if approved by a Faculty Academic Enhancement Committee in accordance with the limits and criteria set out in the Quality Framework at;

<http://www2.wlv.ac.uk/registry/qasd/Qual%20Proc/VAAD%20Guidelines.pdf>

### 1.3 Modular Framework

- 1.3.1 Each course will normally be made up of units of study called modules that consist of multiples of 20 credits. Modules are discrete units of assessed learning at a given level, with coherent learning outcomes.
- 1.3.2 Every module has a distinct set of learning outcomes that reflect the level of study as articulated in the FHEQ. Learning outcomes must be articulated for each module and specified in the Module Guide.
- 1.3.3 Modules are described as either **core** or **option**. Core modules are compulsory and option modules are usually in an option pool where one or more is selected. Where option modules are provided, the number and availability will be denoted in the relevant Course Guide.
- 1.3.4 Modules may also be;

A **Pre-requisite** module which must be studied and passed before a student may proceed to study a post-requisite (or subsequent) module. Modules normally only have pre-requisites designated at the previous level of study.

A **Co-requisite** module which must be studied either at the same time (usually the same semester) or in the same academic year as another module and at the same level of study.

A **Prohibited** module is one which may not be studied in combination with other modules.

- 1.3.5 All modules must include at least one summative assessment designed to enable students to demonstrate that the module learning outcomes have been met. Module Guides will detail all forms of assessment required.
- 1.3.6 Every module must be allocated to a Module Results Board and be overseen by a named External Examiner. Modules must be considered by a Module Results Board on at least an annual basis.

## **SECTION 2 ADMISSIONS**

### **2.1 Introduction**

- 2.1.1 These regulations include essential details about the admissions requirements by which all taught courses and modules are governed. They should be read in conjunction with the Admissions Terms and Conditions presented to applicants as part of the admissions process and Admissions Complaints process (see; <https://www.wlv.ac.uk/study-here/how-to-apply/>).
- 2.1.2 Applicants will be provided with timely information and advice needed for them to make informed choices about courses best suited to their individual needs and circumstances and financial support and costs.
- 2.1.3 The University will inform prospective students as soon as possible of any significant changes to a course which may occur from the time of the offer being made and enrolment, and will inform successful applicants of the arrangements for enrolment, registration and induction, in accordance with the Code of Practice on Informing Students and Applicants of Changes (see; [https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/documents/Code-of-Practice-for-the-Management-of-Changes-to-Modules-and-Courses-\(approved\).pdf](https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/documents/Code-of-Practice-for-the-Management-of-Changes-to-Modules-and-Courses-(approved).pdf)).
- 2.1.4 For applicants outside the European Union, additional statutory requirements will operate and take precedence over the Academic Regulations. These requirements will be communicated to applicants by the University as part of the admissions process.

### **2.2 Application to the University**

- 2.2.1 All applicants to the University will be required to follow the appropriate application process for the course.
- 2.2.2 The University will not admit or allow the continuation of study for any person found to have made a fraudulent application and/or breached other standards and requirements specified by a PSRB (where relevant).
- 2.2.3 Students who have previously been excluded from any course in the University for reasons of discipline, academic misconduct, professional misconduct or fitness to practise will have no right to study at the University again (see; <https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/documents/Fitness-for-Practice-Procedure-Revised-2018.pdf>).
- 2.2.4 Students who have studied for two consecutive years or more on any University course without attempting summative assessment will not normally be permitted to re-apply for another course within 5 years.

### **2.3 Entry with Recognition of Prior Learning (RPL)**

- 2.3.1 Students may be admitted to the University with accredited prior learning where they have previously successfully completed relevant study at higher education level, in the UK or abroad. Students may also be admitted with accredited experiential learning on the basis of relevant prior learning which has occurred outside a formal course of study, which may include in-company training or relevant work experience.

- 2.3.2 The procedures for the assessment of prior learning are determined by the University Academic Enhancement Committee on behalf of Academic Board and set out in the guidelines for the Recognition of Prior Learning (normally a maximum of 50% from a course is permitted).
- 2.3.3 Credits acquired from a previous University of Wolverhampton qualification may normally only be used once as RPL for entry onto any future University of Wolverhampton qualification.
- 2.3.4 The total credit and level value of awarded RPL will be recorded on the student record. Any grades associated with the previous study and/or RPL will not be individually recorded and are excluded from the final classification calculations.
- 2.3.5 The minimum number of University of Wolverhampton credits students must study and pass on their current course are detailed below;

<b>Qualification</b>	<b>Minimum credits required (from current course)</b>
Bachelor's Degree (including Joint Honours, Accelerated & Single Honours)	120 credits at level 6
Bachelor's Degree Top-up (180 credits)	120 credits at level 6
Bachelor's Degree Top-up (120 credits)	60 credits at level 6
Certificate in Education	60 credits at level 4
Certificate of Higher Education / Higher National Certificate	60 credits at level 4
Diploma of Higher Education / Higher National Diploma	60 credits at level 5
Foundation and Preparatory Studies	120 credits at level 3
Foundation Degree	60 credits at level 5
Professional Graduate Certificate in Education	60 credits at level 5
Graduate Certificate	All credits must be studied and passed, no RPL permitted
Graduate Diploma	All credits must be studied and passed, no RPL permitted
Integrated Master's Degree	120 credits at level 6 and 120 credits at level 7
Research Master's Degree	100 credits at level 7 including dissertation/project
Master's Degree	100 credits at level 7 including dissertation/project
Master's Degree Top-up	All credits must be studied and passed, no RPL permitted
Postgraduate Certificate	40 credits at level 7 (60 at level 7 for PgC Education)
Postgraduate Diploma	60 credits at level 7
Sandwich Bachelor's Degree with Honours	120 credits at level 6 and 60 at level 5 of which 40 must be sandwich placement credits
Sandwich Bachelor's Degree	60 credits at level 6 and 60 at level 5 of which 40 must be sandwich placement credits
Sandwich Integrated Master's Degree	120 credits at level 7, 120 credits at level 6 and 40 sandwich placement credits at level 5 (or additional 40 sandwich placement credits if studied at level 6)
University statements of credit	All credits must be studied and passed, no RPL permitted

