

TAUGHT DEGREE REGULATIONS 2018/19

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TAUGHT DEGREE REGULATIONS 2018/19

These regulations apply to programmes of study leading to undergraduate awards and taught postgraduate awards at Master's Level except in cases where professional body requirements dictate otherwise. There are separate regulations for Research Degrees and Professional Doctorate programmes, and for degrees awarded jointly with other institutions.

These regulations should be read in conjunction with the [Student Disciplinary Regulations](#).

1. Programme Conveners and Programme Boards

- (a) The relevant Head of Department will appoint a Programme Convener for each programme of study, or group of cognate programmes, to be responsible for the management of the programme(s).
- (b) The relevant Department Committee will establish a Programme Board for each programme of study, or group of cognate programmes.
- (c) The terms of reference of the Programme Board are, acting in accordance with the regulations for the programme(s) of study and the expectations of established internal and external quality assurance systems:
 - (i) to consider initial proposals for changes to the curriculum and other learning and teaching enhancements, prior to presenting to the Learning, Teaching and Quality Group for approval;
 - (ii) to review student experience and outcome data, identifying actions for programme annual review;
 - (iii) to review academic standards through the annual report from the external examiner(s), the comparative assessment data provided by the University and other appropriate indicators and agree the response to the external examiner;
 - (iv) to refer any issues raised to the appropriate committee, department or service provider;
 - (v) To consider student views on matters relating to the programme;
 - (vi) to ensure that students registered on the programme have access to full and accurate information about its operation and appropriate guidance on the academic and pastoral support services available to them;
 - (vii) to review trends in recruitment and to agree actions as part of programme annual review, referring any issues to the appropriate service lead;
 - (viii) to consider any other matters relative to the programme.

- (d) The Programme Board meets as required to conduct business, normally at least three times per academic year.
- (e) The membership of each Programme Board comprises: a Chair, who is the Programme Convener; teaching staff who are responsible for the modules that are delivered as part of the programme; the Head of Department, or a nominee; at least two students representing all students who are currently registered on the programme(s); and the department Library representative. The Programme Board may co-opt additional members as required, in particular where partner institutions are involved in the delivery of the programme(s).
- (f) The Vice-Chancellor has the right to attend, or to send a representative to attend meetings of the Programme Board in a non-voting capacity. The Chair may permit other individuals, such as teaching staff who are responsible for modules that are cross-listed into the programme(s), and the Programme Conveners of programmes which make use of modules that are sponsored by the Board, to attend meetings in a non-voting capacity as required.
- (g) Decisions of the Programme Board are normally reached by consensus and are binding on all members. Resolutions may be reached by a majority vote of those members who are present, with the Chair holding a casting vote.
- (h) The Chair has authority to take decisions on behalf of the Programme Board between meetings either independently, or in correspondence with other members. Any action taken in this way will be reported at the next meeting.

2. Programmes of study

- (a) The University offers programmes of study leading to the following awards.
 - (i) International Foundation Programme
 - (ii) Undergraduate awards at Level 4 of the Framework for Higher Education Qualifications:
Certificate of Higher Education (CertHE).
 - (iii) Undergraduate awards at Level 5 of the Framework for Higher Education Qualifications:
Diploma of Higher Education (DipHE);
Foundation Degree in Arts (FdA);
Foundation Degree in Science (FdSc).
 - (iv) Undergraduate awards at Level 6 of the Framework for Higher Education Qualifications:
Bachelor of Arts (BA);
Bachelor of Fine Arts (BFA);
Bachelor of Music (BMus);
Bachelor of Science (BSc);
Bachelor of Theology (BTh);
Graduate Certificate (GradCert);

Graduate Diploma (GradDip);
LLB;
Professional Graduate Certificate in Education (PGCE).

- (v) Postgraduate awards at Level 7 of the Framework for Higher Education Qualifications:

LLM;
Postgraduate Certificate (PgCert);
Postgraduate Certificate in Education (PGCE);
Postgraduate Diploma (PgDip);
Master of Arts (MA);
Master of Business Administration (MBA);
Master of Biology (MBiol);
Master of Fine Arts (MFA);
Master of Professional Studies (MProf);
Master of Public Administration (MPA);
Master of Public Health (MPH);
Master of Research (MRes);
Master of Science (MSc);
Master of Theology (MTh);
Master of Zoology (MZool).

- (vi) Continuing professional development:

Certificate of Professional Practice;
Certificate of Professional Learning;
Certificate of Professional Development.

- (b) Each programme of study is an academically coherent collection of modules through which students may satisfy the requirements for the intended award. Programmes of study may also be designed to enable students to gain formal recognition by professional bodies.
- (c) Modules are discrete units of assessed learning for which credit is awarded upon successful completion. The credit value assigned to the module represents an estimate of the amount of work, including teaching contact, practical work, independent study and assessment, typically required in order to complete the module, on the basis that each credit represents a minimum of 10 hours' work. The academic standard of each module, including the standard of its assessment, is defined in reference to Level Descriptors which are approved for this purpose by the University. Modules that enable students to be assessed on the basis of practical experience which is outside the scope of the Level Descriptors may be offered as part of a programme of study, provided that the academic requirements for the achievement of the award are met.

3. Admission to a programme of study

- (a) The minimum requirements for admission to a programme of study are:
- (i) for undergraduate programmes, passes in two different subjects at GCE Advanced Level, or an equivalent academic qualification, or evidence of equivalent experience and learning acquired in a professional context;

- (ii) for postgraduate programmes, a Bachelor's Degree with Second Class Honours from a UK university in a relevant subject area, or an equivalent academic qualification, or evidence of equivalent experience and learning acquired in a professional context.
- (b) Applicants are also required to provide evidence of proficiency in spoken and written English as outlined in the University's general admissions requirements.
- (c) The University may set additional conditions for admission to individual programmes of study, subject to the above minimum requirements.

4. Associate and Affiliate Students

- (a) An individual may register as an Associate Student on a full-time or part-time basis in order to follow and be assessed in modules comprising up to 120 credits. Associate Students receive credit for any modules that they successfully complete, but are not eligible to receive an academic award of the University. An Associate Student may subsequently apply for admission to a programme of study under the provisions of Section 3, in which case any credits achieved as an Associate Student may be considered under the arrangements for credit transfer under the provisions of Section 5.
- (b) An individual may register as an Affiliate Student on a full- or part-time basis in order to follow modules comprising up to 120 credits. Affiliate Students are not entitled to submit work for assessment, or to receive credit or an academic award of the University.
- (c) Associate and Affiliate Students are not subject to the admission requirements set out in Section 3 unless they subsequently apply for admission to a programme of study.
- (d) There are no restrictions on Associate and Affiliate Students being registered concurrently at another university, or a similar institution.

5. Credit transfer

- (a) A student who has earned credit at another university, or a similar institution may apply for that credit to be transferred towards the requirements of a programme of study at the University. Module marks will not be transferred.
- (b) In order to qualify for consideration, the credit must:
 - (i) correspond, in terms of the level and subjects studied, to modules within the programme of study at the University;
 - (ii) have been undertaken at a university, or a similar institution of appropriate standing and be certified by a competent officer at that institution;
 - (iii) have been undertaken normally no more than five years before the proposed date of initial registration at the University.
- (c) Applications for credit transfer are agreed by the Programme Convener with advice from the Academic Office. The Programme Convener will make a recommendation to the Chair of the Awards and Progression Board. The University may set conditions on the approval of the credit transfer.

- (d) There are restrictions on the volume of credit which may be transferred towards the requirements of programmes of study at the University, as follows:
- (i) No more than 60 credits:
Certificate of Higher Education;
Graduate Diploma;
Postgraduate Certificate in Education;
Postgraduate Diploma;
Professional Graduate Certificate in Education.
 - (ii) No more than 120 credits:
Master's Degree.
 - (iii) No more than 120 credits at Level 4 and no more than 40 credits at Level 5:
Diploma of Higher Education;
Foundation Degree.
 - (iv) No more than 160 credits:
Master of Fine Arts.
 - (v) No more than 120 credits at Level 4, and no more than 120 credits at Level 5:
Bachelor's Degree.
Integrated Master's Degree
- (e) Applications for credit transfer will not be accepted towards programmes of study at the University comprising fewer than 120 credits in total.

