

# Academic Taught Regulations 2024/25

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# Admission to the University

## 1. Admissions requirements

- (1) To be admitted as a student of the University, an applicant must:
  - (a) be at least 16 years of age on the published start date of the course;
  - (b) meet, or be exempted from, the General Entrance Requirements set out in the University Course Finder or in the case of collaborative provision set out in the equivalent document of the partner institution;
  - (c) demonstrate proficiency in spoken and written English to the satisfaction of the University before commencing the course of study;
  - (d) meet, or be exempted from, additional entrance requirements, where prescribed for individual courses.
- (2) Qualifications must be in approved subjects, and there may be restrictions against the combination of certain overlapping subjects. An applicant who has already obtained an Honours Degree or an Integrated Masters Degree will only be admitted to a course which the University has judged to be sufficiently different from that already completed.
- (3) Applicants who do not possess the required qualifications for entry, or those with qualifications or credit at tertiary level, or other relevant qualifications or experience may be considered for admission under the Recognition of Prior Learning provisions in Section 2.
- (4) Applicants will be asked to provide details of any disability or Specific Learning Difficulty to ensure the University, or in the case of collaborative provision, the partner institution, can advise them on the level of support available. Information provided for this purpose will play no part in the assessment of an applicant's admission to the University.
- (5) Applicants for admission to courses leading to the award of a professional qualification or membership of a professional body will be required to declare unspent and/or spent convictions where appropriate. The decision on whether to accept an applicant will be based on academic requirements, and on the risk posed to staff and students. Applicants admitted to such courses who have failed to disclose criminal convictions will be subject to disciplinary action, as will those who fail to disclose any criminal convictions as required which arise during their course of study.
- (6) A contract is formed between the University and the applicant as soon as the offer of admission has been accepted. Acceptance of an offer is expressly subject to the terms of this contract, which include the requirement that students will comply with the conditions of enrolment with the University. In the case of collaborative arrangements, there may also be a contract between the partner institution and the applicant.
- (7) Any applicant, including students of other universities, may seek admission to the University as a Visiting Student to follow an agreed selection of modules which does not lead to an academic award. The rights of Visiting Students to attend classes, submit work for assessment and use University facilities will be stated either in an exchange agreement between the University and the student's home institution or in the student's formal offer of admission.

## 2. Recognition of prior learning

- (1) Applicants with credits accumulated from prior certificated learning or prior experiential learning, may be enrolled on an approved course. Such prior learning should be relevant, applicable, and equivalent to the intended course of study and allow exemption from specific modules.
- (2) In assessing an applicant who does not possess the standard qualifications for entry, the University will seek evidence that they:
  - (a) can study at the required level;
  - (b) have achieved the specific learning outcomes, including professional competencies and proficiency in spoken and written English, required for admission to the course;
  - (c) have a broad general education.
- (3) Applicants with accredited prior learning deemed acceptable to the University may be admitted directly to:
  - (a) the second stage of a three or four stage undergraduate course with the approval of the department;
  - (b) the third stage of an MSci or MEng course with the approval of the Assessment and Quality Assurance and Standards Committee (AQASC) or;
  - (c) postgraduate study with an exemption in up to a maximum of 120 credits.
- (4) Applicants will only be considered for direct admission to the third stage of a three or four stage undergraduate course in exceptional circumstances or as part of an institutional agreement.
- (5) Applicants will not be considered for direct admission to the final stage of an MSci or MEng course.
- (6) In the case of an institutional agreement, the Executive Dean and relevant University committee will determine if the credit completed as prior learning is relevant to the intended course of study and from which modules the student is exempted. The modules to be followed at the University together with the recognised prior learning must equate to an approved course.
- (7) The University will consider the recognition of prior learning and the recording of such learning as exemption from part of a course subject to the following conditions:
  - (a) credit will be recognised only for learning which has been verified through reliable and valid assessment, unless otherwise specified as part of an institutional agreement;
  - (b) information on modules and examination results provided must be certified by the appropriate person at the institution responsible for the delivery of those modules;
  - (c) credit will not be recognised for learning undertaken over five years before the proposed year of entry;
  - (d) courses which are accredited by Professional, Statutory or Regulatory Bodies (PSRBs) may place further restrictions on the recognition of prior learning;
  - (e) applications for recognition of prior learning will be considered in the context of approved modules and courses of the University;

- (f) applications for direct entry to the second stage of an undergraduate course of study are subject to approval by the relevant department. All other applications are subject to the approval of the Assessment and Quality Assurance and Standards Committee (AQASC) or the Executive Dean of the School and the relevant University committee in the case of an institutional agreement.
- (8) Undergraduate applicants who have already been awarded a Certificate or Diploma of Higher Education or postgraduate applicants who have already been awarded a Postgraduate Certificate or Diploma from the University and who wish to complete their studies will be considered for admission subject to the following conditions:
- (a) the applicant was in good academic standing at the time of award;
  - (b) no more than three years has lapsed since award of the Certificate or Diploma;
  - (c) applicants will be required to surrender the Certificate or Diploma prior to the award of a higher qualification being made.

## Registration and Enrolment

### 3. Registration

- (1) To register as a student of the University, or in the case of collaborative provision, by the partner institution, an applicant must have been formally offered a place and have satisfied the academic and other conditions of admission.
- (2) Registration with the University is subject to the following general restrictions:
  - (a) students may not be registered concurrently for more than one award within the higher education setting unless they have been admitted as a Visiting Student or as part of an institutional agreement;
  - (b) students who have completed active study and are awaiting results only are permitted an overlapping period of registration, normally no longer than three months;
  - (c) Visiting Students may not register for courses which lead to an academic award.
- (3) Students who register with the University retain their registration status until they graduate, withdraw permanently from their course, or have their registration discontinued.
- (4) Students are required to give notice in writing to the Executive Director of Student Journey (or nominee) before withdrawing. In cases of collaborative provision students are also required to give notice in writing to the partner institution.
- (5) A student's registration with the University may be discontinued at any time on academic grounds under the provisions of Sections 23 and 24.

### 4. Enrolment

- (1) Students must enrol each year of study by:
  - (a) completing the Online Sign-Up process;
  - (b) paying or making arrangements acceptable to the University to pay the tuition fees and any outstanding debts as outlined in the Fees Regulations;
  - (c) providing relevant documentation to verify their identity and their right to study in the UK at the outset of the course and, where required, during their studies.

In the case of collaborative provision students may have these obligations to the partner institution rather than the University.

- (2) Students are not required to enrol if they are on an approved period of interruption from studies.
- (3) It is a condition of enrolment that students agree to abide by the University Statutes and General Regulations as amended from time to time by the Council and Academic Board.
- (4) In the case of collaborative provision, students may be subject to additional statutes and regulations both at the University and the partner institution. Failure to comply with the conditions of enrolment may result in the discontinuation of the student's registration with the University.

- (5) Enrolment gives students the right to attend classes, receive tuition or supervision and have access to relevant University facilities. Students who are resitting assessments may not attend classes and receive tuition or supervision but will retain access to relevant University facilities.
- (6) The University, or partner institution in the case of collaborative provision, reserves the right not to enrol a student who arrives after the advertised dates for arrival and enrolment without prior approval and in the absence of medical or other good cause deemed acceptable by the Executive Director of Student Journey.
- (7) Students are enrolled on a full-time or part-time basis. To qualify for full-time status, undergraduate students must register on modules to the value of at least 75 credits in that academic year. The amount of paid work undertaken by a student enrolled with the University, or in the case of collaborative provision with a partner institution, on a full-time basis shall not exceed 20 hours per week during term time.
- (8) No student may undertake paid work which may conflict with their responsibilities as a student of the University or partner institution.

