

GENERAL REGULATIONS FOR FIRST DEGREES, DIPLOMA AND CERTIFICATES FOR STUDENTS PURSUING MODULAR PROGRAMMES OF STUDY BASED AT AN ASSOCIATED INSTITUTION OF THE UNIVERSITY OF SURREY

GENERAL

The Regulations, which are set out below, are those that have been approved by the Senate of the University. The University reserves the right to amend the Regulations from time to time but no Regulation may be amended other than by resolution of the Senate. The General Regulations should be read in conjunction with the Programme Regulations for each subject, which will define the particular requirements for that programme.

These General Regulations apply to modular First Degree programmes offered by an Associated Institution of the University of Surrey validated and approved for this purpose by the University of Surrey (hereinafter referred to as "the University"), and which may lead to the awards of the Degree of Bachelor, or Diploma or Certificate of Higher Education. The General Regulations should be read in conjunction with the Programme Regulations, which state the particular requirements.

Subject to the Regulations of the Associated Institution, persons who are not candidates for an award of the University may be admitted as a student under such conditions as the Head of School or designated authority may see fit. Students registered only for credit, rather than for a substantive award, nevertheless are covered by the relevant clauses in General Award Regulations.

EXPLANATION OF TERMS

Academic Year:

Generally taken to be the period from the beginning of the Autumn Semester to the end of the Spring semester (or Autumn term/Summer term as appropriate). Some programmes may, however, extend beyond this period or otherwise differ in having a structure based on 3 terms per academic year.

Associated Institution

An institution offering higher education and/or training with which the University has a relationship based upon i) validation of one or more academic programmes leading to an award of the University of Surrey or ii) accreditation or iii) a formal collaborative link (joint teaching, joint research).

Assessment:

A generic term, encompassing all forms of evaluation of learning. This may include assessment by written papers (timed or untimed), practical laboratory work, coursework, project, oral presentation etc

Credit Value:

One credit is related to 10 hours of notional student workload, which includes, as appropriate, lectures, practical classes, tutorials, fieldwork, assignments, private study and assessment.

Dissertation:

This term includes a report on an experimental project.

Element of Assessment

Used to denote each component part of the assessment prescribed for a module

Examination:

For a non-modular Programme this term covers the whole of the written papers, practical tasks, oral tests, project report or dissertation, or other form of assessment as shall be specified in the Programme Regulations.

For a modular Programme it is restricted to a formally convened, timed assessment of a module under the direct supervision of appointed invigilator(s).

Head of School/Department:

The Head of the School/Department (or other designated authority) is responsible for the student's programme of study; when a programme of study is run jointly by two or more Schools, the Programme Regulations shall state who shall fulfil the responsibilities of the Head of School/Department for the purpose of these Regulations.

Head of School/Department may also be interpreted to mean another member of the academic staff to whom a particular responsibility has been formally designated.

Level:

Undergraduate and postgraduate modules/programmes may be divided into levels, which indicate the relative demand, complexity and depth of learning associated with a given module or programme.

Levels HE1, HE2, HE3 and P are generally associated with undergraduate programmes; Level 0 indicates foundation level study pitched at pre-degree level. Levels M and D are generally associated with postgraduate Masters and Doctoral level work respectively. The following credit levels are used within the University's credit framework, and reflect a student's ability to:

- Level 0** *apply knowledge and skills in a range of complex activities, demonstrating: comprehension of relevant theories; access and analyse information independently and make reasoned judgements, selecting from a considerable choice of procedures in familiar and unfamiliar contexts; and direct own activities with some responsibility for the output of others*
- Level HE1** *develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialised skills; evaluate information, using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems; and operate in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs*
- Level HE2** *generate ideas through the analysis of concepts at an abstract level, with a command of specialised skills and the formulation of responses to well-defined and abstract problems; analyse and evaluate information; exercise significant judgement across a broad range of functions; and accept responsibility for determining and achieving personal and/or group outcomes*
- Level P** *develop and/or apply theory and develop skills independently in external educational settings or in practical and operational contexts; develop knowledge and skills which can contribute to subsequent project work and study; develop transferable skills and improvement in presentation, communication, team-working and inter-personal skills in a professional context*
- Level HE3** *critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across and area of study; critically evaluate new concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant*

judgement in a range of situations; and accept accountability for determining and achieving personal and/or group outcomes

Level 4 *final stage of MEng Degree for which prior study at level HE3 is a prerequisite (NB To be discontinued in favour of level M from September 2003)*

Level M *display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision-making, including use of supervision*

Module:

A self-contained unit of assessed study and learning of defined level and credit value.

A standard module is defined as 100 hours of expected student learning time. Ten transferable credits are awarded on the successful completion of a standard module.

Part-time:

For the purposes of these Regulations, “part-time” shall be taken to include those registered as distance learning students.

Programme of Study (Programme):

A collection of modules as defined in Programme Regulations, leading to a named University award.

Stage:

Part of a programme of study, which may coincide with the beginning and end of a particular level or semester and/or with eligibility for an award.

Subsidiary Award:

An award available at a defined stage within a programme of study which leads to a more substantive award.

