University of Northampton

# Postgraduate Student Handbook.

## Academic Year 2025/26


## Welcome to the University of Northampton!

This Postgraduate Handbook is an important resource to help you navigate your time at university.

Within this document, you can find information on the structures and regulations that manage your course, the policies that you may need whilst studying and the support available to you across the University.

The Handbook is particularly relevant for Postgraduate Taught students. There is a separate document that covers Undergraduate courses as well as Postgraduate Research.

The information in this Handbook is taken to be correct as at the point of publication (Sept 2025). Where any errors with the information in this Handbook are identified these will be amended and a statement on those changes added to the Handbook so that it is clear where changes have been made. This document is designed as a supportive resource, not a replacement for regulations and policies. These should be referred to directly wherever possible.

### International Students

This Handbook should be read in conjunction with the International Student Handbook. Any change to the course for which you are registered must be checked and approved by International Compliance Services (ICS) to ensure it meets with UKVI requirements.

# Contents

# Your Course, School and Faculty

The University is organised into Faculties, Schools and Courses based around the subject areas. It is important to have an understanding of where your course sits in order to know who to go to if you have any queries or concerns. **Overview of Faculties and Schools**

- Faculty of Education, Arts, Science and Technology (FEAST)
    - School of Art and Design
    - School of Technology
    - School of Life and Environmental Sciences
    - School of Education and Society
    - School of Culture and Creative Industries
- Faculty of Business and Law (FBL)
    - Department of Business and Law Partnerships
    - School of Professional Business Education
    - School of Law, Criminology and Criminal Justice
    - School of Accounting, Analytics and Finance
    - School of Strategy, Management and International Business
    - School of Marketing and Hospitality Management
- Faculty of Health, Sport and Behavioural Sciences (FHSBS)
    - Competency Test Centre (CTC)
    - School of Health
    - School of Nursing and Midwifery
    - School of Psychological and Behavioural Sciences
    - School of Sport and Public Health

# The structure of your course

## Academic Framework and Academic Regulations

There are a number of rules and regulations which are used when designing the structure of your course. These are outlined in full in the Academic Regulations it is important to understand how this framework may impact your studies.

## Your Modules and Credits

The different parts of your course are organised into modules, each with a code, name and its own assessments.

Each module carries a certain amount of credits, which can indicate the amount of teaching you will receive, the size of assessments required, and how much weighting the module is given in your final award.

When considering your modules, you should remember;

- At postgraduate level a full time student will study 180 credits, with normally 120 credits as 'taught' modules, and 60 credits as a separate project/dissertation.
- A minimum of 100 credits must be studied in an academic year to be classed as a full time student, with anything less being considered part time.

## Explaining your Award Map

The word 'award' is normally used to indicate the qualification that you are working towards, e.g. MSc Advance Clinical Practice, MA Human Resource Management Top Up. Further information about 'named' awards can be found in the Your Award section below.

Your course has an Award Map available via the Student Hub which show the modules that you need to complete to complete your course and gain your award.

It is also important to note that some courses have specific regulations that are taken into account when reviewing the completion of the relevant Award.

To view the modules for your chosen course;

1- Select the year you commenced study

2- Search for the name of the award you are working towards (e.g. The name of your course)

You will see the following types of modules on your Award Map;

- **Compulsory**
  - These are modules that everyone on your course will take. They normally contain vital knowledge that you need to complete your course.
- **Designated**
  - These form a list of modules that can be chosen from. Your Award Map will show you how many designated modules need to be completed for

your course.

- **Co-Requisite**
    - These are modules that must be taken together and will be outlined on your Award Map

### Changes to course structures

Courses and course structures are regularly reviewed to ensure their quality and standards. This means that changes may be made to your course throughout your studies.

In circumstances where there is a requirement to vary or cease delivery of a course this will be conducted in line with University Amending or Cancelling Courses policy found here.

# Teaching and Timetabling

### Active Blended Learning

The University's approach to learning and teaching is called Active Blended Learning and is detailed on our website. Essentially this combines both face to face learning, online teaching, personal support and online and physical resources to allow you study in the way that works best for you.

### Semesters

Most Postgraduate courses at the University are taught across three semesters.
Full time students will study half of your modules (60 credits) in Semester one and the other half of your modules (60 credits) in Semester two before then progressing to your Dissertation/Project module.

There may be some modules, which run across the whole year.

Click here to find full details for Semester dates as well as other important dates in the Academic Year.

### Timetable

You will also have your own personalised timetable.

It is important to know how to read your timetable, as well as understand the University's approach to how your timetable is created and managed.

Full information for this can be found here.

It is important to identify and solve any issues with your timetable as soon as you are able to, to ensure that you have access to all your teaching. Whilst every effort is made to avoid clashes on your timetable, these may at times occur.

If you are concerned that your timetable is not correct, please review the above information and/or contact timetabling@northampton.ac.uk as soon as possible. If you are not able to resolve the issue with your timetable, you may wish to contact the Student Support and Advice Team to discuss other options such as changing your modules.

# IT and Systems

There are a number of systems and processes that you need to be familiar with throughout your studies.

## Emails

The majority of contact between yourself and the University will be via email. This includes important information such as module choice for your next year of study, advising end of year result outcomes, pre-enrolment and appointments for support services.

All students will be given a University email account, which the University will use for official communication with you in relation to your studies. You can also provide the University with a personal email address if you wish, which we may use should we be unable to contact in an emergency.

If there are any changes to your email address, your contact phone numbers, or your home or term time address please ensure you change these details on the Student Portal to ensure the University can communicate with you.

## The Student Portal

The Student Portal is central to the organisation of your studies, as well as you ensuring your information is correct. There are multiple things you can do via this portal;

- View and edit your personal and communication details.
- View your course and module enrolment information.
- Request to change your modules.
- Request and download certificates and letters, including Visa information and Council Tax Exception Forms.

- Submit applications for Mitigating Circumstances, both Extensions and Deferrals.
- Submit Course Transfer, Study Break, Restart and Withdrawal Requests.
- Manage your finance and fees

## My Northampton App

MyNorthampton is a mobile app and web portal providing you with a simple way of accessing key online services and information. MyNorthampton gives you instant access to services such as email, NILE and timetables, as well as providing the latest information, forms, procedures, news and developments of the University.