6. Registration on a programme of study

- (a) An applicant who has been offered admission by the University and has accepted and met all the conditions of the offer may register as a student on a programme of study by completing the enrolment process described in Section 7.
- (b) Registered students retain their registration status until they achieve the award, withdraw, or have their registration terminated by the University.
- (c) A student registered on a full-time programme may register for a second programme comprising no more than 80 credits in an academic year.

7. Enrolment

- (a) Each student must complete the enrolment process:
 - (i) at the point of initial registration with the University;
 - (ii) at the beginning of each academic year during the period of study, unless the student is taking an approved interruption of study at that time;

- (iii) on returning from an approved interruption of study.
- (b) If a student does not enrol or re-enrol within relevant deadlines his/her registration on the programme will be cancelled or terminated as appropriate.
- (c) In order to complete the enrolment process, a student must:
 - (i) complete the administrative procedures for enrolment;
 - (ii) make acceptable arrangements to pay fees and any outstanding debts to the University (see the [Student Fee Payment and Enrolment Regulations](#));
 - (iii) agree to comply with the terms of the [Student Contract](#);
 - (iv) register for modules and/or module assessments in accordance with the regulations for the programme of study.
- (d) Students may enrol on a full-time or part-time basis, or may transfer between full-time and part-time status, subject to the following restrictions and any additional rules which may apply to individual programmes of study.
 - (i) A full-time student on a programme of study leading to a Certificate of Higher Education, a Diploma of Higher Education, a Foundation Degree, a Bachelor's Degree or the Master of Fine Arts is normally expected to register for modules comprising 120 credits each year. A full-time student on a programme of study leading to any other Master's Degree is normally expected to register for modules comprising 180 credits each year.
 - (ii) Notwithstanding the expectations of (i), in order to qualify for full-time status, an undergraduate student must register for modules comprising at least 90 credits in an academic year, or at least 60 credits if the student is registered for a single academic term. No undergraduate student may register for more than 140 credits on any single programme of study in an academic year.
 - (iii) A part-time undergraduate student must register for modules comprising no more than 80 credits in an academic year, or no more than 40 credits if the student is registered for a single academic term.
 - (iv) Notwithstanding the expectations of (i), in order to qualify for full-time status, a postgraduate student must register for modules comprising at least 130 credits if the programme is delivered over 12 calendar months, or at least 90 credits if the programme is delivered over 9 months, or at least 60 credits if the student is registered for a single academic term. No postgraduate student may register for more than 200 credits over 12 calendar months.
 - (v) A part-time postgraduate student must register for modules comprising no more than 120 credits in an academic year, or no more than 40 credits if the student is registered for a single academic term.

8. Period of study

- (a) The maximum period of study, from initial registration to completion of all the programme requirements, will be as follows:
- (i) Two years:
 - Certificate of Higher Education;
 - Certificate of Professional Development;
 - Certificate of Professional Learning;
 - Certificate of Professional Practice;
 - Graduate Certificate;
 - International Foundation Programme;
 - Postgraduate Certificate;
 - Postgraduate Certificate in Education;
 - Professional Graduate Certificate in Education.
 - (ii) Four years:
 - Graduate Diploma;
 - Postgraduate Diploma.
 - (iii) Five years:
 - Diploma of Higher Education;
 - Foundation Degree.
 - (iv) Six years:
 - Master's Degree.
 - (v) Seven years:
 - Bachelor's Degree
 - Foundation Year (Extended Degree)
 - Integrated Master's Degree
- (b) Any part of the programme of study in respect of which the student has been granted credit transfer under the provisions of Section 5 will be counted towards the period of study. The overall period of study also includes the time allowed for achievement of any intermediate award.
- (c) Any interruption(s) or suspension(s) of study approved under the provisions of Sections 9 and 18 will not be counted towards the period of study.

9. Interruption of study and withdrawal

- (a) The period of study shall normally be continuous.
- (b) A student may apply for permission to interrupt his/her studies on one or more occasion, as long as the total period of interruption does not exceed 12 months across the programme (subject to any Professional, Statutory and Regulatory Body requirements). Following an approved continuous period of interruption, a student must either re-enrol or apply for a

further interruption of study. Any approved interruption of study will not be counted towards the period of registration. Students who have interrupted their studies continue to be registered on their programmes of study, but are not entitled to receive tuition or to use University facilities. Students may only return for the start of the academic year, or the start of term, as appropriate.

- (c) Any marks from assessments that are partially completed shall stand, but student may request them to be considered under the Mitigating Circumstances Policy.
- (d) Where the programme of study or module has changed during the period a student has interrupted, it may be necessary for the student to take a revised diet of modules or assessment in order to achieve the same or equivalent award on which they are registered.
- (e) A student may withdraw from his/her programme of study and the University at any time by submitting the appropriate form. A student who has formally withdrawn may only be re-admitted to a programme of study at the discretion of the University.

10. Formal warning procedure

- (a) The Awards and Progression Board may terminate or interrupt the registration of a student where:
 - (i) in the absence of a satisfactory and adequately documented reason, the student's record of attendance, academic progress or academic engagement at any time is unsatisfactory; or
 - (ii) at the end of the assessment in the modules for which the student is currently registered the student's academic progress overall is judged to be unsatisfactory (see Section 18).
- (b) The decision to terminate or interrupt a student's registration under the provisions of (a)(i) will be made only after the University has completed the following process. The Awards and Progression Board will not follow the formal warning procedure when acting under the provisions of (a)(ii).
 - (i) Where a student's record of attendance, academic progress or academic engagement is unsatisfactory to the extent that it would be appropriate to terminate or interrupt his/her registration, s/he will normally be contacted at least twice by letter, the second of which will be a formal warning.
 - (ii) The formal warning letter will state the reasons for the concern and what the student must do, within a specified period of time, in order to demonstrate improvement and to avoid his/her registration being terminated. The formal letter of warning will state the fact that it is the final warning.
 - (iii) The student will be given sufficient time after the first and second letters in order to demonstrate a satisfactory level of improvement.
 - (iv) After the formal warning the student must respond to the University and provide a satisfactory and adequately documented reason for his/her record of attendance, academic progress or academic engagement. Based on information received from the student the University may set the warning aside.

- (v) If the student does not demonstrate a satisfactory level of improvement after the formal warning, the matter will be referred to the Chair of the Awards and Progression Board, setting out the grounds for the recommendation to terminate or interrupt the student's registration. The Chair of the Awards and Progression Board will then make the final decision, based on the particular circumstances.
- (vi) In exceptional circumstances where the student has demonstrated a very low level of attendance and academic engagement over a sustained period of time a single warning may be issued. In such instances the provisions set out in 10ii -10v above will apply.

11. Programme Examinations Boards

- (a) There will be a Programme Examinations Board for each programme of study, or group of cognate programmes, to oversee the assessment of students on the programme(s) and modules under its purview.
- (b) The terms of reference of the Programme Examinations Boards are, acting in accordance with the regulations and policies of University, including the regulations for the programme(s):
 - (i) to determine the final outcome of that assessment for individual students, to ratify the outcomes of mitigating circumstances applications and to make recommendations for terminating the registration of students;
 - (ii) to make recommendations to the Awards and Progression Board on the academic progress of individual students and on any action to be taken in light of this;
 - (iii) to consider the recommendations of the external examiner(s);
 - (iv) to make recommendations to the Awards and Progression Board on regulations and procedures governing its business.
- (c) The Programme Examinations Boards meet as required to conduct business in accordance with a schedule issued by the Academic Registrar.
- (d) The membership of each Programme Examinations Board comprises: a Chair, appointed by the Head of Department; teaching staff who are responsible for the modules that are sponsored by the Board; the Head of Academic Department, or a nominee; and the external examiner(s). The Programme Examinations Board may co-opt additional members as required, in particular where partner institutions are involved in the delivery and assessment of the programme(s).
- (e) The Vice-Chancellor, the Chair of the Awards and Progression Board and the Academic Registrar each has the right to attend, or to send a representative to attend meetings of the Programme Examinations Boards in a non-voting capacity. The Chair may permit other individuals to attend meetings in a non-voting capacity as required.
- (f) Decisions of the Programme Examinations Boards are normally reached by consensus and are binding on all members. Resolutions may be reached by a majority vote of those members who are present, with the Chair holding a casting vote.
- (g) The Chair has authority to take decisions on behalf of the Programme Examinations Board between meetings either independently, or in correspondence with other members. The

Chair will involve at least one other member of the Board in any decisions about an individual student. Any action taken in this way will be reported at the next meeting.