## Awards and Courses

### 5. Nomenclature of awards

Table 1: The University awards the following degrees of the University of London

Honours Degrees	Integrated Masters Degrees	Taught Masters Degrees
Bachelor of Arts (BA)	Master in Science (MSci)	Master of Arts (MA)
Bachelor of Music (BMus)	Master of Engineering (MEng)	Master of Music (MMus)
Bachelor of Science (BSc)		Master of Science (MSc)
Bachelor of Science (BSc (Econ))		Master of Research (MRes)
Bachelor of Laws (LLB)		
Bachelor of Engineering (BEng)		

Table 2: The University awards the following degrees of Royal Holloway and Bedford New College

Honours Degrees	Integrated Masters Degrees	Taught Masters Degrees
Bachelor of Arts (BA)	Master in Science (MSci)	Master of Arts (MA)
Bachelor of Music (BMus)	Master of Engineering (MEng)	Master of Music (MMus)
Bachelor of Science (BSc)		Master of Science (MSc)
Bachelor of Science (BSc (Econ))		Master of Research (MRes)
Bachelor of Laws (LLB)		
Bachelor of Engineering (BEng)		

Table 3: The University awards the following Certificates and Diplomas of Royal Holloway and Bedford New College

Undergraduate Taught Higher Education Qualifications	Foundation level Qualifications	Postgraduate Taught Higher Education Qualifications
Certificate of Higher Education (CertHE)	None	Postgraduate Certificate (PgCert)
Diploma of Higher Education (DipHE)		Postgraduate Diploma (PgDip)
Graduate Certificate (GradCert)		
Graduate Diploma (GradDip)		



## 6. Structure of courses

- (1) All University awards are aligned with the Framework for Higher Education Qualifications (FHEQ) level descriptors as outlined below in Table 4:

Table 4: University Awards and FHEQ Level Descriptors across Stages of Study

Award	Credits					
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Bachelors Degree		120 at FHEQ Level 4	120 (at least 90 at FHEQ Level 5)	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)		
Bachelors Degree with One Year of Extramural Study		120 at FHEQ Level 4	120 (at least 90 at FHEQ level 5)	30 of extramural study counted in Stage 4 <b>OR</b> 60 of extramural study counted in Stage 2	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)	
Bachelors Degree with One Year of Extramural Study (Accredited Degree)		120 at FHEQ Level 4	120 (at least 90 at FHEQ level 5)	30 of extramural study counted in Stage 2 <b>OR</b> Stage 4 depending on the requirements of the Professional, Statutory and Regulatory Body.	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)	
Bachelors Degree with Integrated Foundation Year	120 at FHEQ Level 3	120 at FHEQ Level 4	120 (at least 90 at FHEQ Level 5)	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)		
Integrated Masters Degree		120 at FHEQ Level 4	120 at FHEQ Level 5	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)	120 at FHEQ Level 7	
Integrated Masters Degree with One Year of Extramural Study		120 at FHEQ Level 4	120 at FHEQ Level 5	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)	30 of extramural study counted in Stage 5	120 at FHEQ Level 7
		120 at FHEQ Level 4	120 at FHEQ Level 5	30 of extramural study counted in Stage 4	120 (at least 90 at FHEQ Level 6 and none below FHEQ Level 5)	120 at FHEQ Level 7
Certificate of Higher Education (CertHE)		120 (at least 90 at FHEQ Level 4 or above)				
Diploma of Higher Education (DipHE)		120 at FHEQ Level 4	120 (at least 90 at or above FHEQ Level 5)			
Taught Masters Degree		180 at FHEQ Level 7				
Postgraduate Diploma (PGDip)		120 at FHEQ Level 7				
Postgraduate Certificate (PGCert)		60 at FHEQ Level 7				

- (2) The course specification sets out the modules available at each stage of study. Modules may be designated as mandatory non-condonable (MNC), mandatory condonable (MC) or optional. Optional modules are condonable unless a pass outcome is required to qualify for a specific field of study.
- (3) Postgraduate courses include a significant piece of individual work up to a maximum of 20,000 words, which is mandatory non-condonable and must be passed to qualify for the award of a Taught Masters Degree.
- (4) A student registered on a course leading to a bachelors or integrated masters award may take modules up to the maximum of 60 credits across the stages of study on an intra-curricular basis outside of their course pathway. The choice of optional modules must be approved by the home and host department and no more than 30 credits of optional modules may be taken in the final stage or for postgraduate courses.
- (5) A student registered on a course leading to a postgraduate award may take a maximum of 30 credits in subjects outside their course pathway on an intra-curricular basis where this is permitted in the course specification.
- (6) Students may take a maximum of 60 credits of extra-curricular modules across the period of study, which do not contribute to the degree award.
- (7) Registration on extra-curricular modules must be approved by both the home and host department.
- (8) The University reserves the right to vary the content and delivery of courses, to discontinue, merge, or combine courses, and to introduce new courses if such action is considered to be necessary. Such change may occur either before or after admission.
- (9) Students will be informed, as soon as is practicable, of any significant changes which might affect the course on which they are registered.
- (10) Students will be able to take modules appropriate to the course for which they are registered, however optional modules are subject to change or withdrawal by the University.

## **7. Course of extramural study**

- (1) Extramural study is limited to a year in industry/business; an optional placement year; volunteering or a period of study abroad.
- (2) The University may offer courses which require students to study abroad, in the field or in an industrial or professional setting. Requirements for the period of extramural study, including those of submission of work, will be stated in the course specification.
- (3) In exceptional cases, the University may grant exemption from the period of extramural study and stipulate alternative requirements as appropriate. The arrangements for any study abroad should normally be facilitated by the Centre for the Development of Academic Skills (CeDAS).
- (4) A student following a course leading to a bachelors or integrated masters award may be permitted to spend a period of between one academic term and one academic year at another institution of University status abroad on either an extracurricular or intra-curricular basis. The following conditions apply:

- (a) the student must have completed one stage of their course through study at the University, and have satisfied the requirements for progression to the next stage, before commencing the period of extramural study;
  - (b) a student may undertake only one extramural year of study during their course;
  - (c) where extramural study is to be undertaken on an intra-curricular basis, the arrangements must be such that on successful completion of the period of extramural study the student would be able to satisfy the conditions of credit transfer set out in Section 28 below, and through this the normal requirements for progression to the next stage of the course.
- (5) During the period of extramural study abroad, the student will be subject to the regulations of the host institution in addition to those of Royal Holloway and will be expected to satisfy the normal requirements of the host institution in respect of submission of work for the modules for which they are registered.
- (6) The host institution will be responsible for providing the student with a formal transcript of their results and for hearing appeals and complaints in respect of the period of extramural study in accordance with its own regulations and procedures.

## 8. Period of study

- (1) Students registered for courses leading to a bachelors or integrated masters award are normally expected to complete the requirements for each stage in one academic year of full-time study or two academic years of part-time study unless different requirements are approved as part of an institutional agreement.
- (2) Courses leading to a postgraduate award may be offered as a period of full-time study and/or a period of part-time study as specified in the course specification.

Table 5: Maximum Period of Registration for Postgraduate Taught Courses

Award	Full-time	Part-time
Taught Masters Degree	Four years	Five years
Postgraduate Diploma (PgDip)	Three years	Four years
Postgraduate Certificate (PgCert)	Two years	Three years

- (3) Students registered on courses leading to a bachelors or integrated masters award must normally follow at least two stages of the course, including the final stage, at the University, unless they have been admitted as per Section 2 (Recognition of Prior Learning).
- (4) Where a student has been permitted by the University to interrupt their registration, or where the University has required the student to interrupt their registration, the maximum periods of registration will be extended by a period equivalent to the period of the interruption.
- (5) Where a student has not completed their studies within the maximum period and has not been granted an extension by Executive Director of Student Journey, the student's registration will be discontinued.
- (6) The period of study shall normally be continuous. The Executive Director of Student Journey may permit a student to interrupt their studies for up to a maximum of 24 months on financial, medical, or personal grounds on the recommendation of the student's Head(s) of Department.

- (7) Interruptions should normally last for 12 months duration with students returning at the same point in which they interrupted the previous academic year. With prior agreement, the student may return in the next academic year at the start of the equivalent academic term in which they interrupted. In exceptional circumstances and with prior agreement with the Academic Quality and Policy Office and Student Administration a student may return at the start of the next academic year.
- (8) Students returning earlier than 12 months will not be eligible to retake any module assessments that have already been completed prior to the date of their interruption.
- (9) Requests for interruptions cannot normally be backdated from the date on which the formal request has been submitted for approval by the University.
- (10) The 24 months interruption may be taken as two separate interruptions (comprising 12 months each) or taken together over two consecutive years.
- (11) All marks prior to the date of the interruption will be carried forward. This includes any non-submissions or failed individual component marks for modules.
- (12) A student may only interrupt their studies for more than 24 months, whether consecutively or otherwise, with the permission of the Assessment and Quality Assurance and Standards Committee.
- (13) Students who have interrupted their studies remain registered students of the University and subject to University Regulations, but do not have the right to attend classes, use University facilities, complete any summative assessments, or receive tuition or supervision other than occasional access to tutors by arrangement. In the case of collaborative provision students who have interrupted do not have the right to access these, and other related, services provided by the partner institution.

## **9. Transfer of course**

- (1) A student may transfer to another course at any stage subject to the following conditions being met prior to the point of transfer:
  - (a) meet the General Entrance requirements set out in the course finder for admission to the new course;
  - (b) normally meet the requirements in respect of mandatory modules and progression specified for each stage of the new course up to the proposed point of entry;
  - (c) must have progressed from their current stage of study to be able to transfer to a new course;
  - (d) the transfer must be approved by the department(s) or school(s) responsible for teaching the new course and that for which the student is currently registered.
- (2) Students may not attend a new course of study until their transfer request has been approved.
- (3) Undergraduate students are not permitted to change to a postgraduate degree via the transfer of course process.

