

TAUGHT DEGREE REGULATIONS

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.

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 Boards 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 develop the curriculum in terms of subject content in the light of new scholarship;
 - (ii) to enhance the quality of delivery of the programme in terms of pedagogy, the learning environment and assessment strategy in the light of best practice;
 - (iii) to foster the academic standards of the programme;
 - (iv) to monitor academic standards through the annual report from the external examiner(s), the comparative assessment data provided by the University and other appropriate indicators;
 - (v) to monitor the quality of the student experience through the student evaluation scheme and other appropriate indicators;
 - (vi) to advise the Department Committee, and through the Department Committee the University, of any necessary changes to the structure of the programme, its regulations, organisation, teaching curriculum, entry requirements and publicity requirements;
 - (vii) 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;
 - (viii) to review trends in recruitment and recommend recruitment strategies for the programme;
 - (ix) to report to the Department Committee on issues arising from the Programme Annual Review process.
- (d) The Programme Boards meet as required to conduct business, normally at least once each term.
- (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 sponsored by the Board; the Head of Department, or a nominee; at least two students representing all students who are currently registered on the programme(s); and the Subject Librarian. 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 Boards 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 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.
- (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) Undergraduate awards at Level 4 of the Framework for Higher Education Qualifications:
Certificate of Higher Education (CertHE).
- (ii) 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).
- (iii) Undergraduate awards at Level 6 of the Framework for Higher Education Qualifications:
Bachelor of Arts (BA);
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).
- (iv) Postgraduate awards at Level 7 of the Framework for Higher Education Qualifications:
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 Public Administration (MPA);
Master of Public Health (MPH);
Master of Research (MRes);
Master of Science (MSc);
Master of Theology (MTh);
Master of Zoology (MZool).
- (v) 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- 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 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- or part-time basis, or may transfer between full- 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;
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
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 personal grounds for a period of up to 12 months, at the end of which s/he must either re-enrol, or apply for a further interruption of study. The maximum period of interruption will normally be one year (subject to the period of registration and any Professional, Statutory and Regulatory Body requirements). 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 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 productivity 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 a student's registration under the provisions of (a)(i) will be made only after the Head of Department, or a nominee has completed the following process. If the Head of Department is the student's Personal Tutor, it may be appropriate for a different member of staff to be involved in monitoring the student's progress. The Awards and Progress 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 productivity is unsatisfactory to the extent that it would be appropriate to terminate his/her registration, s/he will be given two formal warnings by letter.
 - (ii) Each letter will state the reasons for the warning 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 second letter of formal warning will state the fact that it is the final warning.
 - (iii) The student will be given sufficient time and not less than four weeks between the first and second formal warning in order to demonstrate a satisfactory level of improvement.

-
- (iv) At each warning the student will be offered the opportunity to respond in writing and at a meeting with the Head of Department, or his/her nominee. The student may arrange to be accompanied at the meeting by another student or member of staff of the University. The Head of Department may set the warning aside and confirm this decision to the student by letter on provision of a satisfactory and adequately documented reason for his/her record of attendance, academic progress or productivity. Formal warnings which have not been set aside will remain active for the duration of the student's period of study.
 - (v) If the student does not demonstrate a satisfactory level of improvement after the second warning, the Head of Department, or his/her nominee will refer the matter to the Chair of the Awards and Progression Board, setting out the grounds for the recommendation to terminate the student's registration. The Chair of the Awards and Progression Board will then make the final decision, based on the particular circumstances.
 - (vi) The Academic Registrar, or a nominee will write to any student whose registration has been terminated under these provisions, informing him/her of the reasons for the decision, the right to appeal and the date within which any appeal must be submitted.

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 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 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 6, 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 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 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 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 at Levels 0 and 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 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 Postgraduate Diplomas, no more than 20 credits may be condoned.
 - (iii) For Master's Degrees, no more than 30 credits may be condoned.
 - (iv) Failures in modules counting towards any other awards of the University shall not be condoned.
 - (v) 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 a second resit opportunity where appropriate in the context of the student's overall academic progress provided the student has submitted to assessment for their first resit attempt, 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 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 extension which may be granted is two calendar months.
- (b) The extension may only be granted where:
 - (i) the mitigating circumstances and supporting evidence are judged to be sufficient;
 - (ii) the assessment process, including consideration of recommendations by the relevant University Board, can be completed within three months of the normal end date of the student's programme.
- (c) The application for an extension 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.