Year:

A period of 12 calendar months.

PAYMENT OF FEES

All fees (tuition, registration, examination etc) are due at the beginning of the academic session. Students are advised in advance of joining the Associated Institution, or at the time of re-registration, about the arrangements for the payment of these fees, in accordance with their level and mode of study. In the event of a student failing for any reason to complete a programme of study, the Associated Institution is not under any obligation to disregard any part of the fees due, or to return any sums paid by or on behalf of the student.

GENERAL REGULATIONS FOR FIRST DEGREES, DIPLOMAS AND CERTIFICATES FOR STUDENTS PURSUING MODULAR PROGRAMMES OF STUDY BASED AT AN ASSOCIATED INSTITUTION OF THE UNIVERSITY OF SURREY

Admission and Registration

- Admission
- 1.1 Except with the special permission of the Senate, no person shall be admitted to a programme of study leading to the Degree of Bachelor or to the Diploma or Certificate of Higher Education of the University unless that person has satisfied the prescribed General and Programme Entrance Requirements for admission.
- 1.2 When the Programme Regulations specify that a subsidiary award(s) is available at an earlier stage within the programme, a student whose target award is governed by these General Regulations shall be deemed also to be a student for the subsidiary award(s).
- 1.3 No student may receive more than one award for a given programme of study. Exceptionally, a student, who has withdrawn from the programme of study and has received a subsidiary award, may re-enrol for the next part of the programme. **In these circumstances, the University shall rescind the subsidiary award before the student is re-enrolled for the further award.**
- Registration
- 1.4 Every student must register at the start of the student's programme and shall undertake to comply with the Regulations of the Associated Institution, and must re-enrol for the beginning of the Autumn semester/term for each successive year the programme of study is pursued. The registration of a student who fails to re-enrol or whose fees have not been paid may be deemed to have lapsed.
- The name recorded on any transcript or certificate issued by the Associated Institution/University shall be the name in which the student was last registered.
- 1.5 Each student must register for individual modules in each semester by such date as shall be specified in Programme Regulations. The date by which the student must register shall be not later than the end of the third week following the commencement of that module. Any revision to a student's module registration beyond the deadline may be made only with the approval of the School
- A student may not withdraw registration from a credit-bearing module either:
- later than five weeks into the delivery of a module; or
 - after the student has submitted work for assessment or has presented him/herself for examination;
- whichever is the sooner.
- Except as may be determined in accordance with Regulations 5.10 and 5.11, a student who does not complete a module for which the student is registered shall be deemed to have failed the module.
- 1.6 It is the student's responsibility to ensure that the modules for which the student has registered are compatible with the appropriate Programme Regulations.

- 1.7 A student may register to pursue a programme of study on a full-time basis or a part-time basis or a combination of each as may be specified in the Programme Regulations.
- 1.8 A student pursuing a programme of study on a full-time basis shall normally register each academic year for modules having a total credit value of 120.
- A student may register for additional modules, provided the total credit value of the modules does not exceed 150 in an academic year, only if:
- (i) the Programme Regulations so specify, to enhance the learning outcomes of the programme¹ or
 - (ii) the student has accumulated less than the required number of credits in the previous years that the student has pursued the programme, or
 - (iii) the Head of School/Department permits the student to register for an additional module(s) in the Spring semester/term as an alternative(s) to a module(s) for which the student has failed to obtain credit in the previous Autumn semester/term.

Programme Regulations may specify limits on the number of modules which may be taken in a given semester/term.

A student who has completed successfully the programme for which he/she is registered and to whom an award is approved by the Board of Examiners may not register for further modules in order to improve the classification or division of that award (see also regulation 5.8)

- 1.9 The Head of School/Department may require a student to attend a course of instruction in English in addition to modules specified in the Programme Regulations.
- 1.10 Programme Regulations may specify the minimum number of credits which a part-time student must pursue each semester/term or academic year.
- 1.11 Subject to the provisions of Regulation 1.12 and except by special permission of the Senate in regard to a named programme of study, the maximum period of registration, reckoned from the date of a student's initial registration, shall be:

Maximum Length
of Registration

Foundation Certificate	Three Years
Certificate of Higher Education:	Four Years
Foundation Diploma	Three Years
Diploma of Higher Education:	Five Years
Bachelor's Degree:	Seven Years

The Board of Examiners, on the recommendation of the Head of School/Department, may extend the maximum period of registration specified above for a given award for an individual student by not more than one year at one time.

- 1.12 The Programme Regulations for any award may specify a period shorter than the maximum specified in Regulation 1.11. The Head of School/Department may extend the period of registration for that award for an individual student beyond such time limit specified in Programme

¹ *The Senate has agreed that a student should not be allowed to undertake additional modules as an insurance against failure of one or more modules.*

Regulations by not more than one year at one time within the maximum limits specified in regulation 1.11.

