

Guidance on applying prior learning in calculating the final programme mark and/or classification in modular undergraduate programmes



Summary			
The document provides guidance on the procedure as to how the credit and/or marks that have either been accredited by another higher education provider or by the non-certified acquisition of skills and knowledge gained through experience contribute to the calculation of the degree classification on a modular undergraduate programme.			
Scope - This document applies to:			
The calculation of degree classification in undergraduate programmes for students who are exempted, due to recognised prior learning, from units that otherwise would contribute to classification.			
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Guidance on applying recognised prior learning in calculating the final programme mark and/or classification in modular undergraduate programmes

Prior Certified Learning

1. With regard to applications for exemption due to prior certified learning, schools should consider the learning which has been accredited at the other institution and decide, in the best interests of the student, how this may be taken into account. The school has discretion to decide if: (a) the subject content, and therefore knowledge gained, is sufficiently similar for a student to be exempt from unit(s), and (b) whether marks may be transferred.
2. Where a student is exempted from units due to recognition of prior credit from another institution, and these units contribute to the final programme mark and/or degree classification but the marks are not accepted, these unit(s) will not be considered in the algorithm for the purpose of calculating the final mark and the degree classification. The weighting of the relevant year mark will be retained, in which case the remaining unit marks in the year of study will be scaled up whilst retaining their relative weighting (according to credit point value) to each other when calculating a year mark.

For example: a 20 credit point unit in a year containing 120 credit points is worth 16.67% (one-sixth) of the year mark; if one 20 credit point unit does not have a mark due to recognised prior learning, the remaining 20 credit point units are scaled up accordingly and worth 20% (one-fifth) of the year mark.

3. If a student is exempted from a year of study (due to recognised prior learning) that would otherwise contribute to the final programme mark and/or the degree classification, but marks have not been transferred, no weighting will be given to the “exempt” year when determining the final programme mark and/or the degree classification. The relevant weighting must be applied, on a *pro rata* basis, to the remaining years of study. For example, if a student is exempt from the second year of study:
 - Bachelors three year honours degree: 0:25:75, will become 0:0:100;
 - Integrated four year masters degree: 0:10:40:50, will become 0:0:45:55.
4. Where a student is exempted from units (due to the recognition of prior learning from another institution) that contribute to the final programme mark and/or degree classification and the marks are accepted by the University, the transferred marks will be ‘converted’ and incorporated into the algorithm for calculating the final programme mark and degree classification.
5. Any marks for direct entry students that are accepted as prior learning and are converted as a ‘year mark’ will contribute to classification under the primary rule but not the secondary rule that reviews the distribution of unit marks across classes.

Prior Experiential Learning

6. Where a student is exempted from units due to the recognition of the non-certified acquisition of relevant skills and knowledge, gained through relevant experience and

where these units contribute to degree classification, then these units will not be given any weight in the algorithm when calculating the final mark and the degree classification.