My Northampton is also the best way of accessing module results, and view your Exam Timetable via the calendar function.

Full information on this important resource, including links to download it, can be found here.

## Northampton Integrated Learning Environment (NILE)

Once modules are confirmed and on your course they will link to NILE and you will be able to access sites specific to modules you are studying. Your tutors will use NILE to communicate with you and will provide you with more advice about NILE and module guides. Should a module you believe you are taking be missing from your NILE account, or one/s listed you are not taking, it is important that you raise this with the Student Records Teams as soon as you can to ensure your module enrolment is correct.

There are guides on the NILE homepage that provide advice on electronic submission of assignments, plagiarism and viewing grades and feedback. Please also access 'Resources' in NILE for a variety of information.

Recommended browsers for NILE are Mozilla Firefox and Google Chrome.

## IT Services

As part of your registration with the University you will receive a username and password to enable you to access the computing services you may need for your course and connect your own laptop, tablet or smartphone to the campus Wi-Fi. Technology is used in all teaching and learning so it is important that you are well-informed and able to make the best use of the IT facilities.

Information on how to contact IT services, the software that is available to you as well as other IT guidance can be found here.

# Making changes to your studies

## Changing a module

Should you wish to change one or more of your modules at the start of the academic year it will be necessary to consider the following:

- That this is before the end of week two
- Any change complies with your award map.
- You are trying to change a Designated module, not a compulsory or core module which cannot be changed.
- The module/s you wish to join will not clash with other modules on your timetable.
- That you can meet any pre-requisites, co-requisites or restrictions.

You can request to change your module via the SRS Student Portal and full guidance on this process can be found here.

If you are uncertain about choosing modules please seek guidance from your Personal Academic Tutor; Module, Course or Subject Leader or contact the Student Support and Advice Team.

## Transfers

In some circumstances students may be able to apply for a transfer to a different course.

For post-graduate students, there are different types of transfer;

- Immediate course transfer applications which can only be considered at the beginning of an academic year, within the first 2 weeks.
- If a course is similar enough then it may be possible to apply for a mid-year transfer after successful completion of semester 1.

A transfer of course involves previous successfully passed credits being carried over to a new course.

Any transfer has to be considered by the new course leader to see if previous passed modules can be accepted/mapped over.

You can find detailed information about transfers, including how to apply for one, in the Transfer Request Guidance, available via the Student Hub.

If you wish to discuss your options further, please contact the Student Support and Advice Team

## Part Time Study

Part time study is classed as studying less than 100 credits in an Academic year.

A student may wish to change from full-time to part-time study due to personal or work related demands on their time. Alternatively, students may wish to change from part-time to full-time study, however, students are encouraged to complete a level of study before moving to full-time study. In these instances please seek advice from the Student Support and Advice Team to help plan the best way forward.

## Study Break

If your personal circumstances are such that they are causing severe and prolonged disruption to your studies (for example due to illness, unforeseen or unexpected events) a Study Break, normally of 12 months, should be considered and discussed with your Personal (Academic) Tutor and the Student Support and Advice Team.

You can find detailed information about Study Breaks, including how to apply for one, in the Study Break Guide, available via the Student Hub.

## Withdrawal from study

Should you wish to withdraw from your studies at the University of Northampton it is recommended you seek advice from your Course/Subject Leader or the Student Support Officers. Please also read through the Withdrawal Policy for additional information on this process and the dates that will be used when taking into account and refund of fees.

You may also wish to discuss future career plans with the Student Futures Team and the Student Financial Guidance Team within the Learning Hub for advice on any financial implications.

If you ultimately decide withdrawal from study is your preferred option, please do not just leave. Until you have followed the correct procedure, by completing the relevant form on the Student Portal, you will remain liable for tuition fees.

## Registration Periods

When considering making changes to your course, it is important to understand any restrictions caused by your Registration Period. This refers to the maximum length of time you can take to complete your registered award and is decided by the University's Academic Regulations.
Each type of Award has its own Registration Period and this may be different depending on what academic year you started your course. For more details on types of Awards, please see the Your Awards section below.

The below table outlines the Registration Period for each award;

| Award | Min period | Min with APL | Max full-time | Max part-time |
|---|---|---|---|---|
| **Postgraduate** | | | | |
| Master's Degree | 1 year | 6 months | 2 years | 5 years |
| Master's Degree with placement | 2 years | n/a | 3 years | 5 years |
| Pre-registration Master's Degree | 2 years | n/a | 3 years | 5 years |
| Top-up degree | 6 months | n/a | 2 years | 3 years |
| Postgraduate Diploma | 6 months | 6 months | 2 years | 3 years |
| Postgraduate Certificate | 3 months | 3 months | 2 years | 3 years |
| Postgraduate Certificate in Education | 1 year | 3 months | 2 years | 3 years |

# Engagement and Attendance

### Supporting Your Success Through Collaborative Engagement

The university is committed to helping you succeed academically and personally. To support this, your attendance is monitored weekly using an attendance system. Based on your attendance, you will be placed into one of four support tiers:

- **Tier 0 (80–100%)**: You're engaging well. No action is needed, though your Personal Academic Tutor (PAT) may check in occasionally.
- **Tier 1 (60–79%)**: You'll receive emails encouraging you to contact your PAT or Student Support Officers. Your PAT may also reach out to offer help.
- **Tier 2 (40–59%)**: You may get a supportive phone call from the Outreach and Engagement Team to explore challenges. Your PAT may follow up if needed.
- **Tier 3 (39% or less)**: You'll receive an email to your UON and personal email address. Your PAT may proactively contact you and guide you to appropriate support services.

### Working Together for Your Benefit

The Outreach and Engagement Team and PATs work closely to provide seamless support. MyEngagement helps track communications and actions in real time, ensuring you get timely help when needed.

### When Further Action Is Needed

If your attendance remains low despite support, your case may be referred to the Award and Status Boards for review and possible withdrawal. This would only ever be considered after all support options have been exhausted.

For further details, please review the Student Engagement Policy.