- (h) The proceedings of Programme Examinations Boards are confidential to those taking part and appropriate officers of the University.

12. Awards and Progression Board

- (a) The Awards and Progression Board acts with the delegated authority of Senate on all matters relating to the award of taught undergraduate and postgraduate certificates, diplomas and degrees of the University.
- (b) The terms of reference of the Awards and Progression Board are, acting in accordance with the regulations and policies of University:
 - (i) to confer academic awards to eligible students and to determine award classifications and fields of study;
 - (ii) to consider recommendations from the Programme Examinations Boards on the academic progress of individual students and to determine the action to be taken in light of this;
 - (iii) to review and make recommendations to Senate on the academic regulations;
 - (iv) to consider any relevant matters referred to it by the University or a Programme Examinations Board;
 - (v) to report annually to Senate.
- (c) The Awards and Progression Board meets as required to conduct business in accordance with a schedule issued by the Academic Registrar.
- (d) The membership of the Awards and Progression Board comprises: a Chair, appointed by the Vice-Chancellor; the Chair of each Programme Examinations Board presenting recommendations at that meeting; and an external adviser appointed by the Vice-Chancellor. The role of the external adviser is to provide, an independent evaluation of the fairness and suitability of the proceedings of the Awards and Progression Board, and to ensure that there is a consistent application of the procedures and regulations.
- (e) The Vice-Chancellor and the Academic Registrar each has the right to attend, or to send a representative to attend meetings of the Awards and Progression Board in a non-voting capacity. The Chair may permit other individuals to attend meetings in a non-voting capacity as required.
- (f) Decisions of the Awards and Progression Board are normally reached by consensus and are binding on all members. Resolutions may be reached by a majority vote of those members who are present, with the Chair holding a casting vote.
- (g) The Chair has authority to take decisions on behalf of the Programme Examinations Board between meetings either independently, or in correspondence with other members. Any action taken in this way will be reported at the next meeting.

- (h) The proceedings of the Awards and Progression Board are confidential to those taking part and appropriate officers of the University.

13. Appointment of external examiners

- (a) External examiners are nominated by the academic department and are appointed by the Deputy Provost, acting with the delegated authority of the Learning, Teaching and Quality Committee.
- (b) The role of the external examiner(s) is to provide, an independent evaluation of the University's arrangements for assessing student work, to verify that academic and professional standards are set and maintained at appropriate levels, and to report systematically and objectively to the University on their findings. To this end, external examiners will be:
 - (i) of sufficient authority and expertise in the area(s) to be examined to command the respect of the wider academic community.
 - (ii) familiar with current standards and procedures of programmes at the same level in the UK and will have relevant experience of examining student work in accordance with the expectations of the QAA Quality Code
 - (iii) free from any type of involvement with current staff, students or activities of the University within the previous five years that could reasonably lead to an allegation of bias, or an allegation that they could have a personal interest in the outcomes of the assessment process.
- (c) Following his/her formal appointment, each external examiner will be sent a letter of appointment and details of the University's relevant rules, regulations and guidelines.

14. Submission of work for assessment

- (a) Except for the provisions of Section 17, students are expected to submit all work for assessment at the first scheduled opportunity after registering for a given module.
- (b) There will be a penalty on work which is submitted after the deadline, or after the revised deadline in the case of a student who has been granted an extension under the provisions of Section 16, as follows:
 - (i) Where the student submits work up to 2pm, seven calendar days after the deadline, the percentage mark for the component of assessment will be capped at 40% for foundation year modules and all undergraduate modules at Levels 4–6, and at 50% for modules at Level 7.
 - (ii) Where the student submits work after 2pm, seven calendar days after the deadline, the percentage mark for the component of assessment will be set to zero.
- (c) All work submitted for assessment in whatever form will remain the property of the University, or in the case of programmes which are delivered entirely by Collaborative Partners, the property of the Collaborative Partner. Examinations scripts will not be returned to students; other work may be returned to students at the discretion of the University, or in the case of

programmes which are delivered entirely by Collaborative Partners, at the discretion of the Collaborative Partner.

- (d) All work submitted for assessment must be in English, unless it is specified otherwise in the rubric for the assessment.

15. Module assessment

- (a) The Programme Examinations Board will determine the overall outcome and percentage mark, recorded as an integer between 0% and 100% inclusive, for each module assessment as follows.
 - (i) For foundation year modules and all undergraduate modules at Levels 4–6, an outcome of Pass with a percentage mark will be recorded where the student has gained a mark of 40% or above overall and in any components of the module assessment that carry an individual pass requirement. The Programme Examinations Board may condone a mark in the range 30–39% in a component of the module assessment that carries an individual pass requirement if it is satisfied that the student has achieved the learning outcomes for the module and the student has nonetheless gained a mark of 40% or above overall.
 - (ii) For foundation year modules and all undergraduate modules at Levels 4–6, an outcome of Fail with a percentage mark will be recorded where the student has gained a mark of 39% or below overall, or in any components of the module assessment that carry an individual pass requirement subject to the provisions of (i).
 - (iii) For modules at Level 7, an outcome of Pass with a percentage mark will be recorded where the student has gained a mark of 50% or above overall and in any components of the module assessment that carry an individual pass requirement. The Programme Examinations Board may condone a mark in the range 40–49% in a component of the module assessment that carries an individual pass requirement if it is satisfied that the student has achieved the learning outcomes for the module and the student has nonetheless gained a mark of 50% or above overall.
 - (iv) For modules at Level 7, an outcome of Fail with a percentage mark will be recorded where the student has gained a mark of 49% or below overall, or in any components of the module assessment that carry an individual pass requirement subject to the provisions of (iii).
 - (v) For modules with practice based credits and modules at Level 8, an outcome of Pass or Fail without a percentage mark will be recorded in accordance with the assessment criteria for the individual module.
- (b) The Programme Examinations Board may record a Condoned Fail for foundation year modules and all undergraduate modules at Levels 4–6 where the overall mark is above 30%, and for modules at Level 7 where the overall mark is above 40%, subject to the following conditions. Credits in condoned modules count towards the requirements for academic progression and awards in the same way as credits which are achieved in modules that have been passed.
 - (i) For Diplomas of Higher Education, Foundation Degrees and Bachelor's Degrees and Integrated Master's Degrees, no more than 20 credits may be condoned at each level.

- (ii) For Bachelor of Fine Arts, no more than 20 credits may be condoned at Level 4. No more than 20 credits may be condoned at Level 5. No more than 20 credits may be condoned at Level 6 (year 3). No more than 20 credits may be condoned at Level 6 (year 4).
 - (iii) For Postgraduate Diplomas, no more than 20 credits may be condoned.
 - (iv) For Master's Degrees, no more than 30 credits may be condoned.
 - (v) Failures in modules counting towards any other awards of the University shall not be condoned.
 - (vi) A student who has been granted a Condoned Fail and has not yet qualified for the intended award may instead elect to resit the module assessment at the next scheduled opportunity.
- (c) The Programme Examinations Board will confirm a student's eligibility for a resit of a component of assessment that has been failed or retake of a module.
- (i) A resit is defined as an additional attempt of an assessment without attendance.
 - (ii) A retake is defined as a re-study of the module with attendance, including the completion of all assessments for that module. A student may be eligible for a resit of a module being retaken, subject to the resit regulations below. The retake mark overrides any previous mark for the same module, no mark or credit may be carried forward from a previous attempt. Students are required to pay a module fee to retake a module.
- (d) A student who has failed the module assessment overall on the first attempt will normally be permitted one opportunity to resit the failed components of the module assessment, without further study, subject to availability. In cases where it is not practical for a student to resit a component of assessment without further study, the Programme Examinations Board has discretion to require a student to retake the module. The Programme Examinations Board may exercise discretion and grant an exceptional second resit opportunity where appropriate in the context of the student's overall academic progress, or under the provisions of the Mitigating Circumstances Policy. A student who has been granted a resit must submit all outstanding work at the next scheduled opportunity as specified by the Programme Examinations Board. There is no provision for a student, having passed a module, to undertake additional study and assessment towards that module.
- (e) There will be a penalty on resitting the assessment of a failed module, unless the Programme Examinations Board determines that the student may resit without penalty under the provisions of the Mitigating Circumstances Policy. The percentage mark for each previously-failed component of the module assessment, rather than for the module overall, will be capped at 40% for foundation year modules and all undergraduate modules at Levels 4–6, and at 50% for modules at Level 7. Where the previously-failed component comprises more than one individual piece of work, the cap will apply to the combined percentage mark for the component, whether or not each individual piece of work was failed.
- (f) A student whose academic performance has been, or is likely to be, impaired because of ill health or other significant reasons may ask for this to be considered by the Programme Examinations Board under the provisions of the Mitigating Circumstances Policy.

