



Decisions and Decision Codes – 2025

(Guidance for Undergraduate, Postgraduate Taught, Postgraduate Research Programmes)

Deadlines for Submitting Approved SER/ARRs	
Tuesday, 04 February 2025	PGT (January start) progression decisions
Tuesday, 04 February 2025	PGT Graduating students (summer graduations)
Friday, 30 May 2025	Graduating students (summer graduations)
Tuesday, 17 June 2025	Continuing students & exit awards (winter graduations)
Friday, 22 August 2025	Continuing and reassessment students
Friday, 22 August 2025	Graduating students & exit awards (winter graduations)
Friday, 10 October 2025	PGT Graduating students (winter graduations)

Progression and Award Decision Codes must be uploaded in bulk or entered individually via Faculty Self Service (FSS). School Academic Staff should ensure that the Banner Code corresponds to the decision made at the Board of Examiners, before an approved copy of the Assessment Results Report (ARR – GS060) and School Error Report (SER – GS065) are sent to Academic Operations Team (progression decisions) or the Student Records and Awards Team (award decisions).

Please note that the Academic Operations and Student Records and Awards Teams will only accept complete and approved SER/ARRs before assessment results and decisions are released online; no other spreadsheets will be accepted.

These notes are designed to provide a guide for Academic Staff to select the most appropriate decision at Board of Examiners for taught and PGR programmes.

Academic Staff should select an appropriate decision for each student from the following lists:

Part One: Progression Decisions	page 3
Part Two: Award, Completion, Exit and Non-graduating Decisions	page 14
Part Three: Other Decisions	page 16

If you require any assistance, please contact:

Dr Amanda Lyness
a.lyness@hw.ac.uk
 Academic Operations Manager
 Registry and Academic Support Directorate

Important Notes for Academic Operations Support Teams

Award Decisions not Consistent with Programme of Study

1. If a code is entered in Faculty Self Service (FSS) for an award that is different to the 'Learner Programme' that a student is enrolled on, the programme code on the SHADEGR Curricula Tab must be changed to the programme code relevant to the award, and this updates the 'Outcome Programme'.

Examples:

- If a student is enrolled on MA in Management with Marketing (C1DM-BMM) but is awarded a BA in Management ordinary degree (code 32), the programme code must be changed to CI2M-ZZZ in SHADEGR.
 - If a student is enrolled on MSc in Quantity Surveying (D3Q7-QSU) but is awarded the PG Diploma (code 45), the programme code must be changed to D3Q5-QSU in SHADEGR.
2. This applies to all instances where a lower award is recommended; MA to BA, MPhys to BSc, MChem to BSc, MEng to BEng, MSc to PG Dip/Cert, BSc to Cert/Dip Higher Education etc.
 3. Please follow SAS Sub Process P0350 [Adding Award and Degree Classification - Manual Process](#)
 4. If a student is given an exit award, then the Academic Operations Support Teams must update the 'Outcome Programme' via the curricula tab in SHADEGR; do not update the programme code in SFAREGS as this is the 'Learner Programme' that the student was originally enrolled on.

The programme a student is enrolled on – do not change

A	B	C	D	E	F	G	H	I	J	K	L	M
HW_ID	LAST_NAME	FIRST_NAME	LEARNER_PROG	CAMPUS_DESC	YOS	OUTCOME_PROG	HONR_CODE	HONR_DESC	DEGS_DESC	PROGRESSION_DEC	DECISION_DESC	ESTS
H00123456	Smith	Maria	B211-PHY	Edinburgh	4	B211-PHY	32	Ordinary Degree	Award Pending			PW

An ordinary award has been entered and the 'Outcome Programme' title needs to be amended to match the award in SHADEGR i.e. B211-ZZZ

The image above shows an excerpt from the *GS100 Award Progression Data Extract* report showing a mismatch between the learner (enrolled) programme code and the outcome (award) programme, and this must be amended on SHADEGR.

If the 'Outcome Programme' is not updated before the release of final results, then students will be informed of the incorrect award title when released online.