# Support throughout your studies

At the University of Northampton we want you to have the best possible experience and feel supported whilst studying with us.

If you find yourself in need of support and advice, whether for an academic issue or a personal or health circumstances, there is a range of support services available to you throughout your studies.

## Student Hub

The Student hub on the University's Website is the best place to find all information about the support that is available. Here you will find all details on the different teams across the University, as well as details on the best way to access support. This includes information on vital support services such as Mental Health and Counselling, ASSIST and Financial Guidance.

## Support Available

There are a number of teams to be aware of that you may wish to contact throughout your studies depending on the support you require. Below is a summary of these teams, with links to their websites which can provide additional support and advice.

## Student Information Desk

The Student Information Desk, part of the UON Help Desk, can support you with a range of queries as well signposting you to all other services and resources across the University as well as supporting you with the creation of some formal letters or certificates that you may require for work placements etc.

Full information on this team can be found here.

## Student Support and Advice

The Student Support and Advice Team are here to offer friendly, professional and confidential advice and support. If you are experiencing any circumstances that are affecting your studies, please get in touch.

There are a number of ways to get in touch with the team, with further information found here.

You may on occasion hear directly from our team, especially if we can see that your Engagement is low, or we have been asked to get in touch to offer support.

## Course/Subject Leader

All courses will have a dedicated Course/Subject Leader. This person has an overview of the modules which make up your course, and overall responsibility for the experience of all students on all modules that make up the course/subject.

## Module Leader

Each module you study will have a Module Leader who is responsible for the scheduled activities of teaching staff and students registered for that module. This should be the person to consult if you have specific difficulties with the module, e.g. the assessment requirements, problems meeting a deadline, obtaining reading material etc.

You will be able to find details on your Module Lead on your Module's Nile site.

## Personal Academic Tutor

You can check the name of your Personal (Academic) Tutor by logging into your course on the Northampton Integrated Learning Environment (NILE) site. Every student on a course of study at the University is assigned a member of staff as a Personal (Academic) Tutor. This person will usually be a tutor from your main subject area and may teach in one or more of your modules. They are responsible for overseeing your academic and personal progress during your studies.

Your Personal (Academic) Tutor should be regarded as an important source of advice on a variety of matters and will be able to discuss any general problems or uncertainties you may experience during your studies. You will meet with your Personal (Academic) Tutor during the first term and at specified times during the year. Ways of making contact outside of scheduled meetings may vary but you may email, or telephone, to arrange an appointment.

## Academic Skills Support

Our Library and Learning Services have Academic Librarians and Learning Development tutors who can help you with finding information for your assessments, referencing, academic skills, maths and statistics.

You can find out a bit more about what the teams offer below, or go to our **Academic Librarian** and **Learning Development** web pages.

## Student Futures

The Student Futures team are a designated team who can support you to become 'future-ready' and help you every step of the way with their 3-pillar model: Explore, Experience, and Connect. They'll help you discover who you are, figure out where you're

headed, and guide you through the various experiences available while studying at UON.

Their drop ins can provide peer-to-peer career support and they can provide advice on careers or other work opportunities whilst you're studying. A full overview of their service can be found here.

## Other Concerns

Whilst we hope that you time at University is a happy one with no concerns, it is important to know where to go if you do need to discuss anything that may have gone wrong, or that you are concerned about.

## Complaints and Appeals

The University has extremely robust policies and procedures covering student complaints and academic appeals. In the first instance, all matters must be raised with your Module or Course/Subject Leader, and if you remain dissatisfied with their response only then can the issues be progressed to the formal stages of the policies.

For further information, please refer to the Student Complaints Guidance and Policy, available via the Student Hub, or contact the Student Casework team.

## Bullying, Harassment, Sexual Misconduct and Hate Crime

The University aims to be an inclusive and safe place for all of our students to live and study, therefore bullying, harassment, hate crime or sexual misconduct will not be tolerated.

If you have experienced any of these issues during your time with us then there is a lot of support available.

If you have been subjected to bullying, harassment or hate crime then you might want to speak to a Student Support Officer, your Personal (Academic) Tutor or the Students' Union. Further information about support and University Polices can be found via the Student Hub. If you would like to report an experience of this nature you may do so using the Harassment Reporting Form available on the University Website.

The University also has a campaign to tackle Sexual Harassment, Misconduct and Violence, called the Never Okay Campaign, which provides resources about consent, supporting a friend and  more information on the different types of

reporting options open to students who have experienced rape/sexual assault i.e. reporting to the University, Reporting to police, or not formally reporting the incident but accessing confidential support.

If you have experienced Domestic Abuse, Sexual Violence, Stalking, Harassment, Forced Marriage and Honour Based Violence, you might want to seek support and guidance from our specialist team of Sexual Violence Liaison Officers (SVLOs). You can self-refer to the SVLO service via email to the SVLO inbox: SVLO@northampton.ac.uk, you do not have to describe in detail what your experience is, just leave your name and student ID in the body of the email and a specialist member of staff will reach out to offer you an initial appointment, in whatever setting is most comfortable to you – face to face in a quiet room, via telephone or via MS Teams call.

## PREVENT

As for all universities, the Counter-Terrorism and Security Act 2015 imposed statutory obligations on the University. The University has a set of PREVENT Duty Guidelines31. If you have any concerns about the behavior of another student and consider that these could fall under the remit of PREVENT please raise these concerns with your personal (academic) tutor, course leader of a member of the Students' Union. They will then be able to follow the University's policy and procedure in this area. If you ever feel that you are being coerced into behaviours that that may fall under the remit of PREVENT please contact the Student Information Desk, the Student Support and Advice Team or the Counselling or Mental Health Teams for support and advice.

# Assessment

Each of your modules will include a certain amount of assessments which measure your understanding and knowledge of the topic. Completion of these assessments to a satisfactory level is required to gain the credit for each module, and therefore work towards your Award.

The requirements for each Assessment will be outlined on the Nile site for your module, as well as arrangements and deadlines where relevant.

### Quality Assurance

All assessments go through several quality processes designed to ensure your that they are appropriate for your level of study and that your assessment results are properly considered, checked and fair.