- (g) The Programme Examinations Board may make reasonable adjustments to the method of assessment for an individual student where this is justified by the student's circumstances and under the provisions of the Mitigating Circumstances Policy. In all cases the methods of assessment must provide a fair and valid assessment of the learning outcomes for the module.
- (h) The Programme Examinations Board can exercise discretion and terminate the registration of a student who has demonstrated unsatisfactory academic achievement due to failure to submit to assessment or academic failure on modules in line with 18 (v) below.
- (i) The University Registry will hold the authoritative record of the outcomes of the module assessment. Each student will be sent a formal transcript of their results by the University Registry when they leave the programme of study. The transcript will record all the outcomes of the module assessment, including fails, and will indicate when a penalty has been applied on a resit.

16. Extensions to assessment deadlines

- (a) A student may apply on grounds of mitigating circumstances for an extension to the deadline for assessment in one or more components of a particular module. The maximum period of extension available is two weeks and the application must be made before the time of submission.
- (b) The extension may only be granted where the mitigating circumstances and supporting evidence are judged to be sufficient.
- (c) The effect of a granted extension on those elements of assessments not submitted through Turnitin or through formal examination is to allow a student to complete the assessment at the next available opportunity, as determined by the department without penalty, provided that assessment outcomes can be considered at the next Programme Examination Board.
- (d) Applications and supporting evidence must be submitted to the Department Office which is responsible for the module in question, using the appropriate pro forma and in accordance with the Mitigating Circumstances Policy.

17. Deferral of module assessment

- (a) A student may apply on grounds of mitigating circumstances for permission to defer assessment in one or more components of a particular module to the next available assessment opportunity.
- (b) The deferral may only be granted where:
 - (i) the mitigating circumstances and supporting evidence are judged to be sufficient;
 - (ii) an extension to the assessment deadline under the provisions of Section 16 would not be appropriate;
 - (iii) provision is normally made for a subsequent assessment opportunity in that module before the end of the academic year.

- (c) The application to defer should be submitted sufficiently in advance so that the student would still have the opportunity to undertake the assessment at the normal time if the application were to be refused, and must be submitted before the date and time of the assessment in question. The Programme Examinations Board may exceptionally accept an application after the deadline if it is satisfied that the student could not with reasonable diligence have disclosed his/her circumstances at the appropriate time.
- (d) Applications and supporting evidence must be submitted to the Department Office which is responsible for the module in question, using the appropriate pro forma and in accordance with the Mitigating Circumstances Policy.
- (e) A student who has been granted a deferral may nonetheless decide to undertake the assessment at the normal time, in which case the deferral automatically shall be cancelled.

18. Assessment of student progress

- (a) The academic progress of each student will be reviewed at least annually by the Programme Examinations Boards. Subject to the provisions of Section 19, any specific requirements in respect of academic progress will be set out in the programme regulations.
- (b) The Programme Examinations Board will submit one of the following recommendations to the Awards and Progression Board if at any time a student is deemed to have made unsatisfactory academic progress, or the student has not met the requirements for progression set out in the programme regulations or in Section 19.
 - (i) Permit the student to resit the failed component(s) of one or more modules without attendance over the summer.
 - (ii) Suspend the student's studies for the following academic year in order to resit the failed component(s) of one or more modules without attendance.
 - (iii) Permit the student to register on a full-time or part-time basis in the following academic year in order to retake the failed modules with attendance a second time, or to attend substitutes for the failed modules. Students who are registered on this basis may be permitted to resit the failed component(s) of one or more modules without attendance alongside the modules which they are attending. Students are permitted to retake a module not passed a maximum of once during the registration period.
 - (iv) Permit the student to transfer to a different programme of study for which all the requirements to progress to the next year of the programme have already been met, subject to the approval of the Programme Convener.
 - (v) Terminate the student's registration on the programme. Students who have had their registration terminated due to academic failure will not be re-admitted onto the same programme of study.

19. Progression within programmes of study

- (a) For an undergraduate programme of study which includes a foundation year and leads to a Diploma of Higher Education, Foundation Degree or Bachelor's Degree. In order to progress from the foundation year to the next level of the programme of study:

- (i) a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 100 credits. In addition, for programmes of study which require students to acquire specific knowledge before progressing to the next year, Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme
 - (ii) for a student beginning their programme from academic year 2017/18 who has progressed with 100 credits from the foundation year to Level 4, must complete the remaining 20 credits before progressing to Level 5
 - (iii) a student who is registered on a part-time basis must demonstrate satisfactory academic progress and achievement in the context of the modules undertaken in that academic year and the requirements of the programme regulations.
- (b) In order to progress from Level 4 to Level 5 of a programme of study leading to a Diploma of Higher Education, Foundation Degree or Bachelor's Degree, and before registering for any modules at Level 5 or above:
- (i) a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 100 credits. In addition, for programmes of study which require students to acquire specific knowledge before progressing to the next year, Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme.
 - (ii) a student who is registered on a part-time basis must demonstrate satisfactory academic progress and achievement in the context of the modules undertaken in that academic year and the requirements of the programme regulations.
- (c) In order to progress from Level 5 to Level 6 of a programme of study leading to a Bachelor's Degree, and before registering for any modules at Level 6 or above:
- (i) a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 220 credits with a minimum of 100 credits at Level 5. In addition, for programmes of study which require students to acquire specific knowledge before progressing to the next year, Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme.
 - (ii) a student who is registered on a part-time basis must demonstrate satisfactory academic progress and achievement in the context of the modules undertaken in that academic year and the requirements of the programme regulations.
- (d) In order to progress from Level 6 (year 3) to Level 6 (year 4) of a programme of study leading to a Bachelor of Fine Arts, and before registering for any modules at Level 6 (year 4):

a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 340 credits with a minimum of 100 credits at Level 6 (year 3). In addition, for programmes of study, which require students to acquire specific knowledge before progressing to the next year,

Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme.

- (e) In order to progress from a compulsory year abroad within a programme of study leading to a Bachelor's Degree, and before registering for any modules at Level 6 or above, a student must pass, or be condoned or otherwise granted credit in all modules from the year abroad which are denoted as being compulsory for progression in the programme regulations.

20. General regulations on awards

- (a) In order to qualify for an award of the University a student must satisfactorily complete the programme of study and any requirements that are set out in the individual regulations for the programme, and must achieve credits as set out for the relevant award in Sections 21–28. For the purposes of these regulations, achievement of credit includes the approved transfer of credits from outside the University under the provisions of Section 5, and credits in modules with a Pass or Condoned Fail under the provisions of Section 15.
- (b) Except for the provisions of (c) and (f), the award will be conferred and classified, where appropriate, as soon as the student qualifies. There is no provision for a student, having qualified for an award, to undertake additional study and assessment towards that award. Where a student is prevented from qualifying for an award as a result of failures in modules that could be condoned under the provisions of Section 15 and the programme regulations, the Awards and Progression Board may condone such failures and confer the award without offering the student the opportunity to resit.
- (c) No student may receive more than one award of the University for the same curriculum of study and assessment, except where the student has undertaken additional study and assessment which, when considered with his/her previous attainment, is sufficient to qualify for a higher award. Where a programme is designed so that students may qualify for intermediate awards as they progress, students will normally receive only the highest award for which they have qualified at their point of departure from the programme.
- (d) Awards are granted in a field of study which is descriptive of the subjects studied and passed by the student during the programme of study. The rules for determining the field of study in Diplomas of Higher Education and Bachelor's Degrees are set out in Section 27.
- (e) All awards under these regulations will be conferred by the Awards and Progression Board under authority delegated to it by the University Senate. The date of the award will be the date on which it is conferred by the Awards and Progression Board.
- (f) All formal transcripts of results and certificates of award will be issued by the University Registry. The University may withhold confirmation of results and awards from students who owe tuition-related fees under the provisions of the [Student Fee Payment and Enrolment Regulations](#).
- (g) The Chair of the Awards and Progression Board may revoke any award which has been conferred by the University and all privileges connected with it if at any time:
 - (i) it is discovered and proved to the satisfaction of the University that there was an administrative error in conferring the award; or
 - (ii) the University, having taken account of information which was unavailable at the time the award was conferred and which has subsequently been accepted by the

University, determine that the award should be revoked or that any details of the award should be altered.