Part One: Progression Decision Codes

Code	Decision (short form)
1A	Proceed to next year of study/part of programme
1B	Proceed to next year of study with attend or re-attend courses
1D	Proceed to next year of study with reassessment/resubmission in next Academic Year
1E	Proceed to next year – continued affiliation – Postgraduate Research Only
1F	Proceed to next year of study – transfer to different programme
2A	Continue in the same year/part of programme
2B	Cannot Proceed – Repeat/Re-attend programme or courses
2C	Continue in same year – Reassessment may be required
2D	Continue in same year with reassessment/resubmission
2E	Continue in same year – continued affiliation
2H	Continue to dissertation in the next Academic Year
2X	Continue in same year – no progression decision
3C	Cannot continue – reassessment/resubmission required before next Academic Year
3D	Cannot continue – reassessment/resubmission required in next Academic Year
3F	Cannot continue on current programme
4A	Confirmation of results – no progression decision
4B	Defer. Reassessment required in the January Semester
4C	Reassessment required for award
4D	Deferred decision – reassessment/resubmission required
4E	Continue to dissertation with reassessment(s)
4G	Deferred decision – awaiting outcome of Discipline Committee
4H	Continue to dissertation/project
4X	Decision pending further consideration of additional assessment information

Guidance on the use of Decisions is given on the following pages. Please carefully read the guidance notes that accompany each progression decision to ensure that the correct code is selected and that any distinction between codes to be used following the January/February, June and August Progression Boards and Award Boards are observed.

Please note:

- The notes under each decision code are provided as guidance only.
- The decision selected must reflect the action that is taken in Banner once a student's record has rolled to the next academic year (see 'Action in Rollover').
- The description under each Decision Code is the text that will be seen by all students viewing online results (i.e. the text in italics) when results are made final.

Part One: Guidance Notes on Progression Decisions

1A Proceed to next year of study/part of programme.

Student View: You may proceed to the next part or year of your programme.

Guidance Note:

1. This decision should be used for full-time undergraduate students at either the **June** or **August** Progression Boards.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Increments Year of study.

1B Proceed to next year of study with attend/re-attend courses.

Student View: You are eligible to proceed to the next stage of your programme, but you must either attend additional courses, re-attend the designated course(s), or take alternative courses as determined by your School. Please consult your School if you require any advice.

Guidance Note:

1. This decision should be used for full-time undergraduate students at the **August** Progression Boards (after reassessment).
2. The opportunity to repeat, or to take alternative courses, is at the discretion of the Progression Board.
3. The student can proceed to the next stage but has one opportunity to repeat and re-attend the course(s), including one reassessment, or to take alternative courses.
4. Unless there are mitigating circumstances, the student must pay full course fees for the repeat and re-attendance or for the alternative courses. Students will be invoiced for all such courses.
5. This decision should be returned only if the Progression Board is confident that the student will be able to cope with, and successfully complete, more than eight courses in one session.
6. The Progression Board must specify the courses to be taken so that the AO Teams can update the 25/26 student record.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Increments Year of study.
- Academic Operations should add the repeat course code to 2025/26 record.

1D Proceed to next year of study with reassessment/resubmission in next Academic Year

Student View: You may proceed to the next stage of your programme. However, you are required/may be required to be re-assessed in the designated courses at the next diet, or the following diet. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:

1. This decision should be used only in exceptional circumstances for **UG** full-time students at the **August** Progression Boards.
2. This decision applies only to Grade Fs in non-continuing courses where the student is eligible to proceed to the next stage without the reassessment being taken at the August exam diet.
3. The reassessment must be taken at the next available assessment diet during the next academic year.
4. Students should not be required to be re-assessed in a Grade E unless the course is a pre-requisite or has been designated as requiring a minimum of Grade D.
5. This decision should be used only **in exceptional circumstances** where, in the opinion of the Progression Board, the student will not be able to take the reassessment at the August exam diet and will have to defer until the next academic session. Justification for use should be provided and recorded in Board minutes.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Increments Year of study.
- Academic Operations should add the reassessment course code to 2025/26 record.

1E Proceed to next year – continued affiliation

Student View: You may proceed to the next year of your programme and are required to enrol as a continuing affiliated student to complete your programme of study.