Some of the most important of these include:

- **Academic and Student Regulations** –These set out the rules that govern assessment, progression, re-sitting/ repeating, award classification and other important areas of your academic learning experience.
- **Learning outcomes** – these mean that the assessments within each module are aligned with the intended knowledge outcomes, as well as ensure the teaching and assessments are the correct level of complexity for the level of study.
- **Turnitin** – this supports the detection of academic misconduct, therefore protecting the integrity of the work of all students and the integrity of the University's awards.
- **Internal anonymised marking and moderation** – all summative work (e.g. assessments that count towards the completion of a module) is marked anonymously, e.g. Your tutor will not see your name attached, and is moderated by a second internal examiner. All principal/dissertation (independent study) modules second marked.
- **External examining**– External examiners, e.g. Subject specialists from different Universities, are involved in approving examination scripts, moderating assessed work and ratifying assessment results at Assessment Boards.
- **Assessment Boards** – All results go through two separate Assessment Boards.
    - **Module Boards**- module results are considered and ratified at Module (exam) Boards, attended by Module Leaders and other academic staff involved in the delivery and marking of the modules.
    - **Award and Status Board**- these are attended by academic staff with responsibility for subjects, and considers and ratifies award and progression decisions.

## Types of assessment

There are multiple forms of assessments that you may undertake and it is important to understand what is required for each of them, and the different rules they adhere to, especially when submitting work or requesting extensions. Below outlines the assessment codes you may see, what these mean and the information you need to know about late submissions or applying for extensions and/or deferrals. For more information on these processes, please see the section below on Mitigating Circumstances.

| Assessment type | Description | Late submission | Mit Circs |
|---|---|---|---|
| AS- Assignment<br>ES- Essay<br>PJ- Project<br>DI- Dissertation | File based assessments submitted to Nile by a set deadline. | At the first opportunity, work can be submitted up to 7 days after original deadline but the assessment mark will be 'capped' | Both extensions and deferrals are applicable. |

| | | | |
|---|---|---|---|
| | | without an approved extension. | |
| EX- Exam | Timetabled exam, normally sat in person by the entire cohort of a module, and arranged centrally by the Exams Office. | Not applicable as not a 'submission'. Exams cannot be rearranged. | It is not possible to apply for an extension, however deferrals are applicable. |
| OR- Oral Exam | In person, individual exam. Normally arranged by course teams. | Not applicable as not a 'submission'. Exams cannot be rearranged. | Whilst Extensions are not formally possible for these types of assessments, students should inform course teams if they cannot attend to see if rearrangements are possible.<br>Deferrals are applicable if students cannot attend and not to defer assessment entirely. |
| MC- Multiple Choice Test<br>TC- Time Constrained Assessment | These are assessments that are scheduled by your course team but act in a similar way to exams so that the entire cohort of a module sits the assessment at the same time. They may be online or in person. | Not applicable as not a 'submission'. Some students may have additional time to complete the assessment based on agreed alternative arrangement. | It is not possible to apply for an extension, however deferrals are applicable. |
| PR- Practical Skills<br>PS- Presentation<br>PF- Performance | Presentation, performance or demonstration of practical skills | Not applicable as not a 'submission'. Some students may have additional time to complete the assessment based | Whilst Extensions are not formally possible for these types of assessments, students should |

| | | | |
|---|---|---|---|
| | | on agreed alternative arrangement. | inform course teams if they cannot attend to see if rearrangements are possible. Deferrals are applicable if students cannot attend and not to defer assessment entirely. |

## Assessment Briefs

Each module you study will have a dedicated NILE site. Within this will be an area dedicated to the module's assessments containing the Assessment Briefs as well as important information regarding the submission/completion of your assessment, as well as information about Alternative Arrangements and Mitigating Circumstances.

These Briefs will include the following information;

- Assessment Title and Code
- Submission dates for the first opportunity.
- Submission dates for the second opportunity.
- Details of the assessment such as weighting within the module (e.g. 50%), word lengths
- Assessment Task
- The Learning Outcomes to which the assessment relates.
- Guidance on completion of assessment, including referencing and AI guidance

## Learning Outcomes and Marking Criteria

Assessment criteria and grade-related criteria together provide mechanisms by which the quality of a student's performance in an assessment can be measured. Both are descriptions of the skills, knowledge and attributes students need to demonstrate in an assessment, and are based on the intended learning outcomes associated with an assessment.

Assessment criteria provides mechanisms by which the quality of a student's performance can be measured. They explain what a student needs to demonstrate in order to complete an assessment successfully. These provide the minimum requirement expected of students. Assessment criteria will differ according to the discipline, the type of assessment and the level of the students.

Marking criteria or marking guidelines are used by staff when marking work against the assessment criteria and grade criteria. They might, for example, set out the proportion of the overall mark that should be awarded for certain answers or provide pointers to the markers on what information they should be looking for when marking. These are usually documents that are internal to those staff marking the student's work.

## Reasonable Adjustments

Reasonable adjustments for formal written examinations may be provided for students who have a disability, medical condition, neurodivergence, mental health difficulty or other additional need. To receive adjustments, students will need to register with either ASSIST (Additional Student Support and Inclusion Services Team) or the University Student Mental Health Service, by providing supporting medical or diagnostic evidence. Students will also need to attend an appointment to discuss what adjustments are appropriate for their specific course and create an Academic Inclusion Report (AIR); any adjustments agreed in an AIR may also apply to in-class time-constrained tests – students are advised to check with their module leader in good time should adjustments be required for in-class tests.

Students should refer to the 'Guide to Examinations for Students with Additional Needs' available via the Exams and Results page within the Student Hub for further information.

The deadlines to apply for alternative examination arrangements are **Friday 28th November 2025** for Semester 1 exams taking place in January 2026 and **Friday 20th March 2026** for Semester 2 exams taking place in May 2026. Applications made after this deadline cannot be guaranteed, and in some cases may not be possible, and students will therefore need to check their individual timetable and MyNorthampton App for further details.

Students granted reasonable adjustments will need to access their personalised exam information via the Calendar within the MyNorthampton App. Please ensure this is checked regularly as exam details can sometimes change at short notice.