- 2.3.6 Students registered on Foundation Degrees, Undergraduate Certificates/Diplomas and Higher National Certificates/Diplomas will be permitted to progress onto a Single Honours Bachelor's Degree, Sandwich Bachelor's Honours Degree or Top-up Single Honours Bachelor's Degree, prior to completing their first award. Students with only 80 credits at level 4 or 5 may progress if they have not exhausted their reassessment opportunity to gain the outstanding credits.

## **SECTION 3 REGISTRATION AND ENROLMENT**

### **3.1 Introduction**

- 3.1.1 The academic year runs from 1<sup>st</sup> August to 31<sup>st</sup> July. Modules that begin before 31<sup>st</sup> July and end after 1<sup>st</sup> August will belong to the University academic year in which the module ends.
- 3.1.2 An academic calendar will be published annually by the Academic Registrar. This will include start and end dates for undergraduate and postgraduate semesters. The calendar will include dates for the current academic year, plus the following three academic years.
- 3.1.3 "Registration" is the activity confirming a student's place on a qualification or module for its full duration.
- 3.1.4 "Enrolment" is the annual process through which students formally agree to be a student member of the University for either the whole or part of the academic year, and also agree to abide by the University Regulations, Bye-Laws and their liability for annual fee payments.

Third party organisations, such as employers, may be liable for payment of student fees where this is dictated by agreed sponsorship arrangements with the University. A student may therefore be registered for a qualification but not enrolled in a particular academic year (when on Leave of Absence for instance).

### **3.2 Student Modes of Study**

- 3.2.1 An undergraduate full-time student is normally expected to study 120 credits in each University academic year.
- An undergraduate full-time student on an accelerated course is normally expected to study 180 credits in each University academic year.
- A postgraduate full-time student on a Master's course is normally expected to study 180 credits over a 12 month period.
- 3.2.2 A part-time student can study a minimum of 20 credits and a maximum of 80 credits in any University academic year.
- 3.2.3 A full-time student may request a temporary period of part-time study if they fail to meet the progression regulations on their course. During this period students will remain registered on their full-time course. Students with International status may not normally study part-time.

### **3.3 Enrolment**

- 3.3.1 Students are responsible for ensuring that they are fully enrolled on the correct course by the course commencement date. Students may be admitted later than the course start date provided they are enrolled no later than the start of the third week of teaching according to the academic calendar.
- 3.3.2 Students not fully enrolled by the third teaching week may be de-registered from their course.
- 3.3.3 All new students will be required to provide evidence of their identity and relevant qualifications as part of the enrolment process.
- 3.3.4 Students requiring a visa to study in the UK must ensure that they meet, both at the beginning and for the duration of the course, requirements stipulated by the UK Government and conditions of their visa.
- 3.3.5 Continuing students who do not re-enrol will be assumed to have withdrawn from their course and be presented at the next Award Board for consideration of a relevant interim qualification.
- 3.3.6 Students must ensure that all academic fees and other academic payments due to the University are paid within the academic year such costs are incurred. Students owing the University money from a previous year or course, outside any agreed limit set annually by the University, will not be permitted to enrol. Students unable to enrol, because of outstanding academic debts, will be obliged to either take a Leave of Absence or withdraw permanently from their course. Third party organisations, such as employers, may be liable for payment of student debts where this is dictated by agreed sponsorship arrangements with the University.
- 3.3.7 Any student who is not enrolled may not be covered by relevant University policies such as those relating to health & safety. It therefore follows that a student must be enrolled before engaging in any formal learning and teaching activities (including lectures, tutorials, seminars, lab work, fieldwork, clinical and vocational placements). Students who are not enrolled will be excluded from learning activities and any assessment submitted will not be marked.
- 3.3.8 Students must, at all times, ensure that the data the University holds for them are accurate. The enrolment process allows students to check and update key personal information in their record. Changes which occur at other times in the academic year must be notified to the University via the student portal. This includes notifying the University of their withdrawal, Leave of Absence or changes to contact/emergency contact details.
- 3.3.9 If an enrolled student does not engage with their course of study within the first 50 days of the start date of the course, the Dean of Faculty will recommend to the Academic Registrar that the student is discontinued and their registration terminated. The Faculty must provide evidence that there have been repeated and reasonable attempts to contact the student and establish their engagement with the course.

### **3.4 Registration Periods**

- 3.4.1 All students who enrol on a credit rated course validated by the University of Wolverhampton will be registered for the highest qualification validated for the course.



3.4.2 Maximum registration periods will be defined for each qualification offered by the University. Where registration periods differ, this is stated in the relevant Course Guide (apprenticeship students for example, may legitimately have their maximum period of registration extended, depending upon when they complete End Point Assessment).

Any significant extension to a maximum registration period should be requested exceptionally by the Course Leader (or the Conduct & Appeals Unit) on behalf of the student for consideration by the Academic Registrar. If the request is approved, the new registration period for the student is subsequently reported at the next Award Board.

Extended registration periods may be supported in those instances where student progression has been unintentionally disrupted by the University or a third party and cannot normally be granted retrospectively (academic failure, financial difficulties, poor time management or work pressures for example would not be considered as legitimate reasons).