21. Award of certificates

- (a) In order to qualify for the award of a certificate a student must achieve credits as follows:
- (i) for the Certificate of Professional Practice, 30 credits at Level 4;
 - (ii) for the Certificate of Higher Education, 120 credits at Level 4;
 - (iii) for the Certificate of Professional Learning, 30 credits at Level 5;
 - (iv) for the Certificate of Professional Development, 30 credits at Level 6;
 - (v) for the Graduate Certificate, 60 credits at Level 6;
 - (vi) for the Professional Graduate Certificate in Education, 60 credits at Level 6 along with 60 practice based credits in the case of Primary Education, and 60 credits at Level 6 along with 90 practice based credits in the case of Secondary Education;
 - (vii) for the Postgraduate Certificate, 60 credits at Level 7;
 - (viii) for the Postgraduate Certificate in Education, 60 credits at Level 7 along with 60 practice based credits in the case of Primary Education, and 60 credits at Level 7 along with 60 practice based credits in the case of Secondary Education.
- (b) Certificates of all types are unclassified.

22. Award and classification of Diplomas of Higher Education and Foundation Degrees

- (a) In order to qualify for the award of a Diploma of Higher Education, or a Foundation Degree a student must achieve 240 credits, including at least 120 credits at Level 5.
- (b) Diplomas of Higher Education and Foundation Degrees are classified on the basis of the average of the percentage marks in the best 120 credits at Level 5 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 120 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 5 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.
- (c) Diplomas of Higher Education and Foundation Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (b). The award of Merit is only available to students starting the programme of study in or after September 2008.

Distinction	70–100%
Merit	60–69%
Pass	40–59%

- (d) Students who have achieved a weighted average mark (as calculated in (b) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 60 credits at Level 5 are in the higher classification.

23. Award and classification of Graduate Diplomas

- (a) In order to qualify for the award of a Graduate Diploma a student must achieve 120 credits at Level 6
- (b) Graduate Diplomas are classified on the basis of the average of the percentage marks in the best 120 credits at Level 6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 120 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 6 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.
- (c) Graduate Diplomas are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (b). The award of Merit is only available to students starting the programme of study in or after September 2008.

Distinction	70–100%
Merit	60–69%
Pass	40–59%

- (d) Students who have achieved a weighted average mark (as calculated in (b) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 60 credits at Level 6 are in the higher classification.

24. Award and classification of Bachelor's Degrees

- (a) Save for the provisions of (b) and (c), in order to qualify for the award of a Bachelor's Degree a student must achieve 360 credits, including at least 120 credits at Level 6 along with 80 credits at Levels 5–6. The regulations for individual programmes of study may require students to achieve additional credits through the assessment of professional practice or a compulsory period of study abroad.
- (b) In order to qualify for the award of the Bachelor of Arts in Primary Education:
- (i) students starting the programme of study before September 2010 must achieve 360 credits, including at least 190 credits at Levels 5–6 along with 50 practice based credits.;
- (ii) students starting the programme of study in or after September 2010 must achieve 360 credits, including at least 100 credits at Level 6 along with 100 credits at Levels 5 and 40 practice based credits.
- (c) In order to qualify for the award of Bachelor of Fine Arts, a student must achieve 480 credits, including at least 240 credits at Level 6 along with 120 credits at Level 5.

- (d) If a student has completed a combined programme of study in arts and sciences, and the majority of the credits achieved by the student at Levels 5–6 are in science subjects, the degree of Bachelor of Science will be awarded. If the majority of the credits achieved by the student at Levels 5–6 are in arts subjects, or there is an equal balance between arts and science subjects, the degree of Bachelor of Arts will be awarded.
- (e) Save for the provisions of (f), (g), (h) (i) and (k), Bachelor's Degrees are classified on the basis of the average of the percentage marks in the best 100 credits at Level 6 and the next best 100 credits at Levels 5–6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 200 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5–6 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (f) For students who have completed an approved period of study abroad prior to September 2016, Bachelor's Degrees are classified on the basis of the average of the percentage marks in the best 200 credits at Levels 5–6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 200 credits at the University, the award will be classified on the basis of the average of the percentage marks in the best five-sixths of the credits at Levels 5–6 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (g) The Bachelor of Arts in Primary Education is classified on the basis of the average of the percentage marks in the best 160 credits at Levels 5–6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 160 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5–6 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (h) The Bachelor of Fine Arts is classified on the basis of the average of the percentage marks in the best 200 credits at Level 6, which must include the dissertation, and the next best 100 credits at Levels 5–6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 360 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5–6 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (i) If a student has qualified for a Bachelor's Degree having completed a top-up year after being awarded a Foundation Degree by the University, the Bachelor's Degree is classified on the basis of the average of the percentage marks in the best 120 credits at Level 6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject,

rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies.

- (j) Bachelor's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (e), (f) (g) (h) and (i):

First Class Honours	70–100%
Second Class Honours (Upper Division)	60–69%
Second Class Honours (Lower Division)	50–59%
Third Class Honours	40–49%

- (k) A student who has completed the programme of study, but through serious illness or other grave cause has not met the normal requirements for the award of a Bachelor's Degree and is unlikely to be able to do so in future, may be awarded an Aegrotat degree without classification or field of study if the examiners are satisfied that the student has demonstrated sufficient academic achievement at the level of the award. Once a student has been awarded an Aegrotat degree, s/he may not subsequently enter examinations with a view to gaining a classified degree.
- (l) Students who have achieved a weighted average mark (as calculated in (e), (f), (g) and (i) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 60 credits at Level 6 are in the higher classification.
- (m) For the Bachelor of Fine Arts, students who have achieved a weighted average mark (as calculated in (h) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 120 credits at level 6 are in the higher classification.

25. Award and classification of Postgraduate Diplomas

- (a) In order to qualify for the award of a Postgraduate Diploma a student must achieve 120 credits at Level 7.
- (b) Postgraduate Diplomas are classified on the basis of the average of the percentage marks in the best 120 credits at Level 7 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 120 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.
- (c) Postgraduate Diplomas are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (b). The award of Merit is only available to students starting the programme of study in or after September 2008.

Distinction	70–100%
Merit	60–69%
Pass	50–59%

- (d) For students beginning their programme from academic year 2016/17, who have achieved a weighted average mark (as calculated in (b) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 80 credits are in the higher classification.

26. Award and Classification of Integrated Master's Degrees

- (a) In order to qualify for an Integrated Master's award, students must achieve 480 credits, including 120 credits at Level 7 and at least 120 credits at Level 6 along with 80 credits at Levels 5-6.
- (b) Students wishing to progress into Level 7, irrespective of whether they have registered directly onto an Integrated Master's Degree, should achieve a minimum passing grade of 50% by the end of Level 6.
- (c) The award will be classified, calculated on the basis of all 120 credits at Level 7 and the best 180 credits at Levels 5 and 6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 300 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5-7 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (d) Integrated Master's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (c):

First Class Honours	70–100%
Second Class Honours (Upper Division)	60–69%
Second Class Honours (Lower Division)	50–59%
Third Class Honours	40–49%

- (e) For students beginning their programme from academic year 2016/17, who have achieved a weighted average mark (as calculated in (c) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 80 credits at level 7, which must include the dissertation or project (where it is part of the validated programme), are in the higher classification.