Reasonable adjustments for other forms of assessment can also be recommended in an Academic Inclusion Report (AIR), subject to the nature of the assessment, the learning outcomes being assessed, the nature of the request and whether the method of assessment forms a competency standard. Any requirements for a reasonable adjustment for an assessment should be discussed with ASSIST or the Mental Health Service at the earliest opportunity.

## Requesting an Alternative Assessment

Students with a disability are encouraged to inform the university as early as possible—ideally during enrolment—by contacting ASSIST (Additional Student Support & Inclusion Services), the Mental Health Service, or their Personal Academic Tutor. Early disclosure ensures appropriate support can be arranged.

If a student feels unable to complete an exam or assessment—even with reasonable adjustments in place—they may be able to apply for an alternative method of assessment. To do this, they must already have an Academic Inclusion Report (AIR) in place.

Applications should be submitted by the end of the first Semester. If the request is made too close to the assessment date, it may not be possible to arrange an alternative.

Before applying, students' should speak with the **Student Support & Advice team** to understand their options, any deadlines, and the potential impact on their studies.

Alternative assessments are only approved in exceptional cases where adjustments are insufficient and must not compromise learning outcomes or professional standards. Requests must be supported by valid documentary evidence, such as:

- A statement from a registered medical practitioner (not a GP fit note)
- A diagnostic report from a qualified specialist

Decisions are made by an Alternative Assessment Panel and communicated via the Additional Needs Manager. Appeals can be made through the Student Complaints Procedure.

## Submission dates and deadlines

The dates given in your Assessment Briefs are the last possible time to submit your assessment without affecting your grade, unless an approved Extension is in place. You are encouraged to submit before this deadline, giving yourself plenty of time in case there are any issues with submitting your work and to avoid any stress.

Work must be submitted by these deadlines as per the guidance on the Assessment Brief, and to the correct NILE module site and Assessment point. Work that is emailed or submitted to the wrong place will not be marked.

It is a good idea to make a note of all deadlines across your course at the beginning of the semester, to ensure you are aware of any points where multiple deadlines may be in place and plan your work and time accordingly.

If you are entitled to a second opportunity, the deadline for this will also appear on your Assignment Brief. For further information on this, please see the section on Assessment Marks below.

## Submitting work

Most assessments should be submitted electronically via NILE as per the instructions on the Assessment Pages on your module site.

**Assessments should normally be submitted by 3pm on the date of the deadline.**

Assessments submitted on Nile will be subject to Turnitin anti-plagiarism detection software. Turnitin checks student work for possible textual matches against internet available resources and its own proprietary database. For further information on these processes, please refer to Academic Integrity and Plagiarism further on in this section.

Some assessments may have alternative arrangements for submission depending on their type, and so it is important to check the information on your module Nile site with plenty of time before your deadline.

## Exams

Assessment within some modules is by an examination which is normally a written assessment that all students on a module sit at the same time.

If you have examinations, you must be available to sit them when they are scheduled; they cannot be rearranged. It is your responsibility to refer to the examination timetable within the Student Hub to note dates, times and venues.

Exam Updates and the Examination Timetables for all mandatory face-to-face examinations will be published to the Exam Dates and Timetables page within the Student Hub and are available on your MyNorthampton App. Please note that these are not automatically emailed to you unless you have a reasonable adjustment in place.

## Academic Integrity & Plagiarism

The University of Northampton takes the assessment process very seriously and expects the work you submit to be your own. This may not be as straightforward as it seems as you will almost certainly be using the work of others, so you need to be quite clear what is, and is, not permitted.

We use the term ‘Academic Integrity’ to describe the honest approach you are required to adopt in your work. We define plagiarism as passing off someone else’s work intentionally, or unintentionally, as your own for your own benefit. If it is confirmed that academic misconduct has taken place a penalty can be applied. This may, for example, be a written warning; a reduction in your grade to a bare pass and/or any right to re-submit being removed.

Please view the University of Northampton Plagiarism Avoidance Course (UNPAC), available via the Exams and Results page in the Student Hub, and in 'Resources' on NILE.

The Academic Integrity Policy is available via the Student Hub.

## Grading and Feedback

Your course and module guides will contain information on the criteria used to assess your work. The generic grade criteria provides the common standards that all subject areas work to.

Feedback comes in many forms. It may be written, verbal, electronic, face-to-face or even audio- CD/MP3. It may be in response to assessed or non-assessed work and may be from your tutors, student group, or yourself. Whatever the source, consideration of that feedback will help with your understanding of the assessment process and the use of assessment criteria.

## Moderation of Assessment

Moderation is the process your course team will go through to check and confirm that marking meets appropriate standards of accuracy, consistency and fairness.

The processes involved include:

- First Marking – the grading by the first marker will include comments justifying the grade Awarded.
- Second Marking – this involves the grading of a sample by another academic member of staff.
- Moderation Meeting – the first and second markers will meet and confirm the standard of marking.

You should note that not all the processes are necessarily applied at each point and level.

## External Examiners and Reports

To ensure the academic standards of awards offered by the University are comparable with other Universities advice is sought from highly experienced academics from other Universities or, in some cases, professional organisations.

These External Examiners provide, amongst other things, independent advice on academic standards, review exams and assignments set, moderate samples of student work and attend module boards to confirm assessment processes are fair and appropriate. Each External Examiner sends an annual report summarizing their observations. Reports, and the teaching teams' response, can be accessed and viewed via NILE under 'Links'.

# Worried about an Assessment- Support and Mitigating Circumstances

If you are worried about engaging with your studies, or submitting/sitting an assessment due to ongoing or sudden personal or health circumstances, please be assured that there is a lot of support available to you. Below covers the options you may wish to make yourself familiar with and the actions you can take to manage your studies if you are experiencing Mitigating Circumstances.

The University defines Mitigating Circumstances as significant and unforeseen circumstances or events that are outside of your control and that impact your ability to complete assessments.

Below is a summary of this information but it is important to review the Mitigating Circumstances guidance in full to ensure you understand these processes.

If you have any queries about any of the below, the Student Support and Advice Team can offer further support and guidance.