Guidance Note:

1. This decision should only be used for **PGR** students who,
 - a) are completing the research element of their degree and proceeding to their writing up period. Select one of the appropriate 'proceed' decision codes for students who are eligible to progress to the next component of their course.
 - b) have been granted an extension on their thesis and are allowed to submit in the next academic session rather than in the session in which they were scheduled to complete.
Note: This decision should only be used if approval has already been given by the School/Institute or Studies Committee. The request must be submitted on the appropriate [Amendment to Registration Form](#)
2. For enrolment purposes, these students will be enrolled as 'continuing, affiliated students' in the next academic session. They will be obliged to pay a fee and will also have use of University facilities (e.g., Library, IT) during the next academic year/extension period. Schools should notify students that such payments will be required.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Increments Year of study.
- Student Type changed to 'A – Continuing Affiliation'.

1F Proceed to next year of study – transfer to different programme

Student View: *You are eligible to proceed to the next year of study, but you will be transferred to another programme in order to meet the criteria required for progression. Please consult your School if you require any advice.*

Guidance Note:

1. This decision must not be used if a student has any reassessments.
2. This decision may be used where an undergraduate student has not satisfied the criteria to proceed on the programme on which they are currently enrolled, but the student is eligible to continue on another programme with the School.
3. Typically, this decision will be used where a student needs to transfer from Integrated Masters level to Bachelors level and where a Code 1A (Proceed) would have applied in the case of progression from Bachelors.
4. Where possible, Schools should review a student's progress during the year and, if the student's performance indicates that progression on the current programme will not be possible, the School should, in consultation with the student, agree a programme transfer prior to the Progression Board.
5. The AO Support Team must transfer any Code 1F students after the release of final online results, and rollover of records, but prior to enrolment for the next academic year.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Increments Year of study.

2A Continue in same year/part of programme

Student View: *You may continue to the next part of your programme.*

Guidance Note:

1. This decision should be used for **HW Online** or **part-time students** who are to be notified of their course results before completing the entire taught component of the programme.
2. This decision may also be used for students on a 2-year MSc.
3. This decision may also be used for **PGT January start students**, at the June Progression Boards, who are to be notified of their course results before completing the entire taught component of the programme.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Does **not** increment Year of study.

2B Cannot Proceed – Repeat/Re-attend programme or courses

Student View: *You are not eligible to proceed to the next stage of your programme and you must repeat and re-attend the designated course(s), or take alternative courses as determined by your School before you can proceed to the next stage. Please consult your School if you require any advice.*

Guidance Note:

1. The opportunity to repeat, or to offer alternative courses, is at the discretion of the Progression Board.
2. This decision is normally made when, after reassessment, an undergraduate student has not gained a minimum of Grade D in continuing course(s).
3. The student cannot proceed to the next stage and has one opportunity to repeat and re-attend the course(s), including one reassessment, or to take alternative courses in the next academic year.
4. Unless there are mitigating circumstances, the student must pay full course fees for the repeat and re-attendance, or for the alternative courses. Students will be invoiced for all courses.
5. In the case of a student who has five* or more reassessments, the **June** Progression Board may determine that no **August** diet reassessment opportunities should be permitted and that the student is required to repeat in the following academic year all courses designated as requiring a reassessment (*see Regulation A6 Progression, section 2.3 Reassessment, paragraph 2.3.5.3 <https://www.hw.ac.uk/documents/Regulations-2024-25.pdf>).
6. This decision can be used at the **June** or **August** Progression Boards.
7. The Progression Board must specify the courses to be taken so that the AO Teams can update the 25/26 student record.

Action in Rollover:

- Creates a new active repeat student record for 2025/26.
- Does **not** increment Year of study.

2C Continue in same year – Reassessment may be required

Student View: *You have satisfied the requirements for progression and may proceed to the next part of your programme. However, you may be required to be reassessed in specific course(s). Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.*

Guidance Note:

1. This decision will apply to **HW Online** or **part-time students** who are to be notified of their course results before completing the entire taught component of the programme.
2. This decision should be used in cases where a student has satisfied the requirements for progression yet has not passed all courses at the requisite grade.
3. This code is to be used primarily for HW Online or part-time programmes where students are often permitted to progress without passing all courses and where a decision on reassessment is likely to be made at the conclusion of the taught component.
4. This code can be used for **January start PGT students** at the **June** Progression Board if a student may be required to take a reassessment in the January semester in the following academic year (e.g. a SoSS PGT student has ≥ 3 Grade Ds).
5. The School should inform students of the grades which they must achieve in reassessment to qualify for progression.
6. Use Code 2D if the **August** Progression Board has agreed that the student can proceed to the project or dissertation but must undertake a reassessment in the following academic year.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Does **not** increment Year of study.