- (4) Students who have exhausted the permitted number of attempts at passing a stage of study and/or who have had their registration discontinued by the School Progression and Awards Board, will not be permitted to change courses.
- (5) An application for course transfer may not be approved for students with a Student Route Visa, in line with Student Route Immigration rules.
- (6) Department(s) may give approval for a student to transfer to another course of study if they have not met the General Entrance requirements and/or have not completed the mandatory modules on the new course of study up to the point of transfer where there are good academic grounds to support the transfer or other good reason.
- (7) The department(s) responsible for teaching the new course will determine, before the course transfer, any module outcomes and exemptions which will be carried over from the student's previous course.
- (8) Credits for passed modules which can count towards the new course of study will be carried over.
- (9) Credits which cannot count towards the new course of study will be excluded.
- (10) Where a student is permitted to transfer course but is not permitted to progress into the subsequent stage of their new course, any attempts at the new modules on the new course at the same stage of study will be considered as a first attempt.
- (11) Where a student registered for a course leading to the award of MSci or MEng fails to meet the requirements for progression from the second to the third stage and is transferred to a course leading to the award of BSc or BEng, they will not be permitted to transfer back to the MSci or MEng at a later stage.
- (12) Where courses are designed to allow students to gain either a Taught Masters Degree, a Postgraduate Diploma, or a Postgraduate Certificate by following different proportions of a common curriculum, a student may apply to transfer from one course to another within the common curriculum where provision is made for this in the course specification.
- (13) Any marks for common modules shared across both the old and new course must remain and students are not permitted to take those modules again as a first attempt.

## Modules

### 10. Registration for modules

- (1) A student must register for modules in accordance with procedures and deadlines published by the University.
- (2) A student must register each year for modules to the full value and in the order stated in the course specification, subject to the following provisions:
  - (a) a student on a course leading to a bachelors or integrated masters award must normally register each year for modules to the value of 120 credits if enrolled on a full-time basis, or 60 credits if enrolled on a part-time basis, except during a period of extramural study or where other requirements are set out in an institutional agreement;
  - (b) a student on a course leading to a bachelors or integrated masters award may not register for modules to the value of more than 120 credits in any one academic year, excluding any extracurricular modules or entries to complete capped resit or First Sit module assessments;
  - (c) a student on a course leading to a postgraduate masters award must register for modules to the value of 180 credits if studying on a full-time basis, except during a period of extramural study or where other requirements are set out in an institutional agreement.
  - (d) students studying on a part-time basis should register for modules as set out in the course specification;
  - (e) a student who is enrolled to repeat a stage of the course must register for modules to a value agreed with their School.
- (3) A student may, with the agreement of their School, register for modules taught elsewhere in the University of London as per the requirements in (a) and (b). In such cases, the student will be subject to the regulations of the other institution as well as those of Royal Holloway. This option may not be available to students on courses offered as part of a collaborative partnership.
  - (a) A student registered on a course leading to a bachelors or integrated masters award may take modules up to the maximum of 60 credits across the stages of study, with normally no more than 30 credits in the final year.
  - (b) Except for those courses where there is a named intercollegiate contract for the course, a student registered on a course leading to a postgraduate award may take optional modules to a maximum of 30 credits where permitted in the course specification.
- (4) A student may not register for a module they have previously taken and passed, or which is deemed to overlap with any other module they have previously taken and passed unless they have been granted a First Sit or Uncapped Resit. By registering for a module, a student is deemed to have entered themselves for assessment in that module, unless registered on a module in audit mode.
- (5) Undergraduate Visiting Students who are registered for a full academic year of study at the University must register for a minimum of 75 and a maximum of 120 credits over the course of the academic year.

- (6) Undergraduate Visiting Students who are registered for either the autumn or the spring and summer academic terms only must register for a minimum of 45 and a maximum of 60 credits.
- (7) Postgraduate Visiting Students who are registered for one term of study at the University must register for a minimum of 40 and a maximum of 60 credits in that term.

#### **11. Engagement and submission of work**

- (1) It is a requirement of enrolment with the University, or a partner institution in the case of collaborative provision that, in line with the Engagement Policy, a student will engage as far as reasonably possible with all parts of the module(s) for which they are registered and submit all set work for assessment within the published deadlines.
- (2) Where a student has failed to satisfy the requirements for engagement or submission of work specified for one or more modules, and in the absence of permissible cause, the Executive Dean (or nominee) may discontinue the student's registration for the course under the provisions of Sections 23 and 24.
- (3) For students holding a Student Visa Route, the University has obligations to report non-attendance to UK Visas and Immigration and may discontinue a student's registration without following the formal warning process in Section 24.
- (4) A student who is not registered for a module may not attend classes, submit work, or access resources for that module.
- (5) A student is expected to complete and submit for assessment all work specified for the module in the same academic year in which it is set.

# Assessment

## 12. Methods and conduct of module assessment

- (1) Methods of assessment will be devised to ensure that the validated learning outcomes are met.
- (2) Alternative arrangements may be made for students to undertake assessment in accordance with the Regulations on Access Arrangements for Assessment.
- (3) Adjustments to assessments can be made to those stated in the module specifications for individual candidates when making assessment access arrangements for students with registered disabilities.
- (4) Save for the provisions of paragraph (2) above, candidates may only consult those materials specified in the assessment instructions.
- (5) Candidates may be required to use materials or instruments provided by the University or, in the case of collaborative provision, by the partner institution.
- (6) Assessment offences will be investigated in accordance with the Regulations on Academic Misconduct.
- (7) All assessed work must be written in English unless otherwise instructed.
- (8) Dictionaries may not be used in formal examinations or in-class assessments for the purpose of enabling candidates to overcome any deficiencies in their command of English language.
- (9) All work submitted for assessment, and any materials confiscated during an examination, will remain the property of the University.

## 13. Outcomes of module assessment

- (1) In determining each module outcome for a candidate, the Department Assessment Board will take into consideration whether the assessment requirements, as stated in the module specification, have been satisfied.
- (2) The Department Assessment Board, unless covered by Section 14 (Extenuating Circumstances) will determine a module outcome for each candidate, as follows:

for candidates registered for courses leading to a bachelors award:

- (a) an outcome of Pass will be returned where the candidate has achieved a mark of 40% or above overall and in all elements of the assessment which carry an individual pass requirement or minimum threshold pass requirement for modules at FHEQ Levels 3, 4, 5 and 6.
- (b) a fail mark will be returned where the candidate has achieved a mark of 39% or below overall or have failed any element of the assessment which carries an individual pass requirement.

for candidates registered on a course leading to an MSci, MEng, or postgraduate award:



- (c) an outcome of Pass will be returned where the candidate has achieved a mark of at least 50% overall and in all assessments which carry an individual pass requirement for modules at FHEQ Level 7 in the final stage of the MSci or MEng degree.
  - (d) a fail mark will be returned where the candidate has achieved a mark of 49% or below overall or has failed any element of the assessment which carries an individual pass requirement.
- (3) Students entered to resit an assessment shall not receive an overall percentage mark greater than the pass mark for that module.
  - (4) Students registered to repeat a module may receive an overall percentage mark of any value, including greater than the pass mark .
  - (5) In the absence of acceptable extenuating circumstances, the late submission of assessment, with the exception of invigilated exams, will be penalised as follows:
    - (a) for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks (e.g. an awarded mark of 65% would be reduced to 55%);
    - (b) for work submitted more than 24 hours late, the mark will be zero.
  - (6) For any non-invigilated exams submitted late, the mark will be zero, unless there are accepted extenuating circumstances (see Section 14: Extenuating Circumstances).
  - (7) Any work may not be marked beyond the upper limit set. The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations, films, or performance. In the case of presentations, films, or performance these may be stopped once they exceed the upper time limit.
  - (8) Marks communicated to students during the academic year are subject to change and will have no formal status until they have been determined by the appropriate Board(s) of Examiners.
  - (9) Final marks are issued to candidates by the University after they have been ratified by the appropriate School Progression and Awards Board.
  - (10) Subject to the provisions of Section 25, the outcomes of module assessment, once ratified by the School Progression and Awards Board, shall be final and binding on all candidates.
  - (11) Certificates of award will not be issued to any student deemed to have a tuition or tuition-related debt to the University or the University of London, or in the case of collaborative provision to a partner institution.

## **14. Extenuating Circumstances**

### **Part A: For students registered on a course leading to a bachelors or integrated masters award:**

- (1) Where a student's performance in the assessment was affected by adequately documented extenuating circumstances, action may be taken during the academic year or may return alternative module outcomes as set out in the paragraphs below.