## Talk to somebody!

If you do find that your circumstances are affecting your studies, the first step should always been to seek support and advice on how to manage this. Above you will information on all the teams across the University that can support you with your studies, from personal wellbeing support to academic and study skills. Before considering your options outlined below, it is important to get in touch with these teams to see how we can support you with your assessments.

## Extensions

Extensions can be used to give a short amount of extra time for submitted assessments. These are only applicable for the following assessment types;

- AS/ES- Assignments and Essays
- PJ – Individual projects
- DI- Dissertations

They are not available for assessments such as exams, presentations or online tests that are arranged by either the Exams team or by your course teams. Full information on where extensions can be used can be found in the Assessment type appendix below.

If your assessment is organised by your course team, such as presentations or oral assessments, you may be able to ask for this to be rearranged to be given additional time. Please note however that this is not guaranteed and will only be arranged at the discretion of your module tutor.

At the first opportunity, you can apply for a seven-day extension, and when appropriate, an extension of 14 days can be granted.

At the second opportunity (resit), seven days is the maximum extension that can be granted.

You should apply for an extension via the SRS student portal. Full information for applications, including how to choose Self-Certification and upload evidence, rules around the submission of work if an extension has been approved, and other FAQs can be found on the Mitigating Circumstances webpages.

Extensions **must** be applied for before 11.59pm on the day of your deadline and will not be accepted after this time in any circumstances.

### Self Certification and evidence

Twice per academic year you can use Self-Certification to automatically receive a 7-day extension, without providing evidence or explaining your circumstances. To choose this option, apply for an Extension in the normal way on the SRS portal and choose Self-Certification in the evidence section. If you have already used both your Self-Certification options, this will no longer be available for you.

Alternatively, you will need to supply evidence to accompany your application for an extension. A full overview of appropriate evidence as well as information on what will not be accepted, such as photographs, can also be found on the Mitigating Circumstances webpages.

Applications which neither use the Self-Certification option, or include attached evidence, will not be approved.

## Deferrals

If you are not able to request an extension for your assessment due to the assessment type, or an extension will not provide enough time, you may wish to apply for a Deferral instead. A Deferral allows to submit at a later opportunity in this academic year with no penalty applied to the mark.

If a Deferral is approved at your first opportunity, this allows you to submit at the second opportunity/resit without affecting your module mark. This will then be the last

opportunity to submit for that assessment within this academic year.

Deferrals can only be approved if the assessment has not been completed, and a mark for completed assessment will be used even if the deferral has previously been completed. The exception to this is if your mark has been officially approved as Unfit to Sit.

Submitting at the second opportunity/resit without an approved deferral will result in a capped module mark, meaning that you cannot achieve a mark higher than a bare pass (40% for Undergrad). More details on this can be found in the Results and Progression section below.

A Deferral can also be granted at the second opportunity, however please note that this will **not** grant an additional opportunity as each assessment only has 2 opportunities each academic year. It is important therefore to consider whether a deferral is the best option for you, as if you submit at a deferred deadline and fail the assessment, you therefore will have no further opportunity to retake the assessment.

Having an approved Deferral granted at this second opportunity however is an important indicator that you have not been able to complete your assessments in an academic year due to Mitigating Circumstances and this may be taken into account if you have not passed enough modules to move into the next year of study. For further information on this, please see the below information on Mitigating Circumstances Panels and Progression regulations below.

Deferrals should always be applied for via the SRS Student Portal and full details on how to do so can be found on the Mitigating Circumstances pages on the Student Hub.

Supporting evidence must be supplied with every application for Deferrals. A full overview of appropriate evidence as well as information on what will not be accepted, such as photographs, can also be found on the Mitigating Circumstances webpages.

If you are unable to submit evidence at the time of completing your deferral request, you will have 21 days to upload your evidence. Failure to submit evidence will result in your application being declined.

Unlike extensions, Deferrals can be applied for up to a week past your deadline.

## Unfit to Sit

Whilst deferrals can normally only be applied when work has been submitted, you may apply to have a first opportunity assessment discounted if you believe you were not 'Fit to Sit' due to your circumstances. This means that if you have completed an assessment such an submitting an essay or sitting an exam, but after realise you were not well enough, or were not at your full capacity due to other circumstances, you can apply for this mark to not be used and to have another chance to complete this assessment.

If approved, you will be able to take the assessment at the second opportunity/resit without affecting your mark, in the same way as a normal approved Deferral.

An Unfit to Sit application must be made within 7 days of your assessment and before you have received a mark. This is because this type of application should be based purely on your circumstances, and not because you have received a fail mark. If your application is approved, and you later receive a pass mark for the assessment, your application can not be reversed and your mark will not count.

To apply for Unfit to Sit, you should submit a Deferral application via the SRS student portal, and select the 'Unfit to Sit' option and full details on how to do so can be found on the Mitigating Circumstances pages on the Student Hub.

Supporting evidence must be supplied with every Unfit to Sit application. A full overview of appropriate evidence as well as information on what will not be accepted, such as photographs, can also be found on the Mitigating Circumstances webpages.

## Mitigating Circumstances Panels

As well as the processes explained above, students may be considered at regular Mitigating Circumstances Panels. These panels have the ability to grant an IN (incomplete) grade to a module where the assessments have not been completed due to ongoing and complex Mitigating Circumstances.

An IN grade will normally mean that a student can repeat modules in the next academic year, even if they have not met other progression requirements, eg. If they have not passed enough modules to progress under normal regulations. Full information on progression requirements can be found in the relevant section below.

Please note that an IN grade does not grant an additional chance to complete an assessment in the current academic year.

These panels will review students who meet one of the below criteria;

- Students with multiple approved Deferrals on their records, especially at the second opportunity
- Students with known Mitigating Circumstances who have engaged with support services but who have not been able to engage with the formal processes described above
- Students who have not been able to engage with support or Mitigating Circumstances processes due to their circumstances but who wish to continue with their studies

The Panel may contact students via email or phone if they believe that they meet these criteria to discuss their options and invite them to submit evidence of their

circumstances for review. If you believe that you should be considered at this panel, you should contact the Student Support and Advice Team.