- 1.13 The registration of a student who has not qualified for an award in the period specified, in accordance with Regulations 1.11 and 1.12, and for whom no extension has been granted, shall be deemed by the Board of Examiners to have lapsed. In these circumstances, the student shall be entitled to the highest level subsidiary award available within the Programme, provided the student has satisfied all the requirements for that award.
- Foundation Year 1.14 When a programme of study includes an integrated foundation year, the maximum periods of registration stated in Regulation 1.11 shall be increased by one year.
- Transfer Between Programmes 1.15 A student may transfer registration from one programme of study to another within the Institution with the approval of the Head(s) of School/Department concerned. Except as provided by Regulation 1.16, such a student shall be deemed, for the purpose of these regulations, to be following a single overall programme at the Associated Institution and the credits obtained, or other consequences of the assessment of any modules already undertaken, shall remain unchanged.
- Permanent Withdrawal 1.16 A student who wishes to withdraw permanently from the Associated Institution before the normal completion of the programme shall give notice in writing to the Head of School/Department concerned, who shall inform the Academic Registrar or equivalent in the Associated Institution.

A student who has withdrawn permanently, or whose programme registration has been terminated under any of the following regulations may, with the agreement of the Head of School/Department concerned:

i) be readmitted to a **different** award-bearing programme²;

OR

ii) be re-admitted to the **same** award-bearing programme, provided at least 24 months shall have elapsed following the withdrawal or termination; the Board of Examiners may, however, reduce this period to 12 months.

In either of the above circumstances, the student shall be regarded as a new entrant and the credits obtained, or other consequences of the assessment of any modules already undertaken, shall not contribute to the programme of study. The student may, however, be considered for exemption from part of the programme at the discretion of the Head of School/Department in accordance with Regulations 3.1 and 3.2.

Programmes of Study

- 2.1 The Programme Regulations shall specify the modules which comprise the programme, the level of each module and its credit value. The normal levels of study for programmes at undergraduate level are HE1, HE2 and HE3.

For those programmes including an integrated foundation year there shall be modules or equivalent study at level 0.

All programmes leading to a Bachelors (Honours) award should provide the opportunity (as a compulsory, core or optional module) for all students at

² The term “different award-bearing programme” shall be understood to be a programme which has not more than 30 credits per year in core modules in common with the student’s original programme.

Level HE3 to study a project (or a similar piece of sustained independent study) of at least 20 credits.

Credit
Requirements for
Completion of
Programmes

- 2.2 Programme Regulations shall specify the number and level of credits required for each approved programme of study.

Subject to such Programme Regulations and except when the Programme Regulations specify a greater number or except when a student has been exempted from part of a Programme in accordance with Regulations 3.1 and 3.2, the minimum number of credits (excluding level 0) required for an award of the University shall be:

Foundation Certificate	60 credits at level HE1
Certificate of Higher Education:	120 credits at level HE1 or above
Foundation Diploma	60 credits at level HE2
Diploma of Higher Education:	240 credits at levels HE1 and HE2, of which a minimum of 90 must be at level HE2
Bachelor's Degree (Ordinary)	300 credits, of which a minimum of 160 must be at level HE2 or above and of which a minimum of 60 must be at level HE3
Bachelor's Degree (Honours)	360 credits, of which a minimum of 220 must be at level HE2 or above and of which a minimum of 120 will normally be at level HE3

- 2.3 Credits acquired at a higher level may be considered in substitution for lower level credit requirements but credits so accepted may not be accepted as satisfying a higher level requirement simultaneously.

- 2.4 Not applicable

- 2.5 A student shall attend such classes and undertake such coursework or other assignments as may be specified in the Programme Regulations.

Attendance

Upon the recommendation of the Head of School, the registration of a student who fails, without specified mitigating circumstances, to attend teaching sessions where such attendance is specified in the programme regulations, programme handbook or module description as compulsory, or a proportion of these, may be terminated by the Board of Examiners.

Other than in exceptional circumstances, the registration of a student may not be terminated under this provision unless adequate written warning has been given and the student has, where practicable, been given, the opportunity to remedy the situation either by starting to attend teaching sessions or, at the discretion of the Head of School (see regulation 5.2) by making up any missed compulsory attendance stipulated in the programme regulations. If this involves retaking the complete module at the next available opportunity a resit fee will apply.

In the case of modules that are failed as a result of a non-submitted assessment or examination (other than in 5.11) a mark of 0% for the unit of assessment will be awarded and the student will retain the right to reassessment as in 5.1.

Late Submission of
Work

- 2.6 A mark deduction will be applied to coursework (i.e. forms of assessment other than a timetabled written or practical examination) submitted later than the published deadline (unless an extension has been granted in advance):

- Seven percentage points per working day (not including weekends or bank holidays) from the first day after the published deadline to day 5 inclusive (giving a maximum penalty of 35%);

- After day 5 no work will be accepted and failure to submit work during the week after the deadline shall be considered as non-submission, resulting in 0% for that piece of work.

Should either of the penalties above result in the module being failed overall the student would be entitled to reassessment as in subpara 5.1 with penalties for reassessed work in 5.6 being applied.

Faculties/Schools/Departments/Divisions will need to have in place a robust and transparent system for collecting student work and recording the date of submission.

Extensions may only be granted by the Module Co-ordinator using the existing criteria for Mitigating Circumstances (Academic Standards Guidelines, Appendix VIIC).