Extensions to registration periods, not including any Leave of Absence entitlements, should be granted in one month blocks and not exceed more than 12 months in total. Students may not be granted extensions on professionally accredited programmes. Students may be liable for fees for any extended period of registration.

The following table lists normal and maximum periods of registration according to qualification and mode of study;

<b>Final / interim qualification</b>	<b>Mode</b>	<b>Normal</b>	<b>Maximum</b>
Accelerated Bachelor's Degree with Honours	FT	2	4
Accelerated Bachelor's Degree with Honours	PT	4	7
Certificate in Education	FT	1	2
Certificate in Education	PT	2	4
Certificate of Higher Education / Higher National Certificate	FT	1	2
Certificate of Higher Education / Higher National Certificate	PT	2	4
Diploma of Higher Education / Higher National Diploma	FT	2	4
Diploma of Higher Education / Higher National Diploma	PT	4	6
Foundation Degree	FT	2	4
Foundation Degree	PT	3	6
Professional Graduate Certificate in Education	FT	1	2
Professional Graduate Certificate in Education	PT	2	4
Graduate Certificate	FT	1	1
Graduate Certificate	PT	1	2
Graduate Diploma	FT	1	2
Graduate Diploma	PT	2	3
Accelerated Integrated Master's Degree	FT	3	5
Accelerated Integrated Master's Degree	PT	5	7
Integrated Master's Degree	FT	4	6
Integrated Master's Degree	PT	6	8
Integrated Master's Degree with Foundation Year	FT	5	7

Integrated Master's Degree with Foundation Year	PT	7	9
Research Master's Degree	FT	1	2
Research Master's Degree	PT	2	4
Master's Degree	FT	1	2
Master's Degree	PT	2	4
Top-up Master's Degree	FT	1	1
Top-up Master's Degree	PT	1	1
Postgraduate Certificate	FT	1	1
Postgraduate Certificate	PT	1	2
Postgraduate Diploma	FT	1	2
Postgraduate Diploma	PT	2	3
Sandwich Bachelor's Degree	FT	4	6
Sandwich Bachelor's Degree	PT	6	8
Sandwich Integrated Master's Degree	FT	5	7
Sandwich Integrated Master's Degree	PT	7	9
Single and Joint Honours Bachelor's Degree	FT	3	5
Single and Joint Honours Bachelor's Degree	PT	5	8
Top-up Honours Degree (120 credits)	FT	1	2
Top-up Honours Degree (120 credits)	PT	2	4
Top-up Honours Degree (180 credits)	FT	2	3
Top-up Honours Degree (180 credits)	PT	3	4
Bachelor's Degree with Foundation Year	FT	4	6
Bachelor's Degree with Foundation Year	PT	6	8
Ordinary Degree	FT	3	5
Ordinary Degree	PT	4	8
Foundation and Preparatory Studies (Level 3)	FT	1	2
Foundation and Preparatory Studies (Level 3)	PT	2	4
Advanced University Diploma (Level 6)	FT	1	1
Advanced University Diploma (Level 6)	PT	1	2
University Diploma (Level 5)	FT	1	1
University Diploma (Level 5)	PT	1	2
University Certificate (Level 4)	FT	1	1
University Certificate (Level 4)	PT	1	2
University Statement of Credit	FT	1	1
University Statement of Credit	PT	1	1
University Statement of Preparatory Studies	FT	1	2
University Statement of Preparatory Studies	PT	1	3

3.4.3 Where a student chooses to change their mode of study, the maximum period of registration will be re-calculated *pro rata* from the point at which the change is approved.

- 3.4.4 To be eligible to continue to study for an award a student must not exceed the maximum period of registration set for the appropriate interim awards unless approved Leave of Absence and/or statutory leave is taken (see 3.5). Undergraduate students achieving less than 20 credits within 12 months of commencing their studies (the minimum requirement for a University Statement of Credit) are permitted to repeat all failed modules once.
- 3.4.5 Registration periods for students admitted with Recognition for Prior Learning and for students who choose to amend their mode of attendance will be calculated *pro rata*. These registration periods will be recorded on the student record.
- 3.4.6 On completion of their course, or at the point they withdraw or reach the maximum study period permitted, students will receive the relevant qualification (which may be an interim award) for the highest qualification they have obtained.
- 3.4.7 Students who fail to achieve the qualification for which they are registered within the maximum registration period will normally have no right to return to study for the same course within a one year period. At this point a student may apply to study at the University and an application for recognition of prior learning may be made by the applicant.
- 3.4.8 The University will permit enrolled students to change the qualification for which they are registered to an interim qualification provided it is validated for the course on which they are enrolled. Students must notify the University of this intention.
- 3.4.9 Students may request a transfer to an alternative course and qualification at the same level provided they meet the entry criteria for that course and can complete the requirements of the new qualification within the maximum registration period granted to them when they began study on the course from which they have requested a transfer.

### **3.5 Leave of Absence**

- 3.5.1 Students may apply to take a Leave of Absence from their course for up to a total of four semesters, or two academic years. In this event, the maximum registration period will be extended for the same period. Periods of leave undertaken due to mandatory jury service or statutory childcare (including maternity leave, paternity leave, shared parental leave and adoptive leave) will not be counted towards the maximum total of four semesters, or two academic years, and the maximum registration period will be duly extended. Students may be required to fulfil specified conditions before resumption of their studies. The University cannot guarantee continuation on the same course and/or modules.
- 3.5.2 A student whose Leave of Absence has been approved for the whole or part of the year will remain registered for their course but should not attend University to study nor undertake assessments. Students completing apprenticeships must negotiate any break in learning directly with their employer (their attendance is monitored continually by the University in order to confirm the minimum 20% off the job training requirement stipulated by the ESFA).
- 3.5.3 Where a student takes a Leave of Absence during a University academic year before completing a module, any summative assessment submitted will be carried forward and will contribute to the students assessment result for that module when the student returns from Leave of Absence, provided the same assessment requirements remain.