# Results and Progression

Throughout your studies, you will receive two types of marks;

- Marks for individual assessments which indicate how you have done on each assessment task
- Marks for whole modules. These are calculated from your individual module marks and are used at the end of the academic year to review your progression.

## Assessment marks

Assessment marks are normally given a % mark, with the exception of some assessments which are only marked on a pass/fail basis.

The pass mark for Postgraduate assessments is 50%. This means that if you have unfortunately received a mark lower than this, you will have failed the assessment. Further information on what happens if you fail an assessment as well as the support available to you can be found below.

You should receive communications from your Module Tutor once your assessment has been marked. Guidance on how to access your assessment marks can be found here.

## Failing an Assessment at the first opportunity

Unfortunately it may not always be possible to either submit or pass an assessment at the first opportunity.

An assessment is failed at the first opportunity if;

- The mark given is less than 50% (for postgraduate assessments)
- Work was not submitted, or not submitted as per the submission instructions. This will appear on your record as a NS (non-submission) grade.
- Work was submitted over a week late (eg. 7 days after the given deadline) or past an extended deadline. This work will not be marked and will appear on your record as a NS (non-submission) grade.

Students will normally have two opportunities to complete every assessment set by the University. If you have failed your assessment due to one of the reasons outlined above, it is important that you submit at the second/resit opportunity. The deadline or date for this second/resit opportunity should be available on your Assessment brief or Nile Site. If you are unsure of when this second assessment will be, it is vital that you check with

your Module Tutor.

There are a couple of exceptions to the above rule which you should be aware of;

- In some extreme cases of Academic Misconduct, students will have their right to resit a failed assessment removed. This will be made clear in the outcome letter received.
- If you have passed the module overall, even with a failed assessment, you will not need to, or be allowed to, retake the failed assessment. This is explained in full below.

## Failing an Assessment at the second/resit opportunity

As assessment is failed at the second opportunity if;

- The mark given is less than 50% (for postgraduate assessments)
- Work was not submitted, or not submitted as per the submission instructions
- Work was submitted after the deadline or past an extended deadline. Please note that it is not possible to submit late at the second/resit opportunity without an approved extension and work submitted after the deadline will not be marked and will be awarded a NS (non-submission grade).

If you have failed at the second/resit opportunity, there is unfortunately no further opportunity to complete this assessment in your current academic year. This is regardless of whether you had a deferral approved at the first opportunity.

This failed assessment mark will then be taken into account when your total module result is calculated.

## Module Results

Once module results are available, you will be able to view these on your MyNorthampton App. Whilst these are made available as soon as possible, please remember that they are only provisional until confirmed by an Award and Status Board.

Your module results will be calculated twice.

The first time is once when your first opportunity results have been released. If you have passed all assessments, you will then receive your Module Result. If you have failed any assessments, your module result will be calculated to see whether you are required to complete your second/resit opportunities. This will only be the case if you have not passed the module overall.

If you then complete second/resit opportunities, your module result will be recalculated

to take these marks into account.

As with assessments, the pass mark for Postgraduate modules is 50%. This means that if you have unfortunately received a result lower than this, you will have failed the module. Further information on what happens if you fail an assessment as well as the support available to you can be found below.

# Calculations

Your Module result will calculated using the following;

- The % mark your individual assessments have received
- The % weighting each assessment is given within your module
- Any 'cap' your module is given due to submitting at the second opportunity without an approved Deferral.

**Example 1**

- 2 hour exam (60%), 2,000 word essay (40%)

**Example 2**

- Portfolio (100%)

You can therefore use the % weightings to calculate your total module mark. For example 1, your module would be calculated as follows with example assessment marks;

| **Assessment** | **Assessment %** | **Example Assessment Mark** | **Weighted module mark** |
|---|---|---|---|
| 2 Hour Exam | 60% | 60 | 36 (60 x 0.6) |
| 2,000 word essay | 40% | 55 | 22 (55 x 0.4) |
| | | **Total Module Mark** | 58 (36+22) |

It therefore may be possible to still pass a module, even if an assessment has been failed, for example;

| **Assessment** | **Assessment %** | **Example Assessment Mark** | **Weighted module mark** |
|---|---|---|---|
| 2 Hour Exam | 60% | 70 | 42 (70 x 0.6) |
| 2,000 word essay | 40% | 25 | 10 (25 x 0.4) |
| | | **Total Module Mark** | 52 (42+10) |

In this example, the calculated module mark is still above 50%, therefore the module will have been passed despite the failed essay mark. In this example, a second/resit

opportunity for this failed assessment would not be required or allowed.

Please note that a small number of Courses do not allow modules to be passed in this way, instead requiring every assessment to be passed. This will be specified within your course specific regulations and, if you are not sure, you should check this with your module tutor in the first instance.

## Module 'Capping'

If you have submitted work at a second opportunity, without an approved Deferral or Unfit to Sit application in place, your module will be 'capped. This means that the most you will achieve for this module will be a pass mark, 50% for postgraduate, even if your normal weighted calculation as demonstrated above is normally higher than this.

This is why it is so important to apply for a Deferral if you believe that Mitigating Circumstances outside of your control mean that you are not able to complete work at the first opportunity to the best of your ability. If the second/resit opportunity is used when a Deferral has been approved, your module will not be capped and you will receive your normal calculated module mark.

## Appealing a mark or module grade

If you have received an assessment mark that you are unhappy with, or do not believe reflects your work, the first thing you should do is read your feedback thoroughly and discuss this with your module tutor for further clarification.

It is not possible to appeal a mark based on academic merit, eg. That you don't believe that mark is as high as the work deserves. This is because the marking has already gone through the processes described above in the Quality section.

However, an Academic Appeal can be submitted if you believe that the University has not followed the appropriate processes and policies. Information on Academic Appeals can be found here.

## Award and Status Boards and Notifications

For September starting students, the first board to review the year's modules mark will be in July. At this stage, students will receive one of the following outcomes;

- Informed of outstanding resits. These resits then need to be completed before a progression/Award decision is made.
- Retake failed modules- full details below in the Progression Regulations section
- Award/Inter-award
- Withdrawal from the University.