Temporary
Withdrawal

2.7 A full-time programme of study shall be continuously pursued. A student may, however, with the permission of the Dean of Faculty, withdraw temporarily from a programme. Except with the permission of the Senate Progression and Conferment Executive, the period of withdrawal shall not exceed one year. When the Programme Regulations indicate that a part-time programme shall be continuously pursued, this provision shall also apply to a part-time student.

Exemption From Part of Programme

3.1 The Head of School/Department may exempt from all or part of level HE1 and/or level HE2 of a programme of study a student who has satisfactorily pursued a previous programme of study of appropriate nature and standard outside or within the University or one of its Associated Institutions.³

3.2 The minimum number of credits which must be obtained within the University or from programmes offered by its Associated Institutions, leading to awards of the University, shall be:

Foundation Certificate	20 credits at level HE1
Certificate (of HE)	40 credits at level HE1
Foundation Diploma	20 credits at level HE2
Diploma (of HE)	80 credits at level HE2
Bachelors Degree (Ordinary)	100 credits, at least 60 of which must be at level HE3 and the remainder at

³ See Academic Standards Guidelines on Credit Accumulation and Transfer and AP(E)L. There is no limit on the number of credits and associated marks which may be transferred within the University and its Associated Institutions. Acceptance of such transferred credit and exemption from part(s) of a programme is at the discretion of the Head of School.

level HE2

Bachelors Degree (Honours)
[3 years]

120 credits, 100 of which must
be at level HE3

Bachelors Degree (Honours)
[with professional training]

200 credits, 80 of which
must be at level P and 100 of which
must be at level HE3

The marks used to calculate the classification or division of the award shall be those derived from modules undertaken within the University or from programmes offered by its Associated Institutions, unless an arrangement to recognise marks derived from another institution is explicitly stated in a Memorandum of Agreement between the University and that institution.

- 3.3 The minimum number of credits for which a student may be granted exemption shall be 10.
- 3.4 Part of a programme of study may be pursued at another institution when the arrangements have been approved by the Senate.

Progression

- 4.1 To proceed from one level or stage of a programme to the next or to qualify for the award of a Certificate, Diploma or Degree a student must satisfactorily complete such modules and fulfil such other requirements as may be specified in the Programme Regulations.
- 4.2 Unless the Senate has agreed to a higher pass mark for exceptional reasons, the pass mark for the assessment of a module, resulting in the award of credits, shall be 40%.
- 4.3 To proceed from one level or stage of a programme to the next on a full-time basis a student must have been awarded a total of at least 90 credits at the appropriate level or stage for modules included in the programme, unless the student has been exempted from part of the level or stage in accordance with Regulation 3.2.
- The Programme Regulations may specify that particular modules must be satisfactorily completed before a student may proceed to the next level or stage.
- 4.4 The Programme Regulations may specify that a student may not proceed to the next semester/term in any year on a full-time basis unless a prescribed number of credits have been obtained and/or specific modules have been completed satisfactorily.
- 4.5 A student who shows strength in other modules at each of levels HE1, HE2 and HE3 may be awarded compensation credits for a module despite obtaining a mark lower than the pass mark specified in accordance with Regulation 4.2. Such credits will be awarded at each level following initial or subsequent assessments, provided Programme Regulations do not prohibit the award of compensation credit for the particular module(s) concerned and provided that the student meets at least one of the following conditions:
- (i) the student has achieved an overall average mark of 40% for the level; and (a) the student has been awarded credit for modules having a total value of not less than 90 credits for the level; and (b) the student has achieved a mark of not less than 30% or such higher mark as may be specified in the Programme Regulations for the module for
- Module Pass Mark
- Credits Required to Proceed
- Compensation

which compensation is being considered;

- ii) the student has achieved an overall average mark of 50% for the level and a) the student has been awarded credit for modules having a total value of not less than 90 credits for the level, and b) the student has achieved a mark of not less than 25% or such higher mark as may be specified in the Programme Regulations for the module for which compensation is being considered

At the request of the student, the Board of Examiners may rescind the award of compensation credits and the student will then be recorded as having failed the assessment of the module.

Failure and Reassessment

- 5.1 A student who fails to be awarded credits for a module shall, subject to Regulation 5.16, have the right to repeat the assessment on one subsequent occasion within one year of the first attempt. Exceptionally the Head of School/Department, may permit the student to defer repeating the assessment until two years after the first attempt.

The Board of Examiners may exceptionally permit a student who has failed to be awarded credit for a module at the second attempt to repeat the assessment on one further occasion by a specified date, normally within one year of the previous attempt.

Subject to the requirements of the Programme Regulations, a student who has failed to be awarded credits for a module, initially or after repeating the assessment, may offer an alternative module in place of the failed module on one occasion only. Where the alternate module is at a higher level than the failed module, it shall be weighted, for the purposes of degree classification, at the same level as the failed module.

Repetition of Attendance

- 5.2 A student may be allowed by the Head of School/Department to repeat attendance at classes of such modules for which the student has failed the assessment, as the Head of School/Department sees fit.
- 5.3 When the assessment of a module consists of more than one piece of assessed work, the Board of Examiners may determine that a student should repeat only the failed piece(s) of work if the student has satisfied the Board in the other piece(s) of assessed work.