2D Continue in same year with reassessment/resubmission

Student View: *You may continue with or have been granted an extension on your programme however you are required to resubmit or be reassessed in the designated course(s) in the next academic year. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.*

Guidance Note:

1. This decision should be made for **PGT** students, normally by the **August** Progression Board, who have:
 - a) been granted permission to progress to the dissertation or project yet have not passed all courses at the requisite grade and are required to undertake reassessment in the next academic year.
 - b) been granted an extension and have been allowed to take a reassessment in the next academic year rather than in the year in which they were scheduled to complete.
2. This decision can be used for either PG Diploma or MSc programmes.
3. For enrolment purposes, these students will be enrolled as 'continuing students' in the next academic year. However, they may be obliged to pay a fee for affiliation during their period of extension, which will include use of University facilities (e.g., Library, IT) during the next academic year. They will also be required to pay the standard reassessment fee. Schools should notify students that such payments will be required.
4. Use Code 2C if the Board has determined that the student can proceed to the dissertation/project but wishes to defer deciding on whether reassessment is required until all taught components of the programme have been completed.
5. The Progression Board must specify the courses to be taken so that the AO Teams can update the 25/26 student record.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Does **not** increment Year of study.

2E Continue in same year – continued affiliation

Student View: *You have been granted an extension to submit your dissertation/project in the next academic year and are required to enrol as a continuing affiliated student to complete your programme of study. Please contact your School for advice regarding date of submission.*

Guidance Note:

1. This decision should be used for **PGT** students who have been granted an extension on their dissertation/project and are allowed to submit in the next academic year rather than in the year in which they were scheduled to complete.
2. For enrolment purposes, these students will be enrolled as 'continuing affiliated students' in the next academic session. They will be obliged to pay a fee for affiliation, which will include use of University facilities (e.g., Library, IT) during the next academic session. Schools should notify students that such payments will be required.
3. This decision should be used only for extension purposes and normally returned by the **August** Progression Boards prior to the start of the new academic year. Select one of the appropriate 'continue/proceed' decision codes for students who are eligible to progress to the next part of their programme.

Action in Rollover:

- Creates a new active affiliated student record for 2025/26.
- Does **not** increment Year of study.
- AO Support Team must add the course code in the 2025/26 year record after the student has enrolled.

2H Continue to dissertation/project

Student View: *You may proceed to the dissertation/project, which is the next part of your course.*

Guidance Note:

- this decision should be used for **PGT** students who:
- can go on to undertake a dissertation/project, in the next academic year, but for whom not all marks/grades are yet available.
- have gained all the required grades for the taught component and can go on to undertake the dissertation/project in the next academic year.
- this decision should normally be returned by the **August** progression boards.

Action in Rollover:

- Creates a new active student record for 2025/26.
- Does **not** increment Year of study.
- Please see decision 4H if the student's record should not roll to the next academic year.
- AO Support Team must add the dissertation/project course code in the 2025/26 year record after the student has enrolled.

2X Continue in same year – no progression decision

Student View: *You may continue in the same year of your programme; no decision on progress is required.*

Guidance Note:

1. This decision can be used for **ALP**, **HW Online** students who need to progress to the next academic year, but who will not be considered by the Progression Board until the next academic year.
2. This decision is used for a student who are on a full-year TSS.
3. This code should not be used for **PGT January start** students at the **June** Progression Boards; use 2A or 2C.

Action in Rollover:

- Creates a new active continuing student record for 2025/26.
- Does **not** increment Year of study.