27. Award and classification of Master's Degrees

- (a) Save for the provisions of (b), in order to qualify for the award of a Master's Degree a student must achieve 180 credits at Level 7. The regulations for individual programmes of study may require students to achieve additional credits through the assessment of professional practice.
- (b) In order to qualify for the award of the Master of Fine Arts a student must achieve 240 credits at Level 7.
- (c) Save for the provisions of (d), Master's Degrees are classified on the basis of the average of the percentage marks in the best 180 credits at Level 7 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 180 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.

(d) The Master of Fine Arts is classified on the basis of the average of the percentage marks in the best 240 credits at Level 7 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.

(e) Master's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (c) and (d). The award of Merit is only available to students starting the programme of study in or after September 2008.

Distinction	70–100%
Merit	60–69%
Pass	50–59%

(f) Save for the Master of Fine Arts, for students beginning their programme from academic year 2016/17, who have achieved a weighted average mark (as calculated in (c) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 100 credits, which must include the dissertation or project, are in the higher classification.

(g) For students beginning the Master of Fine Arts from academic year 2018/19, who have achieved a weighted average mark (as calculated in (d) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.

28. Field of study for Diplomas of Higher Education and Bachelor's Degrees

(a) Diplomas of Higher Education may be conferred in one or two named subjects, or with a comprehensive title, as follows.

(i) A single subject will be named in the field of study where the student has achieved 100 credits in that named subject at Level 5;

(ii) The conjunction 'and' will be used where the student has achieved 50 credits in each of two named subjects at Level 5.

(iii) The conjunction 'with' will be used where the student has achieved 60 credits in the first named subject and between 30 and 50 credits in the second named subject, all at Level 5.

(iv) The award will be conferred 'in Combined Studies' if the spread of credits achieved by the student does not fit into any of the categories in (a) (i)–(iii), except where the student has achieved 80 credits in a single subject at Level 5, in which case the award will be conferred in 'Combined Studies (major in that subject)'.

(b) Bachelor's Degrees may be conferred in one or two named subjects, or with a comprehensive title, as follows.

- (i) A single subject will be named in the field of study where the student has achieved 120 credits in that named subject at Level 6 along with 80 credits in the same subject at Levels 5–6.
 - (ii) The conjunction 'and' will be used where the student has achieved 40 credits in each of two named subjects at Level 6 (along with 100 credits in each of the same named subjects at Levels 5–6).
 - (iii) The conjunction 'with' will be used where the student has achieved 60 credits at Level 6 along with 120 credits at Levels 5–6 in the first named subject, and 20 credits at Level 6 along with 60 credits at Levels 5–6 in the second named subject.
 - (iv) The award will be conferred 'in Combined Studies' if the spread of credits achieved by the student does not fit into any of the categories in (b) (i)–(iii), except where the student has achieved at least 80 credits in a single subject at Level 6, in which case the award will be conferred in 'Combined Studies (major in that subject)'.
 - (v) The field of study for the Bachelor of Arts in Primary Education will show the relevant National Curriculum area in accordance with the programme regulations.
- (c) Credits which are transferred from outside the University under the provisions of Section 5 may be taken into account when determining the field of study, except that a student must achieve 60 credits in a subject at Levels 5–6 at the University in order for that subject to be named in the field of study. Credits which are achieved during a compulsory year of study abroad will not be taken into account when determining the field of study.

29. Appeals

- (a) This regulation should be read in conjunction with the [Academic Appeals Guidance for Students](#).
- (b) Students are not permitted to challenge academic judgement under this regulation, and cannot submit an appeal on the basis that they are unhappy or dissatisfied with a mark, grade or classification that has been awarded. Appeals submitted on such a basis will normally be rejected in line with (x).
- (c) Matters relating to the supervision of a research project, at any level, will not normally be considered a ground for appeal, but may be eligible for consideration under the [Student Complaints Procedure](#).
- (d) Any reference to an individual member of staff under this regulation should also be read as including reference to their nominee.
- (e) Where a student submits an academic appeal, the original decision that is being appealed against will remain in effect unless or until an appeal is upheld. Where an appeal relates to a withdrawal for non-engagement under section 10 of the taught degree regulations the University may consider allowing a student to continue studying during consideration of their appeal.
- (f) Students are normally expected to submit their own appeal and represent themselves throughout the process set out in this regulation. The University will not normally accept

submissions from third parties or representatives, including students or legal representatives.

- (g) The academic appeals process is confidential, but information will be shared with certain relevant members of staff within the University in order to fully investigate any claims or issues raised by a student. Where an individual member of staff is named in an academic appeal, they will normally be given an opportunity to respond.
- (h) Any variations to this regulation for students studying with one of the University's partner organisations will be set out in the relevant agreement and operations manual.
- (i) No student will be prejudiced as a result of submitting an academic appeal. The University reserves the right to reject an appeal if there is evidence that it is frivolous or vexatious. The University may investigate the authenticity of any documents submitted in support of an academic appeal, and evidence of any falsification of documents may lead to action being taken under the [Student Disciplinary Regulations](#).
- (j) The Academic Appeals Group is made up of a representative from each Academic Department of the University, who will be approved by the Learning, Teaching and Quality Committee. At least four members of this group shall have experience of supervising research students, and should be approved by the Research Degrees Committee.
- (k) A minimum of two members of the Academic Appeals Group will normally be required to consider an appeal as set out in (aa) to (ee) of this regulation.
- (l) Members of the Academic Appeals Group will not consider appeals from their own Academic Department.
- (m) The Deputy University Secretary is secretary to the Academic Appeals Group.
- (n) The Academic Appeals Group will provide an annual report on its business to the Learning, Teaching and Quality Committee, and will feedback on individual cases to relevant University Departments as appropriate.
- (o) Students should first raise any issues relating to a mark or classification with their module or programme convenor, who will be able to provide further clarification and information about the University's assessment process.
- (p) Having first discussed the matter with the relevant module and programme convenor, a student is entitled to submit an academic appeal against the following:
 - (i) A decision of a Programme Examinations Board
 - (ii) A decision of the Awards and Progression Board, including a decision taken under Section 10 of the Taught Degree Regulations in respect of a student's non-engagement
- (q) An appeal against any of the decisions set out in (p) can only be submitted on one or more of the following grounds:

- (i) That a procedural irregularity or administrative error has occurred in the process of an assessment which is of such a nature as to create a reasonable possibility that in the absence of the procedural irregularity or administrative error the decision in question would have been different;
 - (ii) That the student's academic performance was materially affected by significant, relevant and uncontrollable circumstances that were unknown to the decision-maker, and which were of such a nature that the student could not with reasonable diligence have disclosed to them before the decision was made;
 - (iii) That there is evidence of prejudice or bias on the part of the decision-maker, which is of such a nature as to create a reasonable possibility that in the absence of any prejudice or bias the decision in question would have been different;
- (r) An academic appeal must be submitted to the University Secretariat by email within 10 working days of the student being sent formal notice of the decision in question.
 - (s) A student can request an extension to submit their appeal in advance of the deadline. This request should be supported by evidence. An academic appeal must be submitted using the University's Academic Appeals Form and must contain all the information requested on the form. The University Secretariat is entitled to reject an academic appeal without further consideration where a student's submission is incomplete.
 - (t) An appeal submitted outside of the permitted timeframe will only be accepted where the student provides a good reason, supported by evidence, for the delay. The Deputy University Secretary will determine what constitutes a good reason for the purpose of this paragraph.
 - (u) The University Secretariat will acknowledge receipt of an academic appeal via the email address stated on the student's Academic Appeals Form.
 - (v) The Deputy University Secretary will conduct a review of the student's academic appeal submission to determine whether evidence to support the stated ground(s) has been disclosed.
 - (w) Where evidence to support a stated ground has been disclosed, the Deputy University Secretary will refer the academic appeal for consideration by the Academic Appeals Group.
 - (x) Where evidence to support one or more of the stated grounds has not been disclosed, the Deputy University Secretary will reject the academic appeal and no further consideration will be undertaken. The University Secretariat will issue the student with a Completion of Procedures Letter in line with (vv).
 - (y) The Academic Appeals Group will only consider the appeal with respect to those grounds accepted for further consideration by the Deputy University Secretary under (x).
 - (z) Upon receipt of an appeal, the Academic Appeals Group may undertake any investigation it considers to be appropriate in the circumstances, including none. This may include, but is not limited to, one or more of the following:
 - (i) Asking the student to provide additional information in support of their appeal