Timing of Reassessment

- 5.4 When reassessment of a failed module is by examination, the student is entitled to repeat the examination at the normal time in the following year; the Board of Examiners may, however, permit the student to repeat it at a special occasion not less than two months after the previous attempt.

- 5.5 When a student repeats an assessment, the assessment shall be that prescribed for the year in which it was originally taken, irrespective of any change of syllabus.

Reassessment should follow the assessment arrangements as validated for a particular module. Alternative instruments which have not been validated should not be used.

Marks for Reassessed Modules

- 5.6 When a student repeats all or part of the assessment of a module and subsequently passes the module, the penalised mark awarded for the reassessed unit of assessment⁴ shall be the actual mark obtained or the arithmetic mean of the actual mark and the pass mark for the module,

⁴

A "unit of assessment" is taken to imply a weighted piece of assessment derived from the Programme Specification or Programme Regulations – e.g., "essay – 2,000 words [40%]"

whichever is the lower. [Under Programme Regulations, some Associated Institutions may award only the pass mark]. If the student fails the module on reassessment the fail mark stands and is not adjusted.

The best mark achieved from either the first or second attempt will be used for the unit of assessment and, subsequently, in the adjustment of the module mark.

If the adjusted module mark is below the pass mark but a student would have passed the module without applying the penalty for the unit(s) of assessment, the minimum pass mark will be recorded for that module.

The mark recorded on the student's transcript shall be the adjusted mark awarded by the Board of Examiners.

Suspension or
Termination of
Registration

- 5.7 The full-time registration of a student who has failed to satisfy the requirements of Regulation 4.3 by the beginning of the academic year, after reassessment where appropriate, or who is not permitted to proceed to the Spring semester/term in accordance with Regulation 4.4, shall be suspended by the Board of Examiners.

The registration of any student who has failed to satisfy the requirements of Regulation 4.3 and is not permitted to repeat the assessment of failed modules or is unable to offer alternative modules shall be terminated by the Board of Examiners.

- 5.8 A student may not repeat the assessment of a module for which credits have been awarded.

In accordance with Regulation 1.8, a student to whom an award has been approved by the Board of Examiners may not take further modules in order to improve the class or division of that award.

- 5.9 A student whose full-time registration is suspended and who wishes to repeat the assessment of a module without attending classes shall submit an entry form together with the appropriate fee to the Examinations Officer of the Associated Institution by the published date. Any other student wishing to repeat the assessment of a module must register for the module in accordance with Regulation 1.5.

Ill Health

- 5.10 A student whose performance in an assessment has been or is likely to be impaired because of ill health or other circumstance must inform the Head of School/Department in writing at the earliest opportunity and provide, where appropriate, a medical certificate or other supporting evidence. The Head of School/Department shall forward copies of such documents received from the student to the Chair of the Board of Examiners. The Board of Examiners shall consider the information provided by the student and may take it into account in making the recommendation in respect of that student.

If the Board of Examiners is satisfied that the basis of ill-health or other circumstances represents appropriate ground for mitigation, the Board of Examiners may allow the student to undertake an examination or other form of assessment again as if for the first time. In such circumstances, a student's right to reassessment on one further occasion in case of failure (Regulation 5.1) shall remain unaffected; any marks arising from the initial attempt shall be disregarded for the purposes of progression.

- 5.11 A student who is unable to undertake one or more assessments because of ill

health or other circumstance must inform the Head of School/Department as soon as possible and, where appropriate, submit a medical certificate or other supporting evidence within seven days. The Head of School/Department shall forward copies of any documents received from the student to the Chair of the Board of Examiners. If the Board of Examiners is satisfied that the basis of ill-health or other circumstances represents appropriate grounds for mitigation, the Board of Examiners may allow the student to undertake the assessment on a subsequent occasion, which shall be regarded as the first attempt in accordance with Regulation 5.10.

It is the responsibility of the student to determine whether to undertake the assessment or apply to defer so doing in accordance with regulations 5.11 and 5.12 and 5.13. Once the result of an assessment has been promulgated by the Board of Examiners this result can only be set aside in exceptional circumstances by the Board of Examiners.

If such a student has been able to undertake at least three quarters of the assessment of any module, the Board of Examiners may award a mark or grade and the appropriate credits as if the student had undertaken the whole of the assessment. The Board of Examiners may, however, allow this provision to apply to a student who has been able to undertake at least one half of the assessment of a module.

- 5.12 The Board of Examiners may permit a student who has been unable, owing to ill health, to gain the required credits at one level to proceed to the next level of the programme. Except as in regulation 5.13, the student shall undertake the assessment at a later time, normally in the following year.
- 5.13 In the case of a student who has been unable to take part or parts of the assessment constituting not more than one sixth of the credits in total at any of levels HE1, HE2 and HE3 the Board of Examiners may award the relevant credits as though the student had taken the whole of the assessment and without requiring the student to undertake the outstanding assessment provided;
- (i) it has other evidence of the student's ability to meet the learning outcomes of the module(s); and
 - (ii) it has evidence that requiring the student to undertake the outstanding assessment would be detrimental to the student's health or well-being.