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. There is no provision to defer assessment beyond the end of the academic year.
- (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- 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) 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 the first to the second year 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 the second to the third year 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 100 credits at Level 5 along with 120 credits at Level 4 or above. 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 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 21–25. 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 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 credits at Level 0 in the case of Primary Education, and 60 credits at Level 6 along with 90 credits at Level 0 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 credits at Level 0 in the case of Primary Education, and 60 credits at Level 7 along with 90 credits at Level 0 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 Bachelor's Degrees

- (a) Save for the provisions of (b), 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 credits at Level 0;
 - (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 credits at Level 0.
- (c) 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.
- (d) Save for the provisions of (e), (f) and (h), 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.
- (e) 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.

-
- (f) 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.
- (g) Bachelor's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (d), (e) and (f):
- | | |
|---------------------------------------|---------|
| First Class Honours | 70–100% |
| Second Class Honours (Upper Division) | 60–69% |
| Second Class Honours (Lower Division) | 50–59% |
| Third Class Honours | 40–49% |
- (h) 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.
- (i) Students who have achieved a weighted average mark (as calculated in (d), (e) and (f) 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 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% |

25. Award and Classification of Integrated Master's Degrees

- (a) In order to qualify for an Integrated Master's award, students must achieve 420 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%

26. 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 Levels 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%

27. 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.
 - (iii) 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.

28. Appeals

- (a) A student may appeal against a decision of a Programme Examinations Board or the Awards and Progression Board, or against a decision to terminate his/her registration under the provisions of Section 10, on only one or more of the following grounds:
- (i) that there were procedural irregularities or administrative errors which are sufficient to cast reasonable doubt on the overall fairness of the decision, or which have resulted in the decision being recorded incorrectly;
 - (ii) that the student's academic performance was substantially affected by circumstances which were unknown to those making the decision and which the student could not with reasonable diligence have disclosed before the decision was made;
 - (iii) that there is evidence of prejudice or bias against the student on the part of one or more of the individuals involved in making the decision which is sufficient to cast reasonable doubt on the overall fairness of the decision.
- (b) An appeal must be submitted by the student to the University Secretary within two weeks of the student being sent formal notice of the decision. Extensions must be requested in advance of this deadline. The University will only accept appeals after the deadline in exceptional and deserving circumstances.
- (c) The student's appeal submission must include:
- (i) a written statement of all the issues that the student wishes to be considered, which explains how each of these issues relates to the grounds of appeal in (a) above and leads the student to believe that the decision is unfair;
 - (ii) a written statement of the student's desired outcome from the appeal;
 - (iii) copies of all documentary evidence which the student wishes to be considered and where relevant a written statement of the student's reasons for not having disclosed the same information and evidence before the decision was made;
 - (iv) in the case of appeals made under (a)(iii) above, a record written by the student of all comments or remarks made by individuals involved in making the decision which, in the student's view, indicate that there was prejudice or bias.
- (d) The University Secretary, or a nominee may dismiss the appeal if the student has not presented reasonable grounds or sufficient evidence in support of his/her claims, but will normally give the student one opportunity to address the deficiencies in his/her appeal submission before taking this course of action. If the appeal does not fall within the remit of these regulations, the University Secretary may recommend an alternative route for consideration of the student's concerns, or dismiss the appeal altogether.
- (e) If the University Secretary determines that a prima facie case for appeal has been established, s/he will conduct an investigation and make recommendations on the matter to the Deputy Vice-Chancellor. After reviewing the student's appeal submission, and the recommendations and findings from the University Secretary's investigation, the Deputy Vice-Chancellor will either determine the outcome of the appeal at that stage in accordance with (g) below, or arrange for the matter to be investigated further.
- (f) The Deputy Vice-Chancellor may decide to convene an Appeals Board in order to hear the student's appeal and to advise on the outcome. The Appeals Board comprises the Deputy Vice-Chancellor, or a nominee as Chair, a Head of Department, a Programme Convener, and a student representative nominated by the Students' Union. The University Secretary, or a nominee, is the Secretary to the Appeals Board. The student must present his/her own case at the hearing, but may arrange to be accompanied by another student or member of staff of the University. The Chair may invite one or more individuals to give evidence; otherwise the hearing will be conducted in private.

-
- (g) The Deputy Vice-Chancellor will determine one of the following outcomes:
- (i) to reject the appeal, in which case the original decision will stand;
 - (ii) to uphold the appeal, in which case the Deputy Vice-Chancellor will set the original decision aside and determine what further action should be taken.
- (h) The University Secretary will give the student written notification of the Deputy Vice-Chancellor's decision and the reasons for it. When the appeals process is deemed to have been completed, the University Secretary will inform the student of this in writing and of his/her right to seek a review by the Office of the Independent Adjudicator for Higher Education.

29. 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.

*University of Roehampton
Academic Registrar
August 2015*