- (ii) Asking the University Secretariat to gather and provide additional information
 - (iii) Asking the student's Department or Supervisor to provide a response to any issues raised in the appeal
 - (iv) Appointing an independent member of staff to conduct an investigation into the matters raised in the appeal
 - (v) Holding an Academic Appeal Hearing in line with (dd) to (jj).
- (aa) The student will normally be provided with a copy of any additional evidence gathered during the course the Academic Appeals Group's consideration of their appeal under (z) and will be given an opportunity to provide further comment on this evidence before the Academic Appeals Group makes its decision.
- (bb) Once any consideration of the appeal under (z) to (aa) have been concluded, the Academic Appeals Group will make one of the following decisions:
- (i) To reject the appeal, in which case the original decision will remain in effect.
 - (ii) To uphold the appeal, in which case the original decision will be overturned and the Academic Appeals Group will substitute a new decision.
- (cc) The decision of the Academic Appeals Group will be communicated to the student in writing by the University Secretariat.
- (dd) In line with (z), the Academic Appeals Group may determine that an Academic Appeal Hearing is necessary in order to properly consider a student's appeal, and this may occur before or after an investigation into the appeal has been conducted. It is for the Academic Appeals Group alone to determine if a hearing is necessary.
- (ee) Such a hearing will normally be conducted by a Panel made up of three members of the Academic Appeals Group.
- (ff) The University Secretariat will provide a secretary to the hearing.
- (gg) The student's Department will be asked to provide a representative to attend the hearing.
- (hh) The student will be invited to the hearing, and may bring a supporter who can be a student, a staff member or officer of Roehampton Students' Union, or a University Wellbeing Officer. The supporter will not normally be permitted to speak for the student.
- (ii) The student and the Departmental representative will be given the opportunity to make a statement and to ask questions.
- (jj) Once it has heard all the available evidence, the Panel will deliberate in private and make a decision in line with (ll), which will be communicated to the student in writing.
- (kk) The process set out in (y) to (jj) will normally take no longer than 70 days.
- (ll) A student may submit a request for a review of the decision of the Academic Appeals Group on the following grounds:

- (i) That a procedural irregularity or administrative error has occurred in respect of the Academic Appeals Group's consideration of the appeal which is of such a nature as to create a reasonable possibility that in the absence of the procedural irregularity or administrative error the decision in question would have been different;
 - (ii) That the decision of the Academic Appeals Group is unreasonable given the facts of the case;
 - (iii) That the student has new material evidence which, for a good reason, they were unable to provide at an earlier stage in the process.
- (mm) The student's request will first be considered by the University Secretary, who will determine whether evidence to support the stated ground(s) has been disclosed.
- (nn) If the University Secretary considers that evidence to support the stated ground(s) for a review has not been disclosed, then the student's request for a review will be rejected and the student will be issued with a Completion of Procedures Letter in line with (vv).
- (oo) If the University Secretary considers that evidence to support the stated grounds for a review has been disclosed, the student's request will be passed to the Deputy Vice-Chancellor (or nominee) who will review the decision of the Academic Appeals Group.
- (pp) The student will be informed that their request has been passed to the Deputy Vice-Chancellor, and will be informed which of the stated grounds have been accepted for further consideration and which, if any, have been rejected.
- (qq) The Deputy Vice-Chancellor will reach one of the following decisions:
 - (i) The decision of the Academic Appeals Group should be upheld
 - (ii) The Academic Appeals Group should be required to reconsider its decision in light of any comments that the Deputy Vice-Chancellor considers appropriate in the circumstances. This may involve the Academic Appeals Group conducting further investigations in line with (z) to (aa).
 - (iii) The decision of the Academic Appeals Group should be overturned and the Deputy Vice-Chancellor will substitute a new decision.
- (rr) This decision will be communicated to the student in writing. Where the Deputy Vice-Chancellor issues a decision in line with (qq) (i), a Completion of Procedures Letter will be issued in line with (vv).
- (ss) The review process set out in (ll) to (rr) will normally take no longer than 20 days.
- (tt) The decision of the Academic Appeals Group will remain effective during the review stage.
- (uu) Decisions taken under this regulation may be eligible for review by the Office of the Independent Adjudicator for Higher Education (OIA), which is an independent body set up to review student complaints and appeals. More information about the OIA can be accessed at <http://www.oiahe.org.uk/>. The OIA can be contacted at 0118 959 9813 or enquires@oiahe.org.uk.

- (vv) Where applicable, students will be provided with a Completion of Procedures Letter and information about how to apply to the OIA for a review of a decision taken under this regulation.

30. Variations to regulations

- (a) Variations to the Academic Regulations will only be approved in exceptional circumstances. These mostly fall into the following categories:

- (i) A variation that approves programme specific regulations;
- (ii) A variation for a cohort or group of students;
- (iii) A variation for an individual student.

- (b) Variation that approves programme specific regulations:

Requests must be approved by the Learning Teaching and Quality Committee and the Deputy Vice Chancellor or nominee. Outcome is reported to Senate as part of the annual report.

- (c) Variation for a cohort of students as a one-off arrangement:

Request is made by the Academic Registrar to the Deputy Vice-Chancellor or nominee. Outcome is reported to Senate as part of the annual report.

- (d) Variation for an individual student as one-off arrangement:

Request is made by the Academic Registrar to the Deputy Vice-Chancellor or nominee. Outcome is reported to Senate as part of the annual report.

Appendix - Programmes with variations to the Taught Degree Regulations

Programme	Details of variation
BSc Accounting	<p>Credit transfer - Exclude the right to apply for credit transfer.</p> <p>Condonation - A condoned fail is not permitted on the programme in respect of the specified modules. The variation applies to students on the BSc Accounting degree only. Students from other programmes taking Accounting modules as an option could still be condoned. The specified modules will be subject to change. There will be new year one modules for 2016/17. It is assumed that the School can operate this on the basis that it applies for modules specified as giving exemption which may change over time.</p>
BSc Human Resources Management	<p>Condonation – From 2018/19 a condoned fail is not permitted on any module that is part of the BSc Human Resources Management, this is a professional body (CIPD) requirement.</p>
Graduate Diploma in Law	<p>Credit transfer - Exclude the right to apply for credit transfer.</p> <p>Period of study - The programme must be completed within three years, including any interruption(s) or suspension(s) of study.</p> <p>Condonation - Assessment marks cannot be condoned on the programme.</p> <p>Compensation - The Programme Examinations Board may compensate a maximum of one marginal fail in a coursework or an examination, where the:</p> <ol style="list-style-type: none"> i. Board has considered the marks of all of the elements of the assessments; and ii. Student has obtained a minimum of 35% in one and only one element of an assessment; and iii. Board is satisfied that there is strength elsewhere in the student's performance to justify compensation of the marginal fail.

If a student's mark is to be compensated then it may only be done between 'like for like' assessments. Therefore the compensation will only operate by transferring marks between two examination results or two in-course assessment results, which will by definition be in different subjects

Retakes - The authority of the Programme Examinations Board to confirm a student's eligibility to retake a module does not apply to the programme.

Resits –

- i) A student who has failed the module assessment overall on the first attempt will be permitted two opportunities to resit the failed components of the module assessment subject to availability, unless the Programme Examinations Board is not satisfied that the student has made a reasonable attempt to fulfil the requirements.
- ii) A student who has been granted a resit must submit all outstanding work at the next scheduled opportunity as specified by the Programme Examinations Board. There is no provision for a student, having passed a module, to undertake additional study and assessment towards that module.