In the event that the Board of Examiners awards credit for one or more module(s) under this Regulation, no mark will be awarded for the module(s) and the calculations for the level and for the classification of the Degree or other award, shall be made without reference to the particular module(s).

- 5.14 The Board of Examiners may recommend the award of an Aegrotat Degree in accordance with Regulation 7.14 to a student who has not otherwise gained sufficient credits for the award of a Degree.
- 5.15 The Board of Examiners may require any student to be examined *viva voce* in addition to taking those assessments prescribed by Programme Regulations.
- 5.16 The registration of a student may be suspended or terminated by the Board of Examiners on the recommendation of the Head of School/Department if the student's academic progress is considered to be unsatisfactory. The Board of Examiners may impose conditions, such as the satisfactory completion of prescribed coursework, under which a student may be

Viva Voce

Unsatisfactory
Academic Progress

allowed to continue the programme. Other than in exceptional circumstances, the registration of a student may not be terminated under this provision unless adequate written warning has been given and the student has the opportunity to remedy the situation.

The registration of a student who fails to attend an examination without good reason, or who fails to undertake the entire assessment of a module without good reason, may be suspended or terminated by the Board of Examiners.

A student may be excluded from the Associated Institution for other than academic reasons in accordance with the provisions of the Regulations of the Institution.

- Fitness to Practise
- 5.17 A student registered for a programme of study which includes one or more period(s) of clinical and/or professional experience is required, at all times and as a condition of continued registration for that programme, to act or behave in a manner which:
- a) conforms to the relevant professional code of practice, if any; and/or
 - b) is consistent with behaviour required by the profession or employer; and/or
 - c) does not jeopardise or put at risk the welfare or wellbeing of others (eg, patient, pupil, client, member of the public, fellow student, fellow employee, member of academic or professional/clinical staff) or him/herself.

The Associated Institution reserves unconditionally the right to exclude or withdraw a student from a clinical or professional placement without notice on grounds of unprofessional behaviour, professional misconduct, and/or if it believes that the student's behaviour has the potential to cause harm to others or him/herself.

General Regulations governing Fitness to Practise shall specify the criteria and procedures for dealing with allegations of unprofessional behaviour or professional misconduct. The University may suspend or terminate a student's registration in accordance with the General Regulations governing Fitness to Practise.

Approval and Dissemination of Results

- 6.1 The recommendations of the Board of Examiners shall be approved by the Senate Progression and Conferment Executive.
- 6.2 The Head of School/Department shall be responsible for informing students of the results of assessments. The Academic Registrar or equivalent in the Associated Institution shall inform any student whose programme is suspended or terminated.

Award

- 7.1 The Degree of Bachelor, or the Diploma or Certificate of Higher Education, or the Foundation Diploma or Certificate may be awarded only to a student who has been registered for and who has satisfactorily followed the prescribed programme and has been awarded the required credits, as specified in Regulation 2.2 and 3.2.
 - 7.2 The Degree, Diploma or Certificate shall be awarded by the Senate. The date of the award shall be the date on which the Senate Progression and Conferment Executive approves the award.
- Date of Award

Students in Debt 7.3 No student shall be entitled to an award of the University unless all fees for tuition and residence and any other sums due to the Associated Institution and/or University have been paid and the rightful property of the Associated Institution and/or University returned.

Classification of Degrees 7.4 The Degree of Bachelor awarded to a student who has successfully completed an Honours Degree programme shall be classified as follows:
First Class Honours
Second Class Honours (Upper Division)
Second Class Honours (Lower Division)
Third Class Honours.

7.5 *Not applicable*

7.6 *Not applicable*

Determination of Class of Degree 7.7 The classification of the degree will be determined by whichever of the following two parameters is the more advantageous to the student:
i) the overall weighted aggregate mark (See 7.8 and 7.10)
ii) the numbers of modules for which the assessment falls within a particular class; (see 7.11)

7.8 In calculating the overall aggregate mark, the marks used shall be those arising from those modules, at level HE 2 and above, for which the total credit value is that specified according to Regulation 2.2.

When a student has been awarded credits in excess of the number so specified, the overall aggregate mark shall be calculated for modules attracting sufficient total credits and being the highest marks, except where Programme Regulations require that the marks for certain specific modules must be included in the calculation of the overall aggregate mark. In these circumstances, the mark for an excess module substituted for a module at a lower level and used in the calculation of the overall aggregate mark shall be weighted as prescribed for the higher level in the Programme Regulations.

