

2019-2020

# ACADEMIC REGULATIONS



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# Glossary and Acronyms

## Glossary

**Academic Board:** the Academic Board is responsible for academic governance, academic standards and quality and the student experience. See

[uwl.ac.uk/sites/default/files/Departments/About-us/academic board terms of reference september 2018 confirmed 26-09-18 0.pdf](http://uwl.ac.uk/sites/default/files/Departments/About-us/academic%20board%20terms%20of%20reference%20september%202018%20confirmed%2026-09-18%200.pdf)

**Academic Credit:** see **Credit**.

**Academic Judgment:** a judgment where only the opinion of an academic expert is sufficient, for example decisions on assessment, degree classification, fitness to practice, research methodology, course content and outcomes.

**Academic Level:** The relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Levels are determined by National Frameworks: the Framework for Higher Education Qualifications and the Regulated Qualifications Framework. See [www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf](http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf). Each module is assigned a level from the following scale:

Level 3: Preliminary

Level 4: Certificate

Level 5: Foundation

Level 6: Honours

Level 7: Masters

Level 8: Doctoral

**Academic Misconduct:** see Academic Offence.

**Academic Offence:** any attempt to gain an unfair advantage in assessed work - whether examination, practical or coursework - by deception or fraudulent means. See also

**Plagiarism**.

**Academic Quality:** refers to how and how well a higher education provider supports students to enable them to achieve their award. It covers learning, teaching and assessment, and all the different resources and processes a provider puts in place to help students progress and fulfil their potential.

**Academic Quality Office:** the professional central service responsible for overseeing the assurance and maintenance of the University's academic standards and the quality of its higher education provision to ensure it meets agreed expectations, including those of its academic partnerships, for example by approval, monitoring and review of modules and courses.

**Academic Registry:** the professional service overseeing the governance of academic administration within the University, for example the academic regulations, mitigation and academic offences, and School and College governance.

**Academic Regulations:** guarantee the standards of all of the University's awards. The Regulations are the responsibility of the Academic Board, and are reviewed and revised annually through the Academic Regulations Review Committee. See

[uwl.ac.uk/sites/default/files/Departments/About-us/arrc tors and membership 30 april 2018.pdf](http://uwl.ac.uk/sites/default/files/Departments/About-us/arrc%20tors%20and%20membership%2030%20april%202018.pdf)

**Academic Standards** are the standards that individual degree-awarding bodies set and maintain for the award of their academic credit or qualifications. These may exceed the threshold academic standards. They include the standards of performance that a student



needs to demonstrate to achieve a particular classification of a qualification, such as a first-class honours degree classification in a certain subject or the award of merit or distinction in a master's degree.

**Academic Year:** the Higher Education Statistics Agency (HESA) defines an Academic Year as a period running from 1 August to 31 July. This is the period of time used by the University to frame its activities, with policies and regulations normally written by academic year. For students, the definition of an Academic Year will vary, depending on their course of study. Students commencing an undergraduate course will typically commence study in September and end their year the following June. Undergraduate students who commence their studies in January will typically have an academic year which runs from January to December. Many Masters courses run for a full calendar year which may cross two academic years. See also **Calendar Year**.

**Advanced Standing:** prior, certificated study from another institution deemed equivalent to the University modules from which exemption is sought. Can only be applied at the point of admission.

**Aegrotat Award:** an aegrotat award for incomplete study is an award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness.

**Alternative Provider:** organisations that offer HE courses but do not receive annual public funding.

**Artefact:** a single piece of coursework, of a visual, audio, software, composition, design, culinary or artistic output.

**Assessment (Assessed coursework):** coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards.

**Assessment Board:** the University operates a two-tier Assessment Board system where definitive decisions on matters related to student attainment, progression and awards are made by Module Assessment Boards, Student Progress Boards and Award Boards, each with specified remits in relation to assessment standards.

**Associate Pro Vice-Chancellor:** senior University executive who supports the Vice-Chancellor in leading the University, with additional responsibility for management of a large service or of a School/College. See [uwl.ac.uk/about-us/how-university-works/our-people/deputy-vice-chancellor-and-pro-vice-chancellors](http://uwl.ac.uk/about-us/how-university-works/our-people/deputy-vice-chancellor-and-pro-vice-chancellors)

**Average Mark:** the weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification of the award is based. It is rounded up or down to the nearest whole number.

**Award:** awards are the academic qualifications determined by National Frameworks that may be awarded on completion of a course of study, including Undergraduate, graduate, and postgraduate certificates and diplomas, Bachelor's degrees, Bachelor's degrees with Honours, undergraduate and postgraduate Masters degrees and Doctoral degrees. See [www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf](http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf)

**Board of Governors:** responsible for the strategic direction of the University; the Board of Governors has 20 members, both independent and from within the University. See [uwl.ac.uk/about-us/how-university-works/governance/board-governors](http://uwl.ac.uk/about-us/how-university-works/governance/board-governors).

**Calendar Year:** a twelve month period, January – December. See also **Academic Year**.

**Capstone Project:** See **Dissertation**.

**Chair:** leads and manages a meeting, committee or assessment board to ensure it runs smoothly and efficiently and operates within the authorised Terms of Reference. Chairs of Assessment Boards are trained and licensed annually by the University.