3C Cannot continue – reassessment/resubmission required before the next Academic Year

Student View: *You are not eligible to proceed to the next stage of your programme without being reassessed in the designated course(s). You should take the reassessment at the next available diet. Please consult your School if you require any advice and follow the link to information on reassessments.*

Guidance Note:

1. This decision should be returned at the **June** Progression Boards when a **UG** student has been unsuccessful at the first attempt in one or more courses. This applies to grades in core/continuing courses where a reassessment is required.
2. This decision applies to
 - a) both continuing and non-continuing courses.
 - b) all instances of Grade F.
 - c) a Grade E in one or more courses which are pre-requisites or have been designated as requiring a minimum of Grade D, i.e., where a reassessment is required.
3. Students should not be required to be reassessed in a Grade E unless the course is a pre-requisite or has been designated as requiring a minimum of Grade D.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.
- AO Support Teams should update the resit flag in SHATCKN if no reassessment is required at Grade E.

3D Year out – Reassessment

Student View: *You are not eligible to proceed to the next stage of your programme without being reassessed in the designated course(s). You should take the reassessment at the first available diet in the next academic year. Please consult your School if you require any advice and follow the link to information on reassessments.*

Guidance Note:

1. This decision should be returned at the **August** Progression or Award Boards in all cases when a student has been unsuccessful at the second attempt in one or more courses. This applies to Grade Es in core and continuing courses where a reassessment is required.
2. This decision applies to
 - a) both continuing and non-continuing courses.
 - b) all instances of Grade F.
 - c) a Grade E in one or more courses which are pre-requisites or have been designated as requiring a minimum of Grade D, i.e., where a reassessment is required.
3. Students should not be required to be re-assessed in a Grade E unless the course is a pre-requisite or has been designated as requiring a minimum of Grade D.
4. The Progression Board must specify the courses to be taken so that the AO Teams can update the 25/26 student record.

Action in Rollover:

- Creates a new active repeat student record for 2025/26.
- Does **not** increment Year of study.
- Students are recorded as RA (Reassessment only) and will not be considered in attendance during 2025/26 (there is no requirement for the student to enrol).
- Reassessment course codes must be added manually, to Banner, by the Academic Operations Teams.

3F Cannot proceed on current programme

Student View: *You are not eligible to proceed on the programme on which you are currently enrolled. You should contact your School for advice on other available opportunities.*

Guidance Note:

1. This decision should be returned where, usually after reassessment at the **August** Progression Boards (UG and PGT) and **January/February** PGT Progression and Award Boards, when a student does not meet the specified criteria for continuing on their current programme.
2. In this instance, while it is the responsibility of the student to contact the School in the first instance, the School should provide the student with advice on various alternatives and for the student to decide based on this advice. The School should not decide in advance on a particular route for the student.
3. This decision does not necessarily mean that the UG student is required to withdraw from the University, as transfer to another programme may be possible. If a student is required to withdraw from the University, the Progression Board should consider whether the student has satisfied the criteria for one of the available exit awards.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.

4A Confirmation of results – no progression decision

Student View: *The examiners have considered and agreed the enclosed course results. Your results are a record of your performance and no decision on progress is required.*

Guidance Note:

1. This decision can be used for credit accumulation programmes where there is no 'progression' as such (e.g., Incoming Exchange Students or Visiting Students) and students can continue to take additional courses without having to complete reassessments first.
2. This decision can also be used for students who have withdrawn or suspended where there is no award decision.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.

4B Reassessment required in the January Semester

Student View: *You are required to be reassessed in the designated courses(s) or resubmit your dissertation/project before the examiners can decide on progression. You should take the reassessment at the assessment diet in the January Semester. Please consult your School for any advice on matters such as criteria, procedure, and date of resubmission. You must follow the link online for reassessment information.*

Guidance Note:

- This decision should only be used for **PGT** students who have not met the requisite criteria for progression to the dissertation/project stage or who have not obtained the requisite course grades, and the **January/February** Progression Board has permitted a reassessment opportunity.
- The student should be reassessed during the January Semester diet (i.e. the April/May exam diet).
- A new progression decision (or exit award) should be agreed at the next PGT Progression Board in May/June 2025.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.
- Reassessment course codes must be added manually, to Banner, by the Academic Operations Teams.