Mark Thresholds 7.9 For the Degrees listed in Regulation 7.4 and 7.5, the aggregate mark thresholds for each class of Honours shall be:

First Class Honours	70%
Second Class Honours (Upper Division)	60%
Second Class Honours (Lower Division)	50%
Third Class Honours	40%

Aggregate award marks should be recorded as integers on students' transcripts, i.e. rounded to the nearest whole number. The award class should reflect the integer award mark directly, in accordance with the award classification bands, unless the class of degree has been upgraded under Credits in Class regulation 7.11 below

In addition, limited discretion may be exercised by the Senate Progression and Conferment Executive on the recommendation of the Board of Examiners in allowing the award of an Honours Degree to a student who has achieved an aggregate performance of not less than 45% but where that performance would not satisfy the requirements of Regulation 4.5. In such cases, the Senate Progression and Conferment Executive shall award the class of degree equivalent to an aggregate performance 5% lower than that actually achieved by the student.

Weighting of 7.10 The weighting between various levels of the programme must be specified

Levels in the Overall Aggregate

in Programme Regulations. The weighting of level HE2 to level HE3 (and above) should be in the range 20:80 to 50:50. Where it contributes to the overall degree classification, level P should not exceed 15%; level HE3 (and above) should then contribute between 50% and 70% of the total.

Classification by reference to Number of Credits in a Class

7.11 Classification of awards based on the number of credits in a class will be determined according to the following:

Bachelors Degree (Honours)

At least 130 credits at or higher than the indicative class at levels HE2 and HE3, provided that:

- the overall weighted aggregate mark is at least at the mid point of the class below the indicative class, and
- no more than 60 credits fall within a class two or more below the indicative class, and
- there are a minimum of 70 credits at the indicative class or higher at level HE3.

Master of Engineering, Master of Mathematics, Master of Physics, Master of Chemistry

At least 190 credits at or above the indicative class at levels HE2, HE3 and M, provided that:

- the overall weighted aggregate mark is at least at the mid point of the class below the indicative class, and
- no more than 60 credits fall within a class two or more below the indicative class, and
- a minimum of 75 credits at the indicative class or higher at level M.

Diploma of Higher Education

At least 70 credits at or higher than the indicative class at level HE2 and provided that the overall weighted aggregate mark is at least at the mid point of the class below the indicative class.

Certificate of Higher Education

At least 70 credits at or higher than the indicative class at level HE1 and provided that the overall weighted aggregate mark is at least at the mid point of the class below the indicative class.

7.12 An Ordinary Degree, Diploma of Higher Education or Certificate of Higher Education shall be awarded to a student who has successfully met the learning outcomes and credit requirements for such an award.

An Ordinary Degree, Diploma of Higher Education and Certificate of Higher Education may be awarded in accordance with the following aggregate mark thresholds:

award <i>with Distinction</i>	70%
award <i>with Merit</i>	60%
award	40%

Where such an award is lower than the intended award for the programme of study, the student may elect to decline the award within a period of three months from the date of award, provided that the award has not been made consequent to regulation 5.7. Such a decision must be communicated in writing to the Chair of the Board of Examiners and the Senate Progression and Conferment Executive.

The award will be determined by reference to either (i) the overall weighted aggregate mark; (ii) the number of modules in a class (iii) the best of (i) and (ii).

In determining the award by reference to the aggregate mark it will be calculated by weighting the mark for the best 120 level HE2 credits and the mark derived from best 60 level HE3 credits at 50:50.

In determining the award by reference to the number of modules in a class the following algorithm will be used:

- At least 100 credits at or higher than the indicative class at levels HE2 and HE3, provided that:
- the overall weighted aggregate mark is at least at the mid point of the class below the indicative class, and
- no more than 60 credits fall within a class two or more below the indicative class, and
- there are a minimum of 40 credits at the indicative class or higher at level HE3.

7.13 *Not applicable*

7.14 A student who may not be awarded a degree with Honours by reason of not registering for sufficient modules at level HE3, may offer additional modules at level HE3 as a student for a Degree with Honours within the time limit specified in Regulation 1.11.

A student who has failed one or more modules and is entitled to be reassessed but has gained sufficient credits for the award of a Degree, may decline the award until such time as the student has been reassessed in accordance with Regulation 5.1.

A student who has qualified for the award of an Ordinary Degree may be permitted by the Board of Examiners, on the recommendation of the Head of School/Department, to decline the award and transfer to a related programme as a candidate for an Honours Degree.

In any other circumstance, a student awarded a Degree may not subsequently offer additional modules with the intent of improving the class thereof.

7.15 The Foundation Certificate and the Foundation Diploma shall be awarded without division or classification.

7.16 A student prevented by illness or other circumstance from sitting the whole or part of the assessment in the year in which the programme would

normally be completed may be considered for the award of an Aegrotat Degree. With the consent of the student, the Senate may award an Aegrotat Degree without division or classification.

A student who chooses not to accept the award of an Aegrotat Degree may complete the assessment on a subsequent occasion, normally one year later. A student who is still unable to complete the assessment on a subsequent occasion may then accept the award of an Aegrotat degree.