- (2) Where a student is unable to complete any part of the assessment by the deadline due to adequately documented extenuating circumstances, the student may submit a request for permission to:
  - (a) extend the deadline in line with the Extensions Policy;
  - (b) take the assessment during the academic year: in such cases the Department Assessment Board will set an assessment, identical in format to the missed assessment (e.g. in-class test) to be taken during the academic year.
- (3) Where up to one third of the module assessment has been affected, and the student has otherwise demonstrated that the learning outcomes of the module have been met, the percentage mark achieved in the unaffected assessment will be proportionately scaled up to return an outcome for the whole module, in line with the provisions of Section 13 (2-4).
- (4) Where up to one third of the module assessment has been affected, and the student has not demonstrated that the learning outcomes of the module have been met, the School Progression and Awards Board may set additional work for the student to demonstrate the learning outcomes have been met. If demonstrated, the percentage mark achieved in the unaffected assessment will be proportionately scaled up to return an outcome for the whole module, in line with the provisions of Section 13 (2-4).
- (5) Where more than one third of the module assessment has been affected, and the student has otherwise demonstrated that the learning outcomes of the module have been met, the School Progression and Awards Board may:
  - (a) return an outcome of Allowed (AL) for the whole module without a percentage mark, subject to a maximum of 90 credits across the course and no more than 60 credits within any one stage;
  - (b) return an outcome of 'First Sit (FS) with a percentage mark, recorded as an integer between 0% and 100% inclusive. This outcome may only be used where the first attempt at a piece of assessment is missed or where the standard of the completed assessment on the first attempt was severely affected by extenuating circumstances. A First Sit will enable the student to take or resubmit the affected assessment with the marks achieved in the unaffected assessment and those from the First Sit used to return an outcome for the whole module, in line with Section 13 (2). Students are not permitted to take or resubmit as a First Sit any piece of assessment not severely affected by extenuating circumstances. The School Progression and Awards Board will normally only be permitted to return an outcome of First Sit (FS) for a module on a maximum of two occasions as a student is only permitted three opportunities to complete a piece of assessment. In exceptional circumstances, the School Progression and Awards Board may make an application under s 4 of the *Approval and Suspension of University Academic Regulations* to allow for an additional attempt.
  - (c) return an outcome of 'First Sit for Repeat/ Resit' (FR) with a percentage mark, recorded as an integer between 0% and 100% inclusive, where a student is repeating or resitting a failed module and one or more pieces of assessment taken as part of the repeat/ resit is missed or where the standard of the completed assessment is severely affected by extenuating circumstances. A 'First Sit for Repeat/ Resit' (FR) will enable the student to take or resubmit the affected assessment with the marks achieved in the unaffected assessment and those from the first sit used to return an outcome for the whole module, in line with Section 13 (2). Students are not permitted to take or resubmit as a first sit any piece of assessment not severely affected by extenuating circumstances. The School Progression and Awards Board

will only be permitted to return an outcome of 'First Sit for Repeat/ Resit' (FR) once for a module as a student is only permitted three opportunities to complete a piece of assessment. The mark for a 'First Sit for Repeat/ Resit' (FR) will be determined in line with the provisions of Section 13 (2) and (3) depending on whether the student's assessment for a resit or repeat was affected.

**Part B: For students registered on a course leading to a postgraduate taught award:**

- (1) Where a student is unable to complete any part of the assessment by the deadline due to adequately documented extenuating circumstances, the student may apply, as appropriate, for permission to:
  - (a) extend the deadline: in such cases, the Department Assessment Board may agree an extension to the deadline for the coursework or dissertation which allows for the result to be considered by an Autumn School Progression and Awards Board and an outcome to be returned in line with Section 13 (2-4) of these regulations;
  - (b) take the assessment during the academic year: in such cases the Department Assessment Board will set an assessment, identical in format to the missed assessment (e.g. in-class test) to be taken during the academic year;
  - (c) defer any part of the assessment to the summer vacation assessment period or to the next academic year. In such cases, the School Progression and Awards Board will return an outcome of 'deferral' (DA). Such a student will not be regarded as having made an attempt at the module assessment on that occasion. A student may be granted deferrals for one year, on up to two occasions.
- (2) Where a student's performance in the assessment was affected by adequately documented extenuating circumstances, the School Progression and Awards Board may return alternative module outcomes as set out in paragraphs (3 – 5) below.
- (3) Where up to one third of the module assessment has been affected, and the student has otherwise demonstrated that the learning outcomes of the module have been met, the percentage mark achieved in the unaffected assessment will be proportionately scaled up to return an outcome for the whole module, in line with Section 13 (2-4) of these regulations.
- (4) Where up to one third of the module assessment has been affected, and the student has not demonstrated that the learning outcomes of the module have been met, the School Progression and Awards Board may set additional work for the student to demonstrate the learning outcomes have been met. If demonstrated, the percentage mark achieved in the unaffected assessment will be proportionately scaled up to return an outcome for the whole module, in line with Section 13 (2 - 4) of these regulations.
- (5) Where a student's performance in more than one third of the module assessment was affected by adequately documented extenuating circumstances, the School Progression and Awards Board may return alternative module outcomes as set out below:
  - (a) return an outcome of 'resit without a cap' (UR) with a percentage mark, where the first attempt was affected, to enable a resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/resubmission used to return an outcome for the whole module, in line with Section 13 (2) of these regulations;
  - (b) return an outcome of 'exceptional third attempt (capped)' (ET) or exceptional third attempt (uncapped)' (UT) with a percentage mark, where the first and/or second attempt was

affected, to enable the resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/resubmission used to return an outcome for the whole module, or exceptionally, to repeat in attendance, in line with Section 13 (2 - 5) of these regulations. In exceptional circumstances, the School Progression and Awards Board may make an application under s 4 of the *Approval and Suspension of University Academic Regulations* to allow for an additional attempt.

## Progression within Courses

### 15. Progression within degree courses

- (1) The academic progress of students is subject to annual review by the School Progression and Awards Board and the requirements are set out in the table below. Additional course specific requirements in respect of academic progress shall be stated in the course specification.

Table 6: Progression Requirements for Stage of Study

Stage of Study	Requirements to progress into the next stage
<p><b>Foundation Year (Year 0) and First Year Undergraduate (Stage One)</b></p> <p>(courses leading to the bachelors or integrated masters award of BA, BMus, BSc, BSc (Econ), LLB, BEng, MEng or MSci)</p>	<p>To progress from the foundation year to the first stage and from the first stage to the second stage, students must:</p> <p>(a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;</p> <p style="text-align: center;"><b>AND EITHER</b></p> <p>(b) pass, be allowed, or be granted exemption from modules in the foundation year to the value of 120 credits.</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) pass, be allowed, or be granted exemption from modules to the value of between 90-105 credits and achieve a Fail outcome of at least 30% in the remaining credits at the first attempt. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.</p>
<p><b>Second Year Undergraduate (Stage Two)</b></p> <p>(courses leading to the bachelors award of BA, BMus, BSc, BSc (Econ), BEng or LLB)</p>	<p>To progress from the second to the third stage, including onto an extramural year, a student must:</p> <p>(a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;</p> <p style="text-align: center;"><b>AND EITHER</b></p> <p>(b) pass, be allowed, or be granted exemption from modules from the second stage of study to the value of 120 credits with passes in at least 90 credits at FHEQ Level 5;</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) pass, be allowed, or be granted exemption from modules in the second stage of study to the value of 90 credits with passes in 90 credits at FHEQ Level 5 and achieve a Fail outcome of at least 30% in the remaining credits. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.</p>
<p><b>Second Year Integrated Masters</b></p> <p>(courses leading to the integrated masters award of MSci or MEng)</p>	<p>To progress from the second to the third stage, including onto an extramural year, students must:</p> <p>(a) achieve a Stage Average, calculated to two decimal places, of 50.00% or above;</p> <p style="text-align: center;"><b>AND EITHER</b></p>