Another Board then meets once your Dissertation/project has been completed to review your full classification. If you have been required to retake modules, this may take place at a later date dependent on when all your modules are complete.

A similar structure is in place for students from January and Spring cohorts and full details can be found here.

Results for continuing students and for final year students will be sent via email to their University of Northampton email address.

## Failing a module and Academic Regulations

If you fail any modules during your studies after utilising all second/resit opportunities, your record will be considered by the Award and Status Board which uses a number of regulations to decide what your progression outcome will be.

When making these decisions, modules will be reviewed in terms of how many credits they are worth. Most modules are worth 20 credits but some can be 30, 40 or 60 credits.

These regulations can be complex, and depend on a number of factors;

- How many modules have been passed/failed, and therefore how many credits have been achieved.
- Whether you have approved Mitigating Circumstances
- What course you are on as some courses have specific regulations on top of the normal progression regulations, due to requirements for the course or professional bodies
- The Registration Period of your course. You can view the registration period of your course in the relevant section above. If you are in the last year of your registration period, and have not completed your Award, it is likely that you will not be able to continue your studies and will be withdrawn by the University.

Postgraduate students are required to pass at least 60 credits in an academic year as full time students, or at least half of the credits you are enrolled in for a part time student, in order to continue with your studies.

However, if an IN grade (incomplete) has been approved by a Mitigating Circumstances Panel, you will likely be allowed to retake failed modules even if the above criteria have not been met. It is therefore vital that you get in touch with the Student Support and Advice Team if you believe your studies have been affected by Mitigating Circumstances to ensure that the right protection can be put in place for affected modules.

If you are unsure what the implication of failing your module means, it is really important that you get in touch with the Student Support and Advice Team. The team

can review your record with you, taking into account the complexities listed above, and advice on what your likely outcome will be. Please note however that this advice is always provisional until confirmed by an Award and Status Board.

## Repeating Failed Modules

If you have failed modules but not breached the above progression regulations, you will likely be able to repeat these failed modules in the next academic year.

You may be allowed to progress onto your Dissertation module, whilst repeating your other modules. However please note that this is dependent on not breaching the above progression regulations and you may be removed from your studies if further modules have been failed.

## Repeating Failed Modules and Finances

If you are repeating failed modules, it is incredibly important to understand the implications on your Fees and Finance. This is regardless of whether you are repeating modules alongside the next level, or as a Part Time student.

Students who are required to repeat a module may be charged an additional fee for that module. Students should contact the Finance Office at income@northampton.ac.uk who can advise on the level of any additional fee and the mechanisms through which they can be paid.

Students who do not pay the additional fee/set up a payment plan with Finance for the payment of that additional fee will not be eligible to take up the repeat module opportunity.

## Impact of Part Time Study on finances

If you are required to retake modules part-time (eg. less than 80 credits), this is likely to have an implication on your Student Finances. If you are in this position it is vital that you take advice from our Financial Guidance team.

## Withdrawal from the University

If the above progression requirements are not met, you may be withdrawn from the University due to Academic Failure.

If this happens, there is an opportunity to appeal that withdrawal. When you receive notification of this withdrawal, you will receive information on this process as well as the deadline for submission.

Please note that the only reason an appeal will be considered will be due to irregularities or errors with the Award Boards and associated processes.

If an appeal is not submitted, or is unsuccessful, an application to return to study at the University cannot be made until after a minimum period of two years has passed.

If a subsequent application is made, you should note that University regulations prohibit return to the same course. This also applies to courses studied with one of the University's Partner Institutions.

Advice on the termination appeal process and the Policy is available via the Student Hub.

## Choosing Modules

You may have already been asked to choose modules earlier on in the year but, if you have failed modules, it is vital that you clarify which modules you wish to retake if requested.

Once you have received your progression outcome, you will also receive a request to choose your module. If this is not completed, you may not be able to fully enroll for the next level of study which may have implications on not only your study but also your student finance.

All communications on this will be sent your UoN email address and it is vital that you monitor this carefully.

Further information on this process can be found here.

# Your Award

The term 'Award' refers to the title of the qualification you will receive upon completion of all requirements of your course.

These requirements are considered carefully as part of the Course design and quality processes.

## Top up Award

This applies to students entering study directly onto a Postgraduate course to 'top-up' any previous credits achieved in order to achieve an Honours award.

Grades achieved from previous study will not be included when you Award is given and only the grades achieved during this 'Top-Up' will be reviewed.

## Intermediate Awards

There are a number of 'Intermediate Awards' that can be considered if you are not able to, or do not wish to, aim towards the full 360 credits of the Honours Degree. If you are considering these for personal or health reasons, it is important to understand the requirements for each Award.

Again, it is important to note that some professions and some postgraduate courses may require a specific named Award to be completed, and therefore a Combined Studies award may not allow access.

Students are therefore strongly encouraged to discuss any potential career implications with the Student Futures Team and your Personal Academic Tutor before making any decisions.

Exiting with an intermediate award through choice permits means that you would be to apply to return to complete the final award, subject to confirmation the learning is still current, once a minimum period of 12 months has passed. This is not allowed if you are withdrawn from study due to Academic Failure, and an Intermediate Award is awarded.

If you do wish to withdraw with an Intermediate Award, including an Ordinary Degree, it is therefore important to notify the Award and Status Board before the Board sits. For queries on this, please contact the Student Support and Advice Team or email results@northampton.ac.uk.

## Intermediate Award Requirements

The below information outlines the Intermediate Award requirements for postgraduate courses

- Postgraduate Diploma (PGDip): at least 120 credits at level 7 and have satisfied the requirements of the appropriate award map. The Postgraduate Diploma will normally carry the title of the corresponding Master's degree.
- Postgraduate Certificate (PGCert): normally given as an intermediate award on a master's programme but may exceptionally be given following the successful completion of a free-standing programme of study worth 60 credits at level 7. The Postgraduate Certificate does not carry a title unless it has been validated and named on the Award Map.

# Your Classification

Once you have completed all credits on your course, your marks will be reviewed by a final Award and Status Board as per the schedule found here.

Information on how your final award is calculated can be found here is a dependent on the year you started your degree.

**Version Control- Last updated 20th September 2025**