- 3.5.4 Where a student takes a Leave of Absence and has not passed any summative assessment, the student will be required to recommence the module without academic penalty.
- 3.5.5 If a student takes a Leave of Absence because of extenuating circumstances, when they return to study they will deem themselves fit to study and the circumstances which affected their ability to study previously will not be considered a valid cause of poor performance again. The University will, however, exceptionally consider sudden or unexpected worsening of a disability and / or medical condition for a student registered with the University's Disability Advisory Team and where medical evidence is provided to confirm the condition.

### **3.6 Module Registration**

- 3.6.1 Students will be required to confirm registration of relevant core modules and may also be required to register one or more optional modules as part of their course. The selection of any options must be confirmed within the first three weeks of teaching.
- 3.6.2 A student may request to amend their module study intention but, until any change is approved by Registry, the original registered modules will be regarded as those for which they are studying. Requests for amendment must be made within the first two weeks of teaching.
- 3.6.3 Students not registered for a module cannot study the module, cannot submit assessment for the module, nor will they be granted academic credit for the module.
- 3.6.4 Students must ensure they have studied and passed any module stated in the Module Guide as being a pre-requisite module prior to beginning post-requisite modules, otherwise they will not be granted credit for any assessed work submitted.

## **SECTION 4 ASSESSMENT AND PROGRESSION**

### **4.1 Introduction**

- 4.1.1 To gain academic credit, a student must demonstrate that they have achieved specified learning outcomes. Academic credit will only be awarded to students as follows;
- through granted accreditation for recognition of prior learning through the defined University process,  
or;
  - successful completion of module summative assessments that meet the specified learning outcomes.
- 4.1.2 Module Results Boards and Progression and Awards Boards have delegated authority on behalf of Academic Board for ensuring regulations are correctly applied. Detail of the boards' scope and terms of reference are in the Code of Practice on Assessment Boards.

### **4.2 Grading Schemes**

- 4.2.1 The University uses grading schemes for recording the results of summative assessment and overall module results. There are two grading schemes operating, to meet the different requirements at different academic levels.
- 4.2.2 For modules at levels 3-6, results will be recorded using the following percentage mark scheme;

<b>Mark</b>	<b>Result Level 3, 4, 5 and 6</b>
90-100%	Pass
80-89%	Pass
70-79%	Pass
60-69%	Pass
50-59%	Pass
40-49%	Pass
35-39% CP	Compensated Pass
0-34%	Fail
NS	Fail (non-submission)
GA	Held - assessment has been submitted but mark has been delayed
AM	Held
M	Defer - may submit assessment within the academic year the module was studied

- 4.2.3 For reference to relevant performance descriptors, from levels 3-7, please see University Policies and Regulations at; <https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/documents/University-Performance-Descriptors.pdf>

4.2.4 For modules at level 7, results will be recorded using the following percentage mark scheme;

Mark	Performance	Result Level 7
90-100%	Outstanding Pass	Pass
80-89%	Excellent Pass	Pass
70-79%	Very Good Pass	Pass
60-69%	Good Pass	Pass
50-59%	Pass	Pass
0-49%	Fail	Defer (first attempt) Fail (following second attempt)
NS	Assessment not submitted	Defer (first attempt) Fail (following second attempt)
GA	Assessment grade awaited	Held - assessment has been submitted but mark / placement outcome has been delayed
AM	Academic Misconduct under investigation	Held
M	Valid Extenuating Circumstances	Defer - may submit assessment within the academic year the module was studied

4.2.5 The rules used for aggregating assessment grades to determine an overall module grade are as follows;

- a. The weighting of each summative assessment task will be expressed as a percentage of the total assessment for a module. Where a Module Team has determined that all of the summative assessment must be passed, in order for a student to gain credit for a module, tasks are described as components within the Module Guide. Components may include some elements which can be failed. A minimum qualifying pass mark for a component may be set at validation. Each student must still be able to achieve the necessary learning outcomes for the module even if they fail an element.
- b. Where a summative assessment is made up of more than one mark or component, the average overall grade is calculated to a maximum of two decimal points. Module Guides must clearly specify assessment components, and their elements where these are included, and how the overall grade will be calculated.
- c. Summative assessment marks are added together (according to their weighting) to give an overall module grade.
- d. No rounding up of decimal points will occur until the calculation of the overall module grade at which time scores of 0.50 - 0.99 will be rounded up. Scores of 0.01 - 0.49 are rounded down.
- e. Module compensation will be assumed unless otherwise stated at validation (see 4.4).

4.2.6 If a student is unable through disability or injury to be assessed by normal methods specified in the Module Guide, the Disability Advisory Team will review and determine the feasibility of an alternative and appropriate method of assessment in consultation with the Subject Leader.

### **4.3 Failure**

4.3.1 The grade 0NS will be awarded to all students who do not submit assessment.

4.3.2 Assessment submitted after the published submission deadline, will be awarded a 0NS.

4.3.3 Students who fail a module at the first attempt at levels 3-7 will be permitted to attempt the failed summative assessment task(s) again. This resit attempt must be taken at the first opportunity within the same academic year the module was studied, unless valid extenuating circumstances are approved. Students at levels 3-6 may be offered a further resit (third attempt) for Semester 1 modules within the same academic year where scheduling permits.