	<p>(b) pass, be allowed, or be granted exemption from modules to the value of 240 credits from the first and second stage of study with passes in 90 credits at FHEQ Level 5;</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) pass, be allowed, or be granted exemption from modules in the first and second stages of study to the value of between 210 and 225 credits with passes in 90 credits at FHEQ Level 5 and achieve a Fail outcome of at least 30% in the remaining credits over the first and second stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.</p>
<p><b>Third Year Integrated Masters</b></p> <p>(courses leading to the integrated masters award of MSci or MEng not accredited by the Institute of Engineering and Technology)</p>	<p>To progress from the third to the fourth stage, including onto an extramural year, students must:</p> <p>(a) pass, be allowed, or be granted exemption from modules to the value of 360 credits from the first three stages of study with passes in 90 credits at FHEQ Level 6;</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) pass, be allowed, or be granted exemption from modules from the first three stages of study to the value of at least 270 credits with a Fail outcome of at least 30% in a maximum of 30 credits in each of the first two stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed;</p> <p style="text-align: center;"><b>AND</b></p> <p>(c) achieve a weighted Stage Average of 55.00% or above, calculated to two decimal places, with the second and third Stage Averages calculated in accordance with the provisions of Section 16</p> $\frac{2\text{nd Stage Average} + 2 \times (3\text{rd Stage Average})}{3}$
<p><b>Third Year Integrated Master of Engineering</b></p> <p>(courses leading to the award of MEng accredited by the Institute of Engineering and Technology)</p>	<p>To progress from the third to the fourth stage, including onto an extramural year, students must:</p> <p>(a) pass, be allowed, or be granted exemption from modules to the value of 360 credits from the first three stages of study with passes in 90 credits at FHEQ Level 6;</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) pass, be allowed, or be granted exemption from modules from the first three stages of study to the value of at least 330 credits with a Fail outcome of at least 30% in a maximum of 30 credits over the first three stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed;</p> <p style="text-align: center;"><b>AND</b></p> <p>(c) achieve a weighted Stage Average of 55.00% or above, calculated to two decimal places, with the second and third Stage Averages calculated in accordance with the provisions of Section 16</p>

	$\frac{2^{\text{nd}} \text{ Stage Average} + 2 \times (3^{\text{rd}} \text{ Stage Average})}{3}$
<b>Years in Industry / Abroad / Placement</b>	Progression requirements for these degrees are set out in the relevant course specification.
<b>Postgraduate Taught</b>	Requirements for progression to the second stage of a full time two-year taught Masters are set out in the relevant course specification.

- (2) A student who has successfully completed the foundation year by passing at least 90 credits with condonable fails of 30 – 39% in up to a maximum of 30 credits, and who chooses not to continue onto an undergraduate course at the University will receive a transcript of results.
- (3) Where the School Progression and Awards Board has condoned fails to a maximum of 30 credits to enable progression to the next stage of study, students will be offered the opportunity to resit or resubmit the assessment for these modules only in the next academic year alongside the modules taken in the subsequent stage. Fails which have been condoned at the first stage cannot be redeemed at the third or final stage through repeating the modules or resitting or resubmitting failed components. Where students meet progression requirements at the second attempt, there will be no further opportunities to resit or resubmit the assessment unless the student has an accepted extenuating circumstances which impacted on their second attempt.

## 16. Failure to progress and entry for re-assessment

- (1) A student who fails to meet the requirements for progression to the next stage of a course leading to an award will normally be permitted to:
  - (a) enrol with the University on a full- or part-time basis to repeat the failed module(s), subject to availability, by registering a second (final) time in the next academic year. Such students will be required to satisfy afresh the module requirements in respect of engagement and the submission of work.
  - (b) resit or resubmit any part of the module assessment not passed on the first attempt subject to availability and any resource constraints, by entering themselves for assessment in that module a second (final) time without registering to attend the teaching for the module again. A student will normally be expected to resit or resubmit the assessment for modules in the next academic year after failing the first attempt.
- (2) Where a student on a course leading to a bachelors award, including the first two stages of an integrated masters, does not satisfy the criteria to progress between stages but has already passed, been allowed, or been granted exemption in a minimum of 60 credits, the School Progression and Awards Board will normally
  - (a) condone a Fail outcome of between 30 and 39% at the first attempt up to a maximum of 30 credits; and
  - (b) offer the opportunity to resit or resubmit parts of the module assessment up to a maximum of 30 credits failed on the first attempt prior to the start of the next academic year. This opportunity will be offered only to students who would be able to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.
- (3) A student may be permitted to substitute the failed optional module with another module at the same FHEQ level subject to the permission of the department. In such a case the attempt at the

substituted module will be deemed a second attempt. This is unavailable to students who choose to resit and/or students holding a Student Visa Route because of UK Visas and Immigration requirements.

- (4) A student who gains an overall outcome of Fail in a module on the second attempt will not be permitted any further opportunity to resit or resubmit parts of the module assessment or to register to repeat the module for a third time unless permitted by the provisions of Section 14 (Extenuating Circumstances).
- (5) Students are expected to take into consideration the advice of their department(s)/school(s) when deciding a course of action after failing to progress.
- (6) Students will have their registration discontinued by the School Progression and Awards Board if they have been permitted to resit or resubmit parts of the module assessment prior to the start of the next academic year and still fail to meet the requirements for progression to the next stage.
- (7) A student registered for a course leading to the award of MSci or MEng who fails to meet the requirements for progression from the third to the fourth stage after the second attempt will be considered for the award of BSc or BEng, respectively.
- (8) A student who fails to satisfy the requirements of a compulsory stage of extramural study may, at the discretion of the examiners and subject to any conditions stated in the course specification, be allowed a further attempt at the failed assessment or transfer to a different course without the extramural year reflected in the award title.
- (9) A student who fails to satisfy the requirements for progression following an integral year abroad may be allowed a further attempt at the stage by repeating the year in attendance at Royal Holloway.
- (10) The School Progression and Awards Board may discontinue a student's registration with the University for failing to satisfy the requirements for progression to the next stage of their course in accordance with Section 22 (Discontinuation of Registration).
- (11) Students who are granted First Sits are not required to meet the requirements in (2) (a) and (b) to be offered the opportunity to complete the missed assessment or resubmit the affected assessment prior to the start of the next academic year. This opportunity will be offered only to students who would be able to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.
- (12) For students on a course leading to a bachelors or integrated masters award, the School Progression and Awards Board will condone an outcome of Fail at the first attempt to permit progression or classification subject to the provisions below:
  - (a) the Fail is not in a mandatory module which must be passed for progression or a specific field of study;
  - (b) the Fail outcome is between 30 and 39% for modules taken at the first or second stage of a bachelors course;
  - (c) the Fail outcome is between 0 and 39% for modules taken during the final stage of a bachelors degree
  - (d) the Fail outcome is between 0 and 39% for modules taken during the third stage of a four stage course which involves a compulsory period of extramural study, during the third stage



- of an MSci, the third stage of an MEng not accredited by the Institute of Engineering and Technology or the final stage of a three stage course;
- (e) the Fail outcome is between 30 and 39% for modules taken during the third stage of an MEng accredited by the Institute of Engineering and Technology, subject to the student having achieved a cumulative pass in 330 or 345 credits across stages one to three;
  - (f) the Fail outcome is between 0 and 49% for modules taken during the final stage of an MSci or MEng not accredited by the Institute of Engineering and Technology;
  - (g) the Fail outcome is between 40 and 49% for modules taken during the final stage of an MEng accredited by the Institute of Engineering and Technology subject to the student having achieved a cumulative pass in 450 or 465 credits across stages one to four;
  - (h) no more than 30 credits may be condoned at the first stage;
  - (i) no more than 30 credits may be condoned at the second stage;
  - (j) no more than 30 credits may be condoned in the final stage; however, if the student has exceptionally been admitted to the final stage of a three or four stage course (see Section 6), or to the third stage of an MSci or MEng in line with the provisions of Section 2 no fails can be condoned in the third stage;
  - (k) no more than 30 credits may be condoned across the three stages of a BEng accredited by the Institute of Engineering and Technology, or four stages if the student takes an extramural period of study on an intra-curricular basis;
  - (l) no more than 30 credits may be condoned across the four stages of an MEng accredited by the Institute of Engineering and Technology, or five stages if the student takes an extramural period of study on an intra-curricular basis;
- (13) Where a Visiting Student receives an overall outcome of Fail in a module, the School Progression and Awards Board will normally offer the opportunity to resit or resubmit parts of the module assessment not passed on the first attempt to students who are deemed to have fulfilled the engagement and submission requirements of the module. The Department Assessment Board may approve an alternative form of assessment for these students, in line with the requirements of Section 11.
- (14) On postgraduate taught courses, where students have failed up to 60 credits, they may still be permitted to take 30 credits prior to the start of the next academic year provided at least 30 credits worth of the fails have marks between 40-49 which may be condoned. To resit or resubmit the failed module assessment, a student must enter themselves for assessment in that module a second (final) time without registering to attend teaching for the module again.

## **17. Calculation of final marks for a module, the Stage Average, and the Final Average**

- (1) The following principles shall apply with respect to the recording of marks and the calculation of Stage and Final Averages:
  - (a) All component, summative assessment and final module marks will be recorded as an integer between 0% and 100%. The final mark for a module is calculated from the components which comprise the summative assessment. Any values of 5 or above will be rounded up and any value of 4 or below will be rounded down (e.g. 40.35 would be rounded to 40.4 and 40.74 would be rounded to 40.7 when calculating to one decimal place).