Certification of Awards

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| Degree Conferment | 8.1 | Degrees shall be conferred at a Congregation held for the purpose. |
| Degree Certificates | 8.2. | After the formal conferment, each graduate shall be given a Degree Certificate. The Certificate shall either be handed to the graduate or sent through the ordinary post to the graduate's address as listed in the Associated Institution's records. |
| | 8.3 | The Degree Certificate of a graduate who has satisfactorily completed a period of professional training, as an integral part of the programme, shall carry a statement to this effect. |
| Certificates for Other Awards | 8.4 | Each student awarded a Foundation Certificate or Diploma or a Certificate or Diploma of Higher Education shall be sent a Certificate or Diploma, when the award has been approved by the Senate. This shall be sent through the ordinary post to the student's address as listed in the Associated Institution's records. |
| Certificate Replacement | 8.5 | A replacement of a Certificate, Diploma or Degree Certificate can be issued only on receipt of a written request from the holder to the University Examinations Officer of the award and on payment of the appropriate fee. |
| Publication of Results | 8.6 | The University Registrar shall publish the names of those who have been awarded Certificates, Diplomas and Degrees and the classes or categories thereof in the University Gazette and may publish them elsewhere. |
| Transcripts | 8.7 | At the end of a programme of study, each student, whether successful or not, may obtain, without charge, an official transcript on request. A transcript shall record each module for which the student has registered: the level; the credits awarded (if any); and the mark awarded. It shall also record, where appropriate, credits from which exemption was granted, credits awarded by compensation and the award obtained. A charge may be made for an official transcript provided at other times. |

Appeals

- 9.1 A student who has reason to believe that an incorrect class or category of Degree has been awarded, *or* that no award has been made when this should have been the case, *or* whose registration has been suspended or terminated in accordance with Regulation 5.7, *or* who has failed a module with no further opportunity to be re-assessed in the module, may appeal by giving notice in writing to the University's Dean of Students within two weeks of the formal publication of the results. The grounds for such an appeal may be only one or more of the following:
- (i) The marks taken into account for the assessment had been incorrectly recorded, or the calculation of the aggregate mark on which class of Degree or other result was based was incorrect or the procedure for such aggregation had been incorrectly followed.
 - (ii) There had been irregularities in the conduct of the examination or other forms of assessment, including alleged administrative error, of

such a nature as to cause reasonable doubts as to whether the Board of Examiners would have reached the same conclusion if the alleged irregularity had not occurred.

- (iii) There had been circumstances which affected the student's performance which the student could not or did not, for valid reasons, divulge, in accordance with Regulation 5.10, before a decision had been reached.
 - (iv) the appellant had demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.
- 9.2 A student may appeal against the decision by the Board of Examiners to suspend or terminate the student's registration in accordance with Regulation 5.16. A student wishing to appeal shall give notice in writing to the Academic Registrar or equivalent of the Associated Institution indicating the grounds of the appeal, within two weeks of being informed by the Academic Registrar or equivalent that the programme had been suspended or terminated. However, an appeal received for good reason beyond this time limit but within three months of being informed that the programme had been suspended or terminated, may be considered. This type of appeal will be considered by an appropriate committee/formal body of the Associated Institution.
- 9.3 In cases where an appeal is being pursued in accordance with the provisions of Regulations 9.1 or 9.2 against a decision to terminate the student's registration, the appellant's registration shall remain terminated whilst the appeal is being pursued.
- 9.4 In the case of an appeal under Regulation 9.1(i) the University's Dean of Students, in consultation with the Chair of the Board of Examiners or the Chair's nominee, shall consider whether the marks had been correctly recorded and aggregated in accordance with the Regulations. If an error is found which affects the award or the class of Degree, then the Vice-Chancellor, in consultation with the Dean of Students, the Chair of the Board of Examiners and, if possible, the External Examiner(s) has authority to approve the award or a reclassification. When an error is found the matter shall be reported to the Senate.
- 9.5 In the case of an appeal under Regulation 9.1(ii), 9.1(iii), 9.1(iv) or 9.2, the Dean of Students, or Deputy Dean of Students, shall consult with the Academic Registrar and they shall determine whether the alleged grounds satisfy the regulations. If they jointly determine that the alleged grounds do not satisfy the regulations the appeal shall be dismissed otherwise the appeal shall either be referred to the Board of Examiners for reconsideration or to an Appeal Committee constituted in accordance with Regulation 9.7.
- 9.6 The original decision may be referred for re-consideration by the Board of Examiners if the grounds are either 9(i) or 9(iii) or the appeal may be heard by an Appeal Committee constituted in accordance with Regulation 9.7
- 9.7 An Appeal Committee shall comprise:
- Chair:*
A Pro-Vice-Chancellor, nominated by the Senate
- Members:*
A member of the academic staff from a Faculty of the University or Associated Institution other than that of the appellant, nominated by the Vice-Chancellor.

The President of the Students' Union or the Vice-President Education and Welfare, or other person nominated by the President.

In attendance:

The Registrar or his/her representative.

- 9.8 The proceedings of an Appeal Committee shall not be invalid if, before the Committee has reached a decision, a member ceases to hold the office by virtue of which the member was appointed to the Committee.
- 9.9 The Appeal Committee shall have authority to determine the case put to it; its decision shall be final. If the decision affects the award or class of Degree, the Pro-Vice-Chancellor shall approve the award or reclassification on behalf of the Senate. The decision of the Appeal Committee shall be reported to the Senate.

Made by Senate
Last Revised:

21 June 1994
June 2009