4C Reassessment required for award

Student View: You are required to be reassessed in the designated course(s) or resubmit your dissertation or project before the examiners can make a decision on your eligibility for an award. You should take the reassessment at the next available diet. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:

1. This decision should be used for students who have not obtained the requisite grades for award and the Progression Board has permitted a reassessment opportunity for award.
2. If the Progression Board wants to offer a reassessment opportunity for progression to dissertation/project, for a **PGT** student, rather than for award purposes, then Code 4D or Code 4B should be used.
3. the School should inform students of the grades which they must achieve in reassessment to qualify for the award.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.

4D Reassessment/resubmission required

Student View: You are required to be reassessed in the designated course(s) or resubmit your dissertation or project before the examiners can make a decision on progression. You should take the reassessment at the next available diet. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:

1. This decision should be used for **PGT** students who have not met the requisite criteria for progression to the dissertation or project stage or who have not obtained the requisite course grades, and the **June** Progression Board has permitted a reassessment opportunity.
2. If the Progression Board can decide and wants to offer a reassessment opportunity for award purposes, then Code 4C should be used.
3. The School should inform students of the grades which they must achieve in reassessment to proceed to the dissertation/project stage.
4. The unsatisfactory first attempt submission of a project or dissertation must be recorded as a first opportunity, and the result of the resubmission should be recorded as a second opportunity on Banner and against the actual academic year of resubmission. It is not appropriate to omit any record of the first opportunity.
5. If the Progression Board has decided that a student should not be permitted an opportunity to resubmit, then an appropriate **award decision** or **Code 3F** should be used.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.
- Reassessment courses are added by the 'Reassessment Pre-Registration Process' at the start of July prior to the August reassessment period.

4E Continue to dissertation with reassessment(s)

Student View: *You may continue to the dissertation/project, which is the next part of your programme. However, you are also required to be reassessed in the designated course(s) and you should take the reassessment at the next available diet. Please consult your School for any advice on matters such as criteria, procedure and date of resubmission. You must follow the link online for reassessment information.*

Guidance Note:

1. This code should be used for a **PGT** student who has been granted permission to progress to the dissertation/project phase but has not yet passed all courses at the requisite grade and is required to undertake reassessment.
2. The reassessment must be taken in the same semester as completion and submission of the dissertation/project in the same academic year. This code can be used at the **January/February** and **June** Progression Boards.
3. The recommendation is that no more than one reassessment (optional or mandatory course) be taken while undertaking a dissertation/project. For example, if there are more than 3 grade Ds (a SoSS specific progression criteria) or a grade E, or an MC.
4. The student should be counselled about the risk that if they fail the reassessment, the dissertation will not be marked and included in the award decision. If the student decides not to undertake the dissertation/project at the same time as the reassessment, then the code must be updated to 4D.

Action in Rollover:

- Does not create a new active student record for 2025/26.
- Reassessment course codes must be added manually, to Banner, by the Academic Operations Teams.

4G Deferred decision – awaiting outcome of Discipline Committee

Student View: *A decision has not been made regarding either a recommendation for award or eligibility to continue/proceed to the next stage of your programme, pending consideration of course results by the Discipline Committee. However, you might not have gained the required grades in some of your other courses. In this case, you must take the reassessment in the designated courses at the next available diet. Please consult your School if you require any advice. You must follow the link online for reassessment information. Please consult your School if you require any advice and follow the link to information on reassessments.*

Guidance Note:

1. This decision must be entered as soon as a School has referred a suspected case of misconduct in assessment and/or examination (e.g., plagiarism, cheating in exams).
2. Academic Operations are responsible for entering this decision to ensure that award/progression decisions are not disclosed (Code 4X must not be used for discipline cases).
3. As soon as the outcome of the discipline case is known, Schools must submit a new individual ARR and SER, detailing the agreed progression/reassessment/award decision, to the Academic Operations or Student Records and Awards Teams so that the new result and decision is released online.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.

4H Continue to dissertation/project

Student View: *You may proceed to the dissertation/project, which is the next part of your course.*

Guidance Note:

1. This decision should only be used for **PGT** students who:
 - a) can go on to undertake a dissertation/project but for whom not all marks/grades are yet available.
 - b) have gained all the required grades for the taught component and can go on to undertake the dissertation or project, and submit, in the current academic year.
2. This decision should normally be returned by the **January/February** and **June** Progression Boards for PGT students.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.
- Please use decision 2H if the student's record should roll to the next academic year for submission in the 2025/26 academic year.