- (b) In the calculation of component marks which contribute to the final mark for each module, all intermediate values that form part of the calculation should be rounded to two decimal places.
  - (c) Where a component of assessment has been compromised as the result of a procedural irregularity or the range of marks significantly fails to match cohort performance in other components, the marks for that component may be scaled once agreed with the External Examiner(s).
  - (d) The final mark of a module cannot normally be scaled.
  - (e) The Stage Average is calculated to two decimal places.
  - (f) The Final Average for a course of study will be calculated to one decimal place.
- (2) For the purposes of calculating the Final Average for the award of a Postgraduate Diploma or Postgraduate Certificate where the student has taken and passed more than the minimum number of credits for the award, the highest marks for 120 credits or 60 credits (or closest to these minima), respectively, will be used.
  - (3) For the purposes of calculating the Final Average for the award of a Postgraduate Diploma the 120 credits may include the passing mark awarded for the dissertation/research project and can include up to a maximum of 30 credits of condonable fails.
  - (4) The Stage Average is calculated from the percentage marks given for modules counting in a single stage of a course. For the purposes of the calculation, each mark will be expressed in terms of 15 credit units: for example, a mark of 50% in a module valued at 30 credits will be expressed as two marks of 50%.
  - (5) Where a candidate has taken more than one attempt at the module assessment, the higher of the component marks from each attempt will be used to calculate the final module mark. The final module mark will count in the relevant stage.
  - (6) The Stage Average will be calculated to two decimal places as follows:
 
$$\frac{\text{sum of marks for 15 credit units counting in that stage}}{\text{number of 15 credit units normally counting in that stage}}$$
  - (7) In the above formula, the divisor will be reduced by one for each 15 credit unit for which the candidate has been allowed, or granted exemption.

## Consideration for the Award

### 18. Consideration for the award

- (1) Students will be considered for the award in the year in which they complete the course. A student may not submit any further work for assessment after that point unless the student has accepted extenuating circumstances or the examiners determine that they have not met the requirements for their registered field of study/ award and/or PSRB accreditation.
- (2) Students will need to meet the following conditions outlined in Table 8 to qualify for consideration for the award.
- (3) Students on a course leading to the award of an unaccredited bachelors or integrated masters degree will have a maximum of 30 credits condoned at a mark of zero in the final stage to enable the award to be made.
- (4) Credit from a period of extramural study abroad undertaken on an intra-curricular basis will be recorded as marks to be considered when considering the candidate for the award. The following general conditions apply:
  - (a) Credit will be given only for learning which has been verified through reliable and valid assessment;
  - (b) The institution at which the learning has taken place and its arrangements for the assessment of students must have been approved for the purposes of credit transfer by the Academic Board, as part of an Institutional Contract or as part of the validation of the course;
  - (c) The University will only consider for the purposes of credit transfer information on modules and examination results provided and certified by the appropriate officer at the institution responsible for the delivery of those modules;
  - (d) Where credit is to be recorded as marks to be considered for the award, the marks gained by the candidate at the other institution may be scaled to reflect any differences in marking practices, using a scheme approved for this purpose by the Assessments and Quality Assurance and Standards Committee.

Table 7: Conditions to Qualify for Consideration for Awards

Award	Conditions to qualify for consideration for the award
<b>BA, BMus, BSc, BSc (Econ), LLB or BEng (unaccredited)</b>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Pass, be allowed, or be granted exemption from at least 270 credits at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 30% in no more than 30 credits in the first stage and no more than 30 credits in the second stage;</li> <li>• Gain a Final Average of 35.0% or above.</li> </ul>
<b>BEng (IET accredited)</b>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> </ul>

	<ul style="list-style-type: none"> <li>• Pass, be allowed, or be granted exemption from at least 330 credits, at least 90 of which must be from the final stage and at FHEQ Level 6 with BEng Fail outcomes in no more than 30 credits over the first, second and third stages;</li> <li>• gain a Final Average of 35.0% or above.</li> </ul>
<p><b>Four Stage BA, BMus, BSc, BSc (Econ), BEng, or LLB</b></p> <p>(for courses including a placement year).</p>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Pass, be allowed, or be granted exemption from at least 270 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 30% in no more than 30 credits in the first stage and no more than 30 credits in the second stage taken prior to the period of extramural study. Fails in up to 60 credits for the period of extramural study may be condoned for the award in line with requirements set out in the relevant course specification;</li> <li>• In the case of a BEng accredited by the Institute of Engineering and Technology pass, be allowed, or be granted exemption from at least 330 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, notwithstanding any credits awarded for the period of extramural study;</li> <li>• Gain a Final Average of 35.0% or above.</li> </ul>
<p><b>BA, BMus, BSc, BSc (Econ), or LLB</b> (for courses where a student has been admitted to the final year of study as a direct entrant or as part of an institutional agreement).</p>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Pass or be allowed 120 credits at the final stage and at FHEQ Level 6;</li> <li>• Gain a Final Average of 40.0% or above.</li> </ul>
<p><b>MSci or MEng</b></p>	<ul style="list-style-type: none"> <li>• Complete the module and satisfy the requirements on submission of work for constituent modules;</li> <li>• Gain a Final Average of 35.0% or above;</li> <li>• Pass, be allowed, or be granted exemption from modules from the course to the value of at least 360 credits, at least 90 of which are from the final stage and at FHEQ level 7, and at least 30 of which must have been taken in respect of project work, and where Fail outcomes have been condoned in up to a maximum of 30 credits may be condoned for the whole course (fails of 30-39% for FHEQ Levels 4, 5 &amp; 6 and fails of 40-49% for FHEQ Level 7).</li> </ul>
<p><b>MEng</b> (for courses accredited by the Institute of Engineering and Technology only)</p>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Gain a Final Average of 35.0% or above;</li> <li>• Pass, be allowed, or be granted exemption from modules from the course to the value of at least 450 credits, at least 90 of which are from the final stage and at FHEQ level 7, and at least 30 of which must have been taken in respect of project work, and where Fail outcomes</li> </ul>

	have been condoned in up to 30 credits over the first three stages (fails of 30% and above), or in 30 credits at the final stage (fails of 40%-49%).
<b>MSci</b> (for courses where a student has exceptionally been admitted to the third stage of study)	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Gain a Final Average of 35.0% or above;</li> <li>• Pass, be allowed, or be granted exemption from modules from the course to the value of at least 210 credits, at least 120 of which are from the third stage and at FHEQ level 6, at least 90 of which are from the final stage and at FHEQ level 7, and of these 90 at least 30 of which must have been taken in respect of project work. Fail outcomes can be condoned in up to 30 credits at FHEQ level 7 in the final stage of the course.</li> </ul>
<b>MEng</b> (for courses where a student has exceptionally been admitted to the third stage of study)	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Gain a Final Average of 35.0% or above;</li> <li>• Pass, be allowed, or be granted exemption from modules from the course to the value of at least 210 credits, at least 120 of which are from the third stage and at FHEQ level 6, at least 90 of which are from the final stage and at FHEQ level 7, and of these 90 at least 30 of which must have been taken in respect of project work. Fail outcomes can be condoned in up to 30 credits (fails of 40%-49%) at FHEQ level 7 in the final stage of the course.</li> </ul>
<b>MA, MMus, MSc, MRes</b>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Gain a Final Average of 50.0% or above;</li> <li>• Take and pass a minimum of 180 credits at FHEQ Level 7 with no more than 30 credits of modules within the condonable range.</li> </ul>
<b>PG Diploma (admission onto intended award)</b>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Take and pass a minimum of 120 taught credits at FHEQ Level 7 with no more than 30 credits of modules within the condonable range.</li> </ul>
<b>PG Certificate (admission onto intended award)</b>	<ul style="list-style-type: none"> <li>• Complete the course and satisfy the requirements on submission of work for constituent modules;</li> <li>• Take and pass a minimum of 60 taught credits at FHEQ Level 7</li> </ul>

- (5) A student who has completed the degree course, but through illness or other grave cause judged sufficient, has not met the other requirements above, may be considered for the award of an Aegrotat degree without distinction or class, provided the examiners are satisfied that they would be unlikely to meet the requirements in future and would otherwise have reached the standard required to qualify for the award of the degree. The Assessment and Quality and Standards Committee will normally consider such cases not later than the end of the academic year in which the student was last entered for examination.

- (6) Once a student has been awarded an Aegrotat degree, they may not subsequently enter examinations with a view to gaining a classified degree.
- (7) Candidates registered for courses, who do not satisfy the award requirements, will be considered for the award of intermediate qualifications as below, unless prevented by the course specification.
- (8) Any award requirements additional to those in Table 9 will be stated in the course specification.