4.3.4 Students who successfully resit a failed summative assessment at Level 5 or above will be awarded a pass (40% at Undergraduate and 50% at Postgraduate) for this resit attempt. Resit marks at levels 3-4 will not be capped, provided the student has attempted the assessment and gained a mark of at least 20%. For any summative assessment tasks being awarded a capped pass, the pass awarded will contribute towards the overall module grade.

4.3.5 Students who fail a module will be permitted to repeat the module, subject to the relevant continuation and progression regulations. The University cannot guarantee that all modules will be available to be repeated, in which case the student will be required to take a replacement module. A student who fails an option module may study a suitable substitute module rather than repeat the module they have failed.

4.3.6 In summary, at levels 5-7, the grade awarded to students repeating assessment tasks or taking a replacement module will be restricted and the maximum grade for the repeated component or module will be 40% at Undergraduate and 50% at Postgraduate. Grades awarded to students repeating assessment tasks or taking replacement modules at levels 3-4 will only be capped where the student has failed to submit or has previously been awarded a mark lower than 20%.

4.3.7 Where students pass a module they will have no further right to take re-assessment of the specific learning outcomes associated with that module, unless the student has been granted permission to submit assessment again because their claim for extenuating circumstances was accepted as valid. This submission must normally occur within the academic year that the module was studied.

### **4.4 Compensation**

4.4.1 Compensation for marginal failure (35-39%) in a module is permitted at levels 3-6 only.

There is no compensation for the following;

- a. modules taken at level 7
- b. sandwich placement modules, work-based or work-related modules
- c. Independent Study Module (in courses where independent study is assigned to a specific module).

4.4.2 Provided students have passed modules worth a minimum of 80 credits at the same level (100 credits at level 6), marginal failure (35-39%) will be compensated by Awards Boards as follows;

Qualification	Level 3 maximum	Level 4 maximum	Level 5 maximum	Level 6 maximum	Maximum total
Certificate in Education, Graduate Certificate, Professional Graduate Certificate in Education, Graduate Diploma	Compensation not permitted				
Certificate of Higher Education, Higher National Certificate	-	40	-	-	40
Diploma of Higher Education, Higher National Diploma, Foundation Degree	-	40	40	-	80
Accelerated, Single Honours, Joint Honours, Sandwich, Integrated Master's Degree	-	40	40	20	100
Bachelor's Degree with Foundation Year, Integrated Master's Degree with Foundation Year	40	40	40	20	140
Top-up Honours Degree	-	-	20	20	40
Foundation and Preparatory Studies	40	-	-	-	-

4.4.3 For levels 3-6 on eligible modules/awards listed above, a marginal failure will be considered for compensation in the following way;

- a. Compensation will be applied by the board of examiners at the end of each level.
- b. A student who receives a fail grade, and following their resit is awarded a lower grade for the resit attempt, the higher fail grade will be considered by the board.
- c. The recipient of a Pass by Compensation (35-39% CP) will not have the right to resit assessment in that module. Students compensated will gain the credit for the module but the module mark will not be changed, will be shown on their transcript and may count towards the classification of their award.

4.4.4 Where Professional, Statutory, Regulatory Bodies do not permit compensation, students will normally be permitted an additional resit attempt in assessment in modules, provided students have passed modules worth a minimum of 80 credits at the same level of study, as follows;

- a. a maximum of 40 credits at level 4
- b. a maximum of 40 credits at level 5
- c. a maximum of 20 credits at level 6
- d. Overall, a maximum of 100 credits for Bachelor's and Bachelor's Honours degrees.

An additional resit attempt will not be permitted for;

- e. identified work-based or work-related modules at level 5 or 6; or
- f. the Independent Study Module.



## 4.5 Continuation and Progression

- 4.5.1 For undergraduate courses lasting more than one year (with the exception of Graduate Certificate and Graduate Diploma qualifications), in order to progress from one year to the next, full-time students will;
- have passed at least 80 credits
  - be in a position to recover any failure
  - not have exceeded the maximum registration period for their award
  - have passed all modules at level 3 before commencing level 5 and have passed all modules at level 4 before commencing level 6.
- 4.5.2 Full-time students unable to progress to the next level may return to continue or repeat their studies at the same level on either a full-time or part-time basis. In such cases students will;
- study a maximum of 80 credits (100 credits for Accelerated Single Honours Degrees) and be registered as part-time
  - study a maximum of 20 credits from the next level of study
  - study the modules previously failed or deferred or substitutes for the failed modules
  - be in a position to recover any failure, and,
  - not have exceeded the maximum registration period for their award.
- 4.5.3 For undergraduate courses lasting more than one year (with the exception of Graduate Certificate, Graduate Diploma and Accelerated Single Honours Degree qualifications) in order to progress from one year to the next, part-time students will;
- be in a position to recover any failure
  - have no more than 40 credits outstanding from modules already studied
  - be in a position to not exceed the maximum period over which an award or interim award may be studied.
- 4.5.4 Part-time students unable to progress to the next year of study may return to continue or repeat their studies at the same level. In such cases students will;
- study modules previously failed or deferred or substitutes for failed modules
  - study a maximum of 20 credits from the next level of study
  - be in a position to recover any failure
  - not have exceeded the maximum registration period for their award.
- 4.5.5 Full-time students on Graduate Certificate and Graduate Diploma qualifications, who fail to achieve 60 credits or 120 credits respectively, will;
- only study modules previously failed or deferred or substitutes for failed modules;
  - be in a position to recover any failure
  - not have exceeded the maximum registration period for their award.
- 4.5.6 Part-time students on Graduate Certificate and Graduate Diploma qualifications, in order to continue from one year to the next, will;
- be in a position to recover any failure
  - have no more than 20 credits outstanding from modules already studied
  - not have exceeded the maximum registration period for their award.