4X Decision pending further consideration of additional assessment information

Student View: *A decision has not been made regarding either a recommendation for award or your eligibility to proceed to the next stage of your programme. The decision is pending consideration of the course results by the examiners. Please consult your School for advice.*

Guidance Note:

1. This decision should be returned when the Progression Board is waiting for additional assessment information.
2. This decision must not be used where the Progression Board is uncertain about making a decision.
3. This decision must not be used where students have been absent from exams due to valid commitments (e.g., sports scholarships). In such cases, a reassessment decision should be selected.
4. The Progression Board must notify Academic Operations of instances where 'decision pending' is used and again when a progression decision has been reached.
5. **Note:** 'decision pending' is a temporary decision code that must be updated with a progression decision as soon as possible (normally within one week of the Board).
6. As soon as a decision has been made, Schools must submit a new individual ARR and SER, detailing the agreed progression/reassessment/award decision, to the Academic Operations or Student Records and Awards Teams so that the new result and decision is released online.
7. if a decision is pending the outcome of a discipline case, Code 4X must not be used; **4G** must be used in all such cases.

Action in Rollover:

- Does **not** create a new active student record for 2025/26.

Part Two: Award, Completion, Exit and Non-graduating Decisions

Undergraduate Award Decisions

Code	Decision (short form)
26	With Honours of the First Class
27	With Honours of the Second Class (Upper Division)
28	With Honours of the Second Class (Lower Division)
29	With Honours of the Second Class
30	With Honours of the Third Class
32	Ordinary
33	with distinction
52	Master of Engineering (MEng) [undergraduate]
53	Master of Biology (MBiol) [undergraduate]
65	Certificate in Foundation English
81	Cert HE Foundation Programme

Postgraduate Award Decisions

Code	Decision (short form)
39	PhD - to be input by SRA
40	MPhil - to be input by SRA
41	Master
42	Master with distinction
34	Master with Merit
45	Postgraduate Diploma
46	Postgraduate Diploma with distinction
98	Postgraduate Diploma with merit
47	Postgraduate Certificate
48	EngD - to be input by SRA
49	Certificate in Foundation English (for Graduate Purposes)
71	Graduate Diploma
72	Graduate Diploma with distinction
73	Graduate Certificate
90	Master - to be used if the award is being made by a Partner Institution
91	Master with distinction – to be used if the award is being made by a Partner Institution
100	Master with Merit – to be used if the award is being made by a Partner Institution
92	Ordinary Degree by Partner
93	EngD – Awarded by another Institution – to be input by SRA
94	PhD Awarded by another Institution – to be input by SRA
95	MPhil – Awarded by another Institution – to be input by SRA
96	PGDip – Awarded by Partner Institution – to be input by SRA
97	PhD Awarded jointly with another Institution – to be input by SRA
99	Graduate Diploma with merit

Completion and Non-graduating Decisions (No Award)

Code	Decision (short form)
00	Non-Graduating Student
74	No Award

Exit Award Decisions	
Code	Decision (short form)
50	Certificate of Higher Education (CertHE)
51	Diploma of Higher Education (DipHE)

Additional Guidance Notes

00 Non-Graduating Student

Student View: *Your results are a record of your performance and, as a non-graduating student for this session, no decision on progress is required.*

Guidance Note:

1. This decision should be used primarily for exchange students where they have completed only part of a stage of study and should be entered through FSS as an Award Decision.
2. Exchange students are not eligible for an exit award as the credits achieved at Heriot-Watt University will contribute towards an award from their home institution.

74 No Award

Student View: *The Examiners have determined that you have not fulfilled the requirements of your programme and therefore you are not eligible to receive an award.*

Guidance Note:

1. This decision should be used where a student has not satisfied the requirements of any of the awards available within the programme and should be entered through FSS as an Award Decision.
2. Completed courses and associated course grades/credits will be recorded on the academic transcript.