**Table 8: Requirements for Consideration for Intermediate Exit Awards**

<b>Award</b>	<b>Requirements</b>
<b>Certificate of Higher Education (CertHE)</b>	Students who do not complete the second stage of the course, but who pass (i.e. achieve a mark of 40% or above), are allowed, or are granted exemption from 120 credits, including at least 90 credits at FHEQ Level 4 or above.
<b>Diploma of Higher Education (DipHE)</b>	Students who do not complete the third stage of the course, but who pass (i.e. achieve a mark of 40% or above), are allowed, or are granted exemption from 120 credits at FHEQ Level 5 or above.
<b>BSc or BEng</b>	Students who have met progression requirements to the final stage of an MSci or MEng but who either do not complete or fail to meet the requirements for the award the fourth stage of a course leading to the award of MSci or MEng respectively.
<b>Postgraduate Certificate of Higher Education (PGCert)</b>	Students who do not meet the criteria for the postgraduate award, but who pass (i.e. achieve a mark of 50% or above) or are granted exemption from 60 credits at FHEQ Level 7. These cannot include any condonable modules and excludes the dissertation/project.
<b>Postgraduate Diploma of Higher Education (PGDip)</b>	Students who do not meet the criteria for the postgraduate award, but who pass or are granted exemption from 120 credits at FHEQ Level 7. These can include up to a maximum of 30 credits of condonable modules.

## 19. Classification of candidates

- (1) Marks counting in the first stage of courses leading to a bachelors or integrated masters award will not be considered when classifying candidates.
- (2) The classification of candidates for University awards is outlined in Table 9.

Table 9: Final Average Classifications for Qualifying Awards

Award	Final Average Calculations for the award
<b>BA, BMus, BSc, BSc (Econ), BEng and LLB)</b>	$\frac{\text{2nd Stage Average} + 2 \times (\text{final Stage Average})}{3}$
<b>MSci and MEng</b>	$\frac{\text{2nd Stage Average} + 2 \times (\text{3rd} + \text{4th Stage Average})}{5}$
<b>BA, BMus, BSc, BSc (Econ), BEng and LLB, top up Bachelors degree</b> (including for courses where a student has exceptionally been admitted to the third stage of study)	$\frac{\text{sum of marks for 15 credit units counting towards the final stage}}{8}$
<b>MSci or MEng</b> (for courses where a student has exceptionally been granted admission to the third and fourth stages of study)	$\frac{\text{sum of marks for 15 credit units counting towards the third and final stages}}{16}$
<b>MA, MSc, MMus, MRes</b>	$\frac{\text{sum of marks for 15 credit units counting towards the final average}}{12}$
<b>PG Diploma</b> (named award)	$\frac{\text{sum of marks for 15 credit units counting towards the final average}}{8}$
<b>PG Certificate</b> (named award)	$\frac{\text{sum of marks for 15 credit units counting towards the final average}}{4}$  Students must pass each module with a mark of 50% or above.

- (3) The School Progression and Awards Board will determine an award classification for each student in accordance with the schedule of modules which count towards the final assessment and their relative credits as set out in the course specification. Students must meet the minimum requirements to be awarded.

- (4) Where prior learning has been recognised as exemptions from the course of study in line with Section 2, the award classification will be based on marks obtained for modules completed while a registered student of the University.
- (5) Where a student who has already received an exit award from the University and has returned to the University to complete a higher award, the award classification will be based on all marks obtained for modules completed while a registered student of the University.
- (6) The classification of candidates for the bachelors or integrated masters award will be determined from the Final Average as outlined in Table 10.

**Table 10: Final Averages for the Classification of Bachelors and Integrated Masters Awards**

Final Average	Classification
70.0% or above	First Class Honours
60.0%-69.9%	Upper Second Class Honours
50.0%-59.9%	Lower Second Class Honours
40.0%-49.9%	Third Class Honours
35.0%-39.9%	Pass

- (7) A candidate registered for a bachelors or integrated masters award, who satisfies both the following criteria, will automatically be raised into the next class:
  - (a) the Final Average must be within 2.0% of one of the classification boundaries in Table 10;
  - (b) the marks for at least 60 credits counting in the final stage are in the higher classification boundary.
- (8) The award of Certificate or Diploma in Higher Education (CertHE or DipHE), under the provisions of Section 17, will be classified on a Pass/Fail basis only. The award of GradCert and GradDip will be classified on a Pass/Fail basis only.
- (9) The classification of candidates for the award of Taught Masters Degrees and Postgraduate Diplomas will be determined from the Final Average as outlined in Table 12.

**Table 11: Final Averages for the Classification of Postgraduate Masters Awards**

Final Average	Classification
70.0% or above	Distinction
60.0%-69.9%	Merit
50.0%-59.9%	Pass

- (10) A candidate registered for a postgraduate taught award who satisfies both the following criteria will automatically be raised into the next class:
  - (a) the Final Average must fall within 2.0% of one of the classification boundaries in Table 11;
  - (b) The marks for at least 60 credits, to include the mark for the module designated as the dissertation/ research project, are in the higher classification boundary.



- (11) A candidate for the award of Postgraduate Diploma who satisfies both the following criteria will automatically be raised into the next class:
- (a) the Final Average must fall within 2.0% of one of the classification boundaries in Table 11;
  - (b) the marks for at least 60 credits counting towards the award are in the higher classification boundary. These 60 credits could be for taught modules or the module designated as the dissertation/ research project.

## 20. Field of study

- (1) A field of study shall be determined by the examiners for each candidate recommended for the awards made under the provisions of Section 19 in accordance with the following principles:
- (a) the field of study shall be descriptive of the modules included in the course, but it shall be based only on a consideration of those modules the candidate has passed;
  - (b) modules with a pass requirement for a specific field of study may be stated in the course specification;
  - (c) the levels of pass are not relevant in determining the field of study.
- (2) Except where a single subject is appropriate, and save for any provision made in the course specification, the subjects named in the field of study shall be determined as follows:
- (a) the conjunction 'and' will be used where two subjects studied have approximately equal importance and each subject constitutes at least one third of the credits passed overall, including a minimum of 30 credits in the final stage and at FHEQ Level 6 or a minimum of 30 credits in the final stage and at FHEQ Level 7 in the case of the MSci or MEng;
  - (b) the conjunction 'with' will be used where a major subject, constituting at least half of the credits passed overall, has been taken with an essential supporting subject, constituting at least one quarter, and up to one third of the credits passed overall, including a minimum of 30 credits in the final stage and at FHEQ Level 6 or a minimum of 30 credits in the final stage and at FHEQ Level 7 in the case of the MSci or MEng;
  - (c) comprehensive titles may be used where appropriate.
- (3) Where a candidate has failed one or more modules with a pass requirement for a specific field of study or PSRB accreditation requirement, the School Progression and Awards Board may recommend that they be given an alternative field of study, be awarded the degree without a field of study or accreditation or be given the opportunity to resit or resubmit the assessment for modules in the following academic year in accordance with section 16 (Failure to Progress and Entry for Reassessment).

## 21. Failure to meet the requirements for the award

- (1) Where candidates, who after completion of the course fail to meet the requirements for award, the School Progression and Awards Board will determine one of the following outcomes:
- (a) Permit the candidate to enrol with the University on a full- or part-time basis to repeat failed modules in accordance with Section 16 (Failure to Progress and Entry for Reassessment). Such students may additionally enter to resit or resubmit the assessment for failed modules;

- (b) Permit the candidate to resit or resubmit the assessment for failed modules in accordance with Section 16 without registering to attend the teaching for the module again;
  - (c) Discontinue the registration of the candidate in accordance with Section 23 (Discontinuation of Registration).
- (2) Candidates offered the options outlined in Section 22 (1)a or (1)b are expected to consider the advice of their department(s) / school(s) when deciding a course of action.
  - (3) Candidates registered for a course leading to the award of MSci or MEng who, after exhausting all attempts at completing the course, fail to meet the requirements for award of the degree of MSci or MEng will be awarded the degree of BSc or BEng, respectively.
  - (4) Candidates who fail to meet the requirements for the award may be considered for an exit award in line with the requirements in Table 9. In the case of a postgraduate award, a student may be considered for a Graduate Certificate or Diploma where provision is made for this in the course specification.

## **22. Release of award classification results**

- (1) The release of award results and notification of the field of study will be issued to candidates by the University after they have been determined by the School Progression and Awards Board and/or the Assessment and Quality Assurance and Standards Committee.