- 4.5.7 Students on postgraduate and Master's qualifications lasting more than one year, in order to continue from one year to the next, will;
- a. be in a position to recover any failure
  - b. not exceed the maximum period over which an award or interim award may be studied.
- 4.5.8 Students intending to progress onto level 7 of an Integrated Masters course must achieve a minimum of a lower second class degree classification on completion of level 6 according to the calculations in table 5.2.
- 4.5.9 Students following non-standard delivery patterns (such as Semester 2 enrolment), where entitlement to progress from one level or year to the next may not be confirmed according to clauses 4.5.1 to 4.5.8 above, the relevant Assessment Board is required to exercise discretion.

Exceptionally, and where PSRB regulations allow, students in this situation will be allowed to re-enrol on the condition that eligibility to continue on their course is confirmed by the Assessment Board. Where eligibility to proceed is not confirmed, students will be discontinued from that level or year of their course, in line with the decision of the Assessment Board and normally within four weeks of the start date of that level or year of their course.

#### **4.6 Extenuating Circumstances and Extensions**

- 4.6.1 If a student believes they have a valid reason (such as illness) for not completing a piece of summative assessment in advance, they must follow the University Fit to Sit and Extenuating Circumstances Policy, which includes the need to provide independent evidence in order to ensure that each case is assessed fairly as follows;
- a. Before submitting work, or attend examinations, students are required to declare themselves as 'fit to sit' by confirming they are not aware of any extenuating circumstances which could affect their performance during the relevant assessment and therefore cannot subsequently claim mitigation.  
  
If a student does submit work for which an extenuating circumstances claim has already been granted, it will and be marked, the grade awarded and the extenuating circumstances claim nullified.
  - b. Retrospective claims for mitigation may be considered exceptionally within 10 working days of the original examination or submission date, and prior to publication of results, after which these must follow the University Academic Appeals procedure no later than 20 working days after the publication of results.
  - c. Students who are affected by unforeseen circumstances during an examination, may be able to claim extenuating circumstances. If granted, no grade will be awarded for the examination at the first attempt.
- 4.6.2 Students with accepted extenuating circumstances on the first sit of a piece of summative assessment (where that work has not been submitted) are expected to submit the assessment at the next published opportunity. If they do not do so, they will be required to resit the assessment. The grade will be awarded in accordance with Section 4.3 of these regulations.

## **4.7 Late Submissions and Extensions**

- 4.7.1 Students may submit work up to 7 calendar days after the published submission date in accordance with the University Late Submission & Extension Policy and Procedure.
- 4.7.2 Students with a valid reason, as defined in the University Late Submission & Extension Policy and Procedure, may apply for an extension to the submission date of up to 7 calendar days.
- 4.7.3 Students without a valid reason, as defined in the University Late Submission & Extension Policy and Procedure, may submit work up to 7 calendar days after the published deadline but the mark will be subject to a penalty as follows;
  - a. Up to 2 days after the published deadline - a deduction of 10% of the maximum mark available from the actual mark achieved by the student.
  - b. After 2 days and up to 7 days after the published deadline - a deduction of 20% of the maximum mark available from the actual mark achieved by the student.
- 4.7.4 The final mark for the assessment, after penalty has been imposed, will not fall below the minimum pass mark for that assessment.
- 4.7.5 If the awarded mark for the assessment was already below the pass mark, prior to late submission penalty, the awarded mark will stand as the final mark.
- 4.7.6 These regulations do not apply ungraded work (such as Pass/Fail tasks) or to any items of assessment submitted during a published resit period.

## **SECTION 5 – AWARDS**

### **5.1 Qualification / credit requirements**

5.1.1 To be eligible for a qualification (including where applicable the relevant interim award as specified in the Course Guide), a student will normally need to have passed the following credit requirements;

<b>Qualification</b>	<b>Total credits required</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 7</b>	<b>Interim award</b>
Higher National Certificate	120	120				
Higher National Diploma	240	120	Minimum 120			Certificate of Higher Education
Foundation Degree	240	120	Minimum 120 at level 5			Certificate of Higher Education
Bachelor's Degree (Honours)	360	120	240 at levels 5 and 6 of which a minimum of 120 must be at level 6			Bachelor's Degree; Diploma of Higher Education; Certificate of Higher Education; Bachelor's Degree
Bachelor's Degree	300	120	180 at levels 5 and 6 of which a minimum of 60 must be at level 6			Diploma of Higher Education; Certificate of Higher Education
Diploma of Higher Education	240	120	Minimum 120 at level 5/6			Certificate of Higher Education
Certificate of Higher Education	120	Minimum of 120 at level 4/5				
Bachelor's Degree (Honours) with Foundation Year	480	Minimum of 120 at level 3 and 120 at level 4	240 at levels 5 and 6 of which a minimum of 120 must be at level 6			Bachelor's Degree; Diploma of Higher Education; Certificate of Higher Education; Foundation and Preparatory Studies
Bachelor's Degree with Foundation Year	420	Minimum of 120 at level 3 and 120 at level 4	180 at levels 5 and 6 of which a minimum of 60 must be at level 6			Diploma of Higher Education; Certificate of Higher Education; Foundation and Preparatory Studies