50 Certificate of Higher Education

51 Diploma of Higher Education

Student View: *Subject to the approval of Senate, the examiners have recommended that you be awarded the following: (either Certificate of Higher Education or Diploma of Higher Education)*

Guidance Note:

1. In cases where a student has withdrawn from the University, the Progression Board should consider whether such students are eligible for an exit award (for cases not already approved by the Director of Learning and Teaching) and input the appropriate award Code (50/51).
2. Decisions 50 and 51 should not replace a 3F progression decision, which provides students with the decision of the Exam Board.

Part Three: Other Decisions

For the following categories of students, Schools must apply the appropriate award or progression decision provided in the Guidance Notes below.

- *Compulsory withdrawal*
- *Permanent Voluntary withdrawal*
- *Temporary Suspension of studies*
- *Award Decision withheld (for debtors)*

Compulsory Withdrawal (CW) and Permanent Voluntary Withdrawal (PW)

Guidance Note:

The student should already have an enrolment status type of PW or CW.

1. The Progression Board should review the performance for all students who enrolled but subsequently withdrew during the academic year to determine eligibility for an exit award (e.g., CertHE, DipHE).
2. If a student who has withdrawn is eligible to receive an award, Code PW or CW should remain on Banner as an enrolment status type, but the appropriate award Code should be used, otherwise the **No Award Code 74** should be used.

No Action in Rollover

Temporary Suspension of Studies (TSS)

Guidance Note:

A TSS decision **must not** be made by the progression board, as there is a separate Workflow process for approving a TSS.

Award Decision Withheld (award code to be input by the Student Service Centre)

Student View: *The Examiners' decision on award has been withheld. You are not currently eligible to receive an award or attend a graduation ceremony. Please consult the Student Service Centre for further financial advice.*

Guidance Note:

1. An award decision will be withheld when the student has an outstanding debt of £100 +. This will be recorded as a 'GC' hold in SAS – see document 9: Withholding Awards due to Outstanding Debts: Implementation Procedures, for information.
2. The student's performance should be considered at the Award Board, and an award code must be returned.
3. Notification of a hold will be recorded on the Assessment Results Report (ARR) for information only.

Additional Notes

Term	Description
AO	Academic Operations Team
ARR	Assessment Results Record
Banner	This is the primary student information system used by the AO and SRA Teams
CW	Compulsory Withdrawal
DC	Discretionary Credits
EC	Exceptional Credits
FSS	Faculty Self Serve (web interface for Banner)
INB	Internet Native Banner
PW	Permanent Voluntary Withdrawal
Rollover	The process on Banner that creates a new student record in the following academic year
SAS	Student Administration Systems (used by AO and SRA Teams)
SER	School Error Report
SRA	Student Records and Awards Team
SSS	Student Self Serve
TSS	Temporary Suspension of Studies

Progression Decision Example.

The image below is an example of the student view of their record, in this example they have been given a '2B Cannot Proceed – Repeat/Re-attend' programme or course decision.

Academic year 2020-2021							
Programme: C1BB-BBA Bachelor of Business Administration							
Year/Stage: Year\Stage 2							
Examiners Decision: Proceed - Repeat/Reattend							
Course	Title	Semester	Opportunity	Mark	Grade	Credit	Status
C18CL	Commercial Law	S1	1	55	C	15	Final
C18FM	Fundamentals of Marketing	S1	1	35	E	15	Final
C18HM	Human Resource Management	S1	1	26	F	0	Final - Resit Required
C48IB	Intercultural Issues in Business and Management	S1	1	38	E	15	Final
C18FO	Marketing Perspectives	S2	1		IG	0	Final - Resit Required
C18OB	Organisational Behaviour	S2	1	43	D	15	Final
C18OP	Operations Management	S2	1	38	E	0	Final - Resit Required
C38FN	Corporate Financial Theory	S2	1	56	C	15	Final
C18HM	Human Resource Management	S3	2		ABS	0	Final - Resit Required
C18OP	Operations Management	S3	2		ABS	0	Final - No further resit opportunities allowed
SCQF Credits: 75							

Revised: April 2012; March 2013; Karen McArthur; February 2014, March 2014, March 2015, March 2016, January 2017, January 2018, February 2019, March 2020; February 2021. Revised April 2022 and November 2022 by Amanda Lyness. Revised December 2023 and new codes (4B and 4E) added by Amanda Lyness. Reviewed January 2025 by Amanda Lyness. Minor update April 2025.