## Discontinuation of Registration for Courses on Academic Grounds

### 23. Academic grounds for discontinuation of registration

- (1) Academic grounds on which a student's registration with the University may be discontinued may include one or more of the following:
  - (a) failure to satisfy the requirements for progression to the next stage of their course;
  - (b) failure to gain the award of the course;
  - (c) failure to produce set work of a satisfactory standard in coursework or examinations;
  - (d) failure to engage satisfactorily;
  - (e) failure to produce set work.
- (2) The School Progression and Awards Board may discontinue a student's registration with the University on the grounds set out in paragraph 1 (a) and (b) above without following the formal warning procedure or may discontinue registration after only one attempt in cases where at least one formal warning has been issued.
- (3) An Executive Dean (or nominee) may make a recommendation to the Pro-Vice-Chancellor (Education and Student Experience) or nominee to discontinue a student's registration for a course on any of the grounds set out in paragraph 1 (c) – (e) above, in the absence of a satisfactory and adequately documented reason for the failure(s). In such cases the formal warning procedure set out in Section 24 of these regulations will be followed. For students holding a Student Visa Route, the University has obligations placed on it to report non-attendance to UK Visas and Immigration and may discontinue registration without following the formal warning procedure.
- (4) The Executive Director of Student Journey (or nominee) shall write to each student whose registration has been discontinued through the formal warning procedure informing them of the decision and the reasons for it, of the right to appeal against the decision and the appeal procedure (Section 25), and of the date by which any appeal must be submitted.

### 24. Formal warning procedure

- (1) Any formal warning issued relates to the student's registration, including any course transfers, and remains active (unless rescinded), until the completion of studies.
- (2) Before making a recommendation to the Pro-Vice-Chancellor (Education and Student Experience) or nominee that a student's registration should be discontinued, Student Administration, will issue the student with two formal warnings on behalf of the Executive Dean, or nominee. Each formal warning shall state the reason(s) for the warning, the nature of any requirement made of the student to demonstrate improvement and the period of time within which this is to be done for the student to avoid their registration being discontinued. The second formal warning shall state the fact that it is the final warning.
- (3) Normally four weeks, or three weeks in the case of modules taught over only one term, will elapse between the first and second formal warnings to give adequate time for the student to demonstrate a satisfactory level of improvement. The period of time between warnings may be shortened as appropriate in the case of courses delivered over less than an academic year or in the

case of students studying at the University or a partner institution for less than one academic or calendar year.

- (4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Executive Dean (or nominee) to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the University. On provision of a satisfactory and adequately documented explanation for the student's record of attendance, academic performance or productivity Student Administration may set the warning aside. This decision will be confirmed to the student in writing. Formal warnings which have not been set aside will remain active until the completion of studies, including any course transfers.
- (5) If after the second formal warning there is insufficient improvement, the Executive Dean (or nominee) may recommend that the student's registration should be discontinued. Student Administration will present the case to the Pro-Vice-Chancellor (Education and Student Experience) or nominee, who will make a final decision based on the circumstances.

# Appeals

## 25. Appeals against the outcomes of Boards of Examiners

- (1) The University's appeals process against the outcomes of Boards of Examiners includes two stages:
  - (a) a formal stage;
  - (b) a review stage.

### Formal stage

- (2) A student may appeal against the outcome of an assessment only on one or more of the following grounds:
  - (a) that the student's performance in the assessment was substantially affected by circumstances of which the examiners had not been made aware and which the student could not with reasonable diligence have disclosed before the outcome had been determined;
  - (b) that there were procedural irregularities in the conduct of the assessment, or administrative errors, which might cause reasonable doubt as to whether the outcome would have been the same if the irregularities or errors had not occurred;
  - (c) that there is evidence of bias on the part of one or more of the examiners such that the outcome should not be allowed to stand.

A student cannot appeal against academic judgement which includes, but is not limited to, marks awarded for assessed work and outcomes following decisions to accept/reject extenuating circumstances.

- (3) Appeals must be submitted in writing by the student to the University within 15 working days of the date on which the student was formally notified of the outcome of the Board of Examiners.
- (4) The Executive Director of the Student Journey Division or their nominee may reject or dismiss any appeal which in their opinion:
  - (a) is not submitted by the deadline given in paragraph (3) above, without compelling reason for the delay;
  - (b) does not fall within the remit of these regulations;
  - (c) fails to present reasonable grounds;
  - (d) fails to provide sufficient information or evidence in support of the student's claims;
  - (e) is frivolous or malicious. In such cases, the student may be liable for disciplinary action under the Student Conduct Regulations.

If the appeal is dismissed, a Completion of Procedures letter will be issued confirming that the internal appeals procedure of the University has been completed and of the student's right to request that the University's decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

- (5) Following investigation of the appeal by an investigating officer the student will be notified of one of the following outcomes of the formal stage, together with reasons for the decision:
- (a) the appeal is not upheld, and the original outcome of the Board of Examiners shall stand;
  - (b) the appeal is upheld, and the original examiners will be asked to reconsider their decision, the outcome of which shall be final;
  - (c) the appeal is upheld, and the original assessment will be set aside, and arrangements made for another assessment to be conducted, the outcome of which shall be final.

The student will also be notified of their right to request a review of the decision, and the deadline to do so.

### **Review stage**

- (6) Following completion of the formal stage, the student may request a review of the decision. The review will be carried out by the Head of Legal Services or their nominee.
- (7) A review request must be submitted in writing to the University within 10 working days of the date on which the student was formally notified of the outcome at the formal stage.
- (8) A review of the appeal decision may be requested only on one or more of the following grounds:
- (a) fresh evidence can be presented which could not with reasonable diligence have been submitted with the initial appeal and which might cause reasonable doubt as to the fairness of that decision;
  - (b) there is evidence of a failure to follow the procedures set out in these regulations which might cause reasonable doubt as to the fairness of the decision;
  - (c) the decision was perverse given the evidence which was available at the time.

Consideration of an appeal at the formal stage must have been completed before a student can request a review.

- (9) The Head of Legal Services or their nominee may reject or dismiss any request for review which in their opinion:
- (a) Is not submitted by the deadline given in paragraph (7) above, without compelling reason for the delay;
  - (b) does not fall within the remit of these regulations;
  - (c) fails to present reasonable grounds;
  - (d) fails to provide sufficient evidence in support of the student's claims.
- (10) The review request will be considered by the Head of Legal Services or their nominee, who has not been involved in the investigation at the formal stage of the appeals process, and they will determine one of the following courses of action:
- (a) dismiss the request for a review;
  - (b) refer the matter back to the formal stage for reconsideration;

- (c) refer the case to a Review Panel for consideration.
- (11) If a Review Panel is required, the student will be informed of the arrangements. The Review Panel will comprise of:
- (a) The Pro-Vice Chancellor (Education and Student Experience), or their nominee, as Chair;
  - (b) Two members of academic staff, normally one of the School Directors of Education and a Chair or Deputy Chair of a Department Assessment Board, both from the School in which the student is studying;
  - (c) The Head of the Academic Quality and Policy Office or their nominee
- (12) The Head of Legal Services or their nominee will issue a Completion of Procedures letter informing the student of their decision or the decision of the Review Panel. The letter will explain the reasons for the decision and the student's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

## 26. Appeals against the discontinuation of registration through the formal warning procedure

- (1) A student may appeal against a decision to discontinue their registration on one or both of the following grounds:
- (a) that there is evidence of a failure to follow the procedures set out in Section 24 which might cause reasonable doubt as to the fairness of the decision to discontinue the student's registration;
  - (b) that fresh evidence can be presented which the student could not with reasonable diligence have disclosed before the decision to discontinue their registration was made and which might cause reasonable doubt as to the fairness of that decision.
- (2) Appeals must be submitted in writing by the student to the University within 15 working days of the date on which the student was formally notified of the decision to discontinue their registration.
- (3) The Executive Director of the Student Journey Division or their nominee may dismiss any appeal which in their opinion:
- (a) is not submitted by the deadline given in paragraph (1) above without compelling reason for the delay;
  - (b) does not fall within the remit of these regulations;
  - (c) fails to present reasonable grounds;
  - (d) fails to provide sufficient information or evidence in support of the student's claims.
- (4) If the appeal is dismissed a Completion of Procedures letter will be issued confirming that the internal appeals procedure of the University has been completed and of the student's right to request that the University's decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

- (5) Appeals which are not dismissed under the provisions of Section 26(3) will be investigated by an investigating officer from Student Administration and the findings will be presented in writing to a Pro-Vice-Chancellor or their nominee who will determine one of the following courses of action:
- (a) to reinstate the student's registration in full subject to any conditions which they may wish to impose;
  - (b) to confirm the decision to discontinue the student's registration;
  - (c) to convene an Appeals Committee under the provisions of Section 26 (6) to investigate the matter further through a formal hearing.
- (6) If an Appeals Committee is required, the Head of Legal Services or their nominee will inform the student of the arrangements. The Appeals Committee will comprise:
- (a) the Pro-Vice-Chancellor (Education and Student Experience), or nominee, as Chair;
  - (b) the Executive Dean of the School, or nominee, in which the student has studied;
  - (c) two other members of academic staff from School(s) in which the student has studied, but not from the student's department(s);
  - (d) a member of the Students' Union.
- (7) The Executive Director of the Student Journey Division or their nominee will issue a Completion of Procedures letter informing the student in writing of the decision of the Pro-Vice-Chancellor or the Appeals Committee. The letter will explain the reasons for the decision and the student's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.