Sandwich Bachelor's Degree with Honours	400	120	280 at levels 5 and 6 of which a minimum of 120 must be at level 6		Bachelor's Degree; Diploma of Higher Education; Certificate of Higher Education	
Sandwich Bachelor's Degree	340	120	220 at levels 5 and 6 of which a minimum of 60 must be at level 6		Diploma of Higher Education; Certificate of Higher Education	
Top-up Bachelor's Degree with Honours	120 min - 180 max		Max 60	120	Top-up Bachelor's Degree	
Top-up Bachelor's Degree	60 min - 120 max		Max 60	60		
Graduate Diploma	120			120	Graduate Certificate	
Graduate Certificate	60			60		
Graduate Certificate in School Teaching	100			100 at levels 6 or 7		
Graduate Certificate in Teaching Studies	60			60 at levels 6 or 7		
Certificate in Education	120	Minimum of 120 at level 4/5				
Professional Graduate Certificate in Education	120		Minimum 120 at level 5/6		Certificate in Education	
Integrated Master's Degree	480	120	240 at levels 5 and 6 of which a minimum of 120 must be at level 6		120	Bachelor's Degree with Honours; Bachelor's Degree; Diploma in Higher Education; Certificate in Higher Education
Integrated Master's Degree with placement	520	120	280 at levels 5 and 6 of which a minimum of 120 must be at level 6 (includes 40 additional level 5 or 6 sandwich placement credits)		120	Bachelor's Degree with Honours; Bachelor's Degree; Diploma in Higher Education; Certificate in Higher Education
Integrated Master's Degree with Foundation Year	600	Minimum of 120 at level 3 and 120 at level 4	240 at levels 5 and 6 of which a minimum of 120 must be at level 6		120	Bachelor's Degree with Honours; Bachelor's Degree; Diploma in Higher Education; Certificate in Higher Education; Foundation and Preparatory Studies

Research Master's Degree	180				180	Postgraduate Diploma; Postgraduate Certificate
Master's Degree	180				180 (60 must be dissertation /project)	Postgraduate Diploma; Postgraduate Certificate
Master's Top-up Degree	60				60 must be dissertation /project	
Postgraduate Certificate	60				60	
Postgraduate Certificate in Education (H)	120		Max 60	Min 60		
Postgraduate Certificate in Education (M)	120			60	60	Graduate Certificate
Postgraduate Diploma	120				120	Postgraduate Certificate
Practice Certificate in Independent Prescribing	40				40	
Advanced University Diploma	60			60		
University Diploma	60		60			
University Certificate	60	60				
Foundation and Preparatory Studies	120 (level 3)					

5.1.2 Where credit has been achieved that is insufficient for an interim / exit award, or where none exist, a University Statement of Credit will be awarded via the student transcript.

5.1.3 For students at levels 3-6, a total of 120 credits are required for a University Statement of Preparatory Studies, with no interim awards.

## 5.2 Classification of Bachelor's Degrees with Honours (excluding Sandwich Degrees)

For students on courses in specified sections below, if the total credits have been passed, a further classification is applied. All other awards do not carry any additional classification.

5.2.1 The classification of Honours Degrees will be calculated using a percentage grade average (and, where applicable) borderline profiling method, shown in the table below;

<b>Classification</b>	<b>Percentage Average</b>	<b>Criterion for award of a higher class</b>
First	70 - 100%	
First/Upper Second border range	67.01% - 69.99%	Student must have 70% or above in at least 60 credits gained at level 6 (or at level 7 for integrated masters)
Upper Second	60% - 67%	
Upper/Lower Second border range	57.01% - 59.99%	Student must have 60% or above in at least 60 credits gained at level 6 (or at level 7 for integrated masters)
Lower Second	50% - 57%	
Lower Second/Third border range	47.01% - 49.99%	Student must have 50% or above in at least 60 credits gained at level 6 (or at level 7 for integrated masters)
Third	40% - 47%	

5.2.2 The percentage grade average will be based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as detailed in table below. Marginal fails at 35-39%, where a pass by compensation has been awarded, will be counted towards the percentage average if they fall within the best results as defined below. Students will be considered to be in the borderline zone if their percentage grade average falls within the levels shown in table in Section 5.2.1 or they meet the criteria listed below;

<b>Number of UofW credits taken on current course</b>	<b>Percentage average based on best results from</b>	<b>Borderline zone criteria</b>
240-360	180 level 5 and level 6 credits; at least 100 credits must be at level 6 and include an independent study/project module.	100 credits or more of the grades achieved in the 180 selected credits are in a higher class than indicated by the grade average.
160-220	160 level 5 and level 6 credits; at least 100 credits must be at level 6 and include an independent study/project module.	100 credits or more of the grades achieved in the 160 selected credits are in a higher class than indicated by the grade average.
Fewer than 160	100 level 6 credits and include an independent study/project module.	60 credits or more of the grades achieved in the 100 selected credits are in a higher class than indicated by the grade average.

5.2.3 Students undertaking a Bachelor's Degree (Bracketed - Specialist) with Honours must have passed at least 80 credits at level 6 in the specialist subject.

### **5.3 Classification of Sandwich Bachelor's Degrees with Honours**

5.3.1 The percentage grade average will be based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as detailed in table below.

Students will be considered to be in the border zone if their percentage grade average falls within the levels shown in table in Section 5.2.1 or they meet the criteria listed below;

<b>Number of UofW credits taken on current course</b>	<b>Percentage average based on best results from</b>	<b>Borderline zone criteria</b>
280-400	220 level 5 and 6 credits; at least 100 credits must be at level 6 and include an independent study/project module and a 40 credit, level 5 placement module.	120 credits or more of the grades achieved in the 220 selected credits are in a higher class than that indicated by the grade average.
180-260	160 level 5 and 6 credits; at least 100 credits must be at level 6 and include an independent study/project module and a 40 credit, level 5 placement module.	100 credits or more of the grades achieved in the 160 selected credits are in a higher class than that indicated by the grade average.