Award and classification -

a) In order to qualify for the award of Graduate Diploma in Law the student must:

- a. Pass every element of assessment (subject to compensation under paragraph 2.3.1 above); and
- b. Achieve 180 credits, including at least 120 credits at Level 6.

b) Graduate Diplomas in Law are classified on the following basis:

i) Distinction

- a. A student who has passed all elements of the assessments at the first attempt, without any subject being compensated, and has obtained an overall average of at least 70% must be awarded a Distinction.
- b. A student who has passed all elements of the assessments at the first attempt, without any subject being compensated, and has obtained an overall average of at least 70% in at least 50% of the subjects counting towards the final award and an overall average of at least 68.5% may be awarded a Distinction if the Programme Examination Board considers that it is not inappropriate to award a Distinction.
- c. A student must not otherwise be awarded a Distinction.

ii) Commendation

- a. A student who has passed all assessment at the first attempt, without any subject being compensated, and has obtained an overall average of at least 60% in the assessments must be awarded a Commendation.
- b. A student who has passed all elements of the assessment at the first attempt, without any subject being compensated, and has obtained an overall average of at least 60% in at least 50% of the subjects counting towards the final award and an overall average of at least 58.5% may be awarded a commendation if the Programme Examination Board considers that it is not inappropriate to award a Commendation.

	<p>c. A student must not otherwise be awarded a Commendation.</p> <p>Following further advise from the SRA, the overall average mark for a Distinction was reverted back from 68.5% to 67% and the overall average mark for a Commendation was reverted back from 58.5% to 58%.</p> <p>iii) Pass</p> <p>a. A student who has passed all assessments (at least 40% in each element of assessment), one element of which may have been compensated in accordance with the rules of the Programme Examination Board must be awarded a Pass.</p> <p>b. A student must not otherwise be awarded a Pass.</p> <p>c) Aegrotat passes An Aegrotat pass cannot be awarded for the programme</p>
LLB	<p>Credit transfer - A student whose credit, earned on a programme to which these regulations do not apply, is transferred towards the requirements of a programme of study to which these regulations do apply will not be eligible to be certified as having attained a QLD.</p> <p>Aegrotat passes - A student who is awarded an Aegrotat will not be eligible to be certified as having attained a QLD.</p> <p>Conditions applicable to certification of all forms of QLD - In order for a student to be certified as having attained a BSB QLD or an SRA QLD the following requirement must be satisfied:</p> <p>a) Period of study - The period of study, from initial registration to completion of the programme, including any interruption(s) or suspension(s) of study must not exceed six years.</p> <p>b) Law subject coverage - The student has gained not less than 240 credits in the study of legal subjects over a period of study of not less than three years and 180 of those credits include coverage of the Foundations of Legal Knowledge.</p> <p>c) Knowledge and transferable skills - The student has acquired the knowledge and transferrable skills listed in Schedule 1 of Appendix 1 of the Academic Stage Handbook.</p> <p>Conditions applicable to certification as a BSB QLD - In order for a student to be certified as having attained a BSB QLD the following requirements must be satisfied:</p> <p>a) Condonation (Marginal failure) - All the Foundations of Legal Knowledge must have been passed without any module assessment result overall being condoned.</p> <p>b) Level of award - The University award has been made at lower second class honours or above.</p>

	<p>Conditions application to certification as an SRA QLD - In order for a student to be certified as having attained an SRA QLD following requirement must be satisfied:</p> <p>Condonation (Marginal failure) - Not more than one of the seven Foundations of Legal Knowledge has been deemed a Condoned Fail under regulation 15(b) of the Undergraduate Taught Degree Regulations and the following conditions are satisfied in relation to the condonation:</p> <ol style="list-style-type: none"> a. It was granted on the basis that exceptional circumstances in the student's case are likely to have impacted on the student's performance. b. The mark actually attained by the student in the subject that was condoned was not less than 35%. c. There was evidence of the student's academic strength across the entire degree programme. <p>Resits -</p> <ol style="list-style-type: none"> i) A student who has failed the module assessment overall on the first attempt will normally be permitted: <ol style="list-style-type: none"> a. Two opportunities to resit the failed components of the module assessment for a Foundations of Legal Knowledge module; and b. One opportunity to resit the failed components of the module assessment for any other module; subject to availability, unless the Programme Examinations Board is not satisfied that the student has made a reasonable attempt to fulfil the requirements. ii) The Programme Examinations Board may grant a second resit opportunity for a module assessment under (i)(b) above where appropriate in the context of the student's overall academic progress, or under the provisions of the Mitigating Circumstances Policy. iii) A student who has been granted a resit must submit all outstanding work at the next scheduled opportunity as specified by the Programme Examinations Board. There is no provision for a student, having passed a module, to undertake additional study and assessment towards that module.
MBiol/MZool	<p>Progression - Students may only be permitted to progress into the level 7 component if they have achieved an overall pass of 60% at the end of level 6. The variation is permitted (based on an average of 60% calculated as per existing classification rules) for a maximum of 2 intakes (that is year 3 to 4 transfers) from September 2015.</p>
MA Art Psychotherapy	<p>Award and classification – In order to qualify for the award of MA Art Psychotherapy a student must achieve 240 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 240 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p>

	<p>For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.</p> <p>Credit transfer - credit transfer can only be considered from other HCPC approved programmes.</p>
MA Dramatherapy	<p>Award and classification – In order to qualify for the award of MA Dramatherapy a student must achieve 220 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 220 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 220 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p> <p>For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.</p> <p>Credit transfer - credit transfer can only be considered from other HCPC approved programmes.</p>
MA Dance Movement Psychotherapy	<p>Award and classification – In order to qualify for the award of MA Dance Movement Psychotherapy a student must achieve 240 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 240 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p> <p>For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.</p>
MA Integrative Counselling and Psychotherapy	<p>Award and classification – In order to qualify for the award of MA Integrative Counselling and Psychotherapy a student must achieve 240 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 240 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p>

	<p>For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.</p>
<p>MA Integrative Counselling and Psychotherapy for Children, Adolescents and Families</p>	<p>Award and classification – In order to qualify for the award of MA Integrative Counselling and Psychotherapy for Children, Adolescents and Families a student must achieve 240 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 240 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p> <p>For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.</p>
<p>MA Music Therapy</p>	<p>Award and classification – In order to qualify for the award of MA Music Therapy a student must achieve 240 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 240 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p> <p>For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.</p> <p>Credit transfer - credit transfer can only be considered from other HCPC approved programmes.</p>
<p>MA Play Therapy</p>	<p>Award and classification – In order to qualify for the award of MA Play Therapy a student must achieve 240 credits at Level 7. The award is classified on the basis of the average of the percentage marks across 240 credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, rounded to the nearest whole number.</p>

	For students beginning their programme from academic year 2018/19, who have achieved a weighted average mark (as calculated above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 140 credits, which must include the dissertation or project, are in the higher classification.
MSc Psychology of Sport and Exercise	Condonation – From 2018/19 a condoned fail is not permitted on the programme, this is a professional body (BPS) requirement.
PGCE	<p>15(c) and 15(c) ii:</p> <p>(c) The Programme Examinations Board will confirm a student’s eligibility for a resit of a component of assessment that has been failed or retake of a module.</p> <p>(ii) A retake is defined as a re-study of the module with attendance, including the completion of all assessments for that module. A student may be eligible for a resit of a module being retaken subject to the resit regulations below. The retake mark overrides any previous mark for the same module, no mark or credit may be carried forward from a previous attempt. Students are required to pay a module fee to retake a module.</p> <p>Students on PGCE programmes will not be permitted to retake the programme, or an individual module on the programme as defined in 15(c) and 15(c) ii of the academic regulations. The PGCE programmes are single year programmes which combine academic and professional modules for a single award. These elements cannot be separated and undertaken in different academic years.”</p>
ITT	<p>15(c) and 15(c) i</p> <p>(c) The Programme Examinations Board will confirm a student’s eligibility for a resit of a component of assessment that has been failed or retake of a module.</p> <p>(i) A resit is defined as an additional attempt of an assessment without attendance. Students on Initial Teacher Training programmes do not have the automatic right to a resit on the P modules. The rationale for this is that students may have been failed for reasons of not being fit to practise and therefore may not repeat the school experience.</p>
Roehampton Online MSc in Psychology	Credit transfer: Up to a maximum of 60 credits RPL can be considered for application of prior learning and transfer of credit. The empirical project is exempt from RPL and cannot be considered. (This is in line with professional body (BPS) requirements for accreditation of M level conversion programmes).

Schiller International University	Programme specific regulations cover students studying on the following programmes with Schiller International University: BSc Global Business, BA International Economics, BSc International Hospitality and Tourism Management, BA International Relations and Diplomacy, MBA, MA International Relations and Diplomacy and MSc International Management. These regulations are available on request via the Academic Office.
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