#### 5.4 Classification of Integrated Master's Degrees

5.4.1 In addition to meeting the credit requirements for the qualification, the grades achieved in all modules studied at level 5, level 6 and level 7 will be used in calculating the classification.

Students will be considered to be in the border zone if their percentage grade average falls within the levels shown in table in Section 5.2.1 or they meet the criteria listed below;

<b>Number of UofW credits taken on current course</b>	<b>Percentage average based on best results from</b>	<b>Borderline zone criteria</b>
480-600	120 level 5, level 6 and level 7 credits; at least 60 credits must be at level 7 and include an independent study/project module.	60 credits or more of the grades achieved in the 120 selected credits are in a higher class than indicated by the grade average.

The average of each level is then aggregated according to the weightings in the table below (this will also include the 40 sandwich placement credits where this option is selected);

<b>Level</b>	<b>Weighting</b>
5	20%
6	30%
7	50%

5.4.2 For students admitted with RPL directly to level 6, the grades achieved in all modules studied at level 6 and level 7 will be used in calculating the classification. The average of each level is then aggregated according to the weightings in the table below;

<b>Level</b>	<b>Weighting</b>
6	50%
7	50%



## 5.5 Classification of Foundation Degrees

5.5.1 In addition to meeting the credit requirements for the qualification, a Foundation Degree may be awarded with Merit or Distinction as follows;

<b>Qualification</b>	<b>Pass with Merit criteria</b>	<b>Pass with Distinction criteria</b>
Foundation Degree	At least 80 credits at grade 60% or above at level 5.	At least 80 credits at 70% or above at level 5.

## 5.6 Classification of Master's Degrees

5.6.1 In addition to meeting the credit requirements for the qualification, a Master's Degree may be awarded with Merit or Distinction as follows;

<b>Number of UofW credits taken on current course</b>	<b>Pass with Merit criteria</b>	<b>Pass with Distinction criteria</b>
180	At least 120 credits at 60% or above, including research project/dissertation.	At least 120 credits at 70% or above, including research project/dissertation.
140-160	At least 100 credits at 60% or above, including research project/dissertation.	At least 100 credits at 70% or above, including research project/dissertation.
100-120	At least 80 credits at 60% or above, including research project/dissertation.	At least 80 credits at 70% or above, including research project/dissertation.

## 5.7 Classification of Higher National Certificates and Higher National Diplomas

5.7.1 In addition to meeting the credit requirements for the qualification, an HNC or HND may be awarded with Merit or Distinction as follows;

<b>Qualification</b>	<b>Pass with Merit criteria</b>	<b>Pass with Distinction criteria</b>
HNC	At least 80 credits at grade 60% or above at level 4.	At least 80 credits at 70% or above at level 4.
HND	At least 80 credits at 60% or above at level 5.	At least 80 credits at 70% or above at level 5.

## 5.8 Credit awarded outside the University

5.8.1 Grades gained in modules owned and delivered by another educational institution will normally be excluded from the calculation of an Honours Degree classification. Exceptions to exclusion may be approved at validation. In these cases, the following arrangements must be followed;

- a. The Award Board shall consider whether the student's proposed classification is the result of the effect of the mean of grades from other institutions that is significantly higher (or lower) than the typical performance of the student as reflected in the grades achieved in the University of Wolverhampton modules taken on the current course.

- b. If the mean performance at the other Institution is no more than three grade points higher (or lower) than the student's mean performance on University modules, then the classification produced by the classification algorithm will be confirmed.
- c. Where the performance at the other Institution is more than three grade points higher (or lower) than the overall performance on University of Wolverhampton modules, a lower (or higher) classification will be awarded. The lower (or higher) classification will be determined by the student's performance on University of Wolverhampton modules.

## 5.9 Interim Awards

- 5.9.1. Interim awards will not normally be awarded to students as they accumulate credits towards a higher qualification.
- 5.9.2 Students who fail to achieve the award for which they are registered within their registration period will have no right to study for this qualification. They will be awarded the highest interim award for which they are eligible that is validated for the course they have studied.

## 5.10 Aegrotat Awards

- 5.10.1 An Aegrotat award may be recommended when an Award Board has incomplete evidence of the student's performance to be able to recommend the award (or interim award) but is satisfied that, but for illness or other valid causes, the student would have reached the standard required. In these circumstances, the student (or a person duly authorised by the student to act on their behalf) must have signified, in writing, that s/he is willing to accept the award and that any possibility of reassessment has been waived. In the case of posthumous awards, the Award Board will normally recommend the target award for which the student was enrolled. Aegrotat awards do not carry any classification or distinction.
- 5.10.2 Recommendations for Aegrotat awards must be approved by the Academic Registrar prior to confirmation.

## 5.11 Revocation of Awards and other exceptional circumstances

- 5.11.1 In exceptional circumstances, following an investigation, the University may at any time, on the recommendation of the Academic Registrar, revoke an award and all privileges connected therewith, having determined that there is good cause to do so. This may include;
  - a. Where an award is found to have been obtained by fraud or deception including academic misconduct
  - b. Where a graduate has not met the requirements of the award conferred, or,
  - c. Where the award has been obtained due to administrative error or irregularities in the conduct of the Award Board.
- 5.11.2 In very exceptional circumstances, the Chair of the Academic Board may agree to vary the provisions of the Academic Regulations. This may include the approval of alternative forms of assessment, the variation of the academic calendar and the continuation of students with deferred assessments.

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