**Chancellor:** a role typically held by a distinguished individual who holds no other University office. The Chancellor is the ceremonial head of the University. See also [uwl.ac.uk/about-us/how-university-works/chancellor](http://uwl.ac.uk/about-us/how-university-works/chancellor).

**Chief Invigilator:** responsible for the supervision of an examination.

**Compensation:** compensation of failed academic credits is a measure to reduce the need for referral of assessment (i.e. resit or retake) where the student has demonstrated academic ability through achieving a specified average mark.

**Completion of Procedures (COP) Letter:** if a student has no further avenues to pursue in relation to an issue or complaint raised, a Completion of Procedures Letter is issued by the University.

**Core Module:** a module that must be taken and passed to meet requirements for progression or award.

**Course:** a course is an approved and validated combination of modules leading to a named award by the University of West London.

**Course Administrator:** a Course Administrator assists the students, lecturers, Module Leaders and Course Leaders in running academic courses. They are located in the Academic Schools offices in the Heartspace at St Mary's Road and at Level 4 of Paragon House.

**Course Handbook:** the Course Handbook contains detailed information about how a course is taught and managed, and how students will be assessed. They are available to students on the University's VLE, accessed via the Student Portal [portal.uwl.ac.uk/](http://portal.uwl.ac.uk/) See also **Student Portal** and **VLE**.

**Course Leader:** a Course Leader provides academic leadership for a course of study; they also resolve issues relating to the course.

**Coursework:** coursework is written or practical work produced by a student during a course of study, usually assessed in order to count towards a final mark or grade.

**Credit(s):** academic credit is a means of measuring and recognising learning, as outlined in the Higher Education credit framework for England. A number of credits is normally assigned to each module, which indicates the amount of learning undertaken, and a specified credit level indicates the relative depth of learning involved. Credit is awarded in recognition of the amount and depth of learning which has been achieved once a student has successfully completed a module. Credits are then accumulated towards the total credit required for a named course of study and a qualification, for example, BA (Hons). A full-time undergraduate course of study with Honours normally consists of 360 credits in total. Credits gained may be transferred between institutions, on application and provided they remain current. **See also European Credit Transfer and Accumulation System and Recognition of Prior Learning.**

**Dean of College:** the Dean of College has responsibility to lead and manage for all matters relating to their College within the University.

**Deferral of Studies:** a temporary postponement of studies, between one to four semesters, agreed between the student and their School or College or decided upon by the School or College.

**Delegated Authority:** where the authority invested in an individual or body is delegated to another individual or body for a specified purpose.

**Deputy Vice-Chancellor (DVC):** senior University executive who deputises for and supports the Vice-Chancellor in leading the University, with a remit to drive research and enterprise across the University. [uwl.ac.uk/about-us/how-university-works/our-people/deputy-vice-chancellor-and-pro-vice-chancellors](http://uwl.ac.uk/about-us/how-university-works/our-people/deputy-vice-chancellor-and-pro-vice-chancellors)

**Discontinuation of Studies:** a penalty for serious academic misconduct, where a student is no longer permitted to continue studying at the University.

**Dissertation:** an extended piece of independent study assessed by an output report, an extended essay or a capstone project. The dissertation or capstone project comprises a significant part of most Masters courses. There is also a dissertation as part of the Honours award in many first degrees.

**Element of Assessment:** an individual item of assessment. The assessment for a module may comprise several elements of assessment.

**End Point Assessment:** the final assessment of a Degree Apprenticeship; it is set by the employer and must be completed before the Degree Apprenticeship can be awarded.

**Erasmus+:** a student and staff mobility programme funded by the EU and overseen by the European Commission. It supports students to undertake a semester or a year abroad and staff to spend a period of time teaching, job shadowing or undertaking training abroad. [uwl.ac.uk/international/erasmus](http://uwl.ac.uk/international/erasmus)

**European Credit Transfer and Accumulation System (ECTS):** a student-centred system based on the student workload required to achieve the objectives of a programme of study. Its aim is to facilitate the recognition of study periods undertaken by mobile students through the transfer of credits. A full-time undergraduate academic workload is deemed to be 60 ECTS, normally equivalent to 120 UK credits.

**Exceptional Circumstances:** the University recognises that there may be times when students will encounter difficulties (exceptional circumstances) during their course of study and provisions are made to support the student in continuing to study.

**ExPERT Academy:** supports professional practice in relation to learning, teaching and Higher Education pedagogic research within the University.

**Extended Degree:** an Honours degree with foundation year (480 credits).

**Extended Masters Degree:** a Masters degree that commences with completion of an additional 60-credits at Level 6, to enable students without a good Honours degree to meet admissions criteria for a Masters course.

**Extension:** an extension may be given when unexpected and unanticipated difficulties adversely impact a student's ability to complete assessments on time.

**External Examiner:** a professional academic from outside the University who monitors the assessment process. The role has four elements: maintain academic standards, check processes, act as a guardian of national standards and also to act as a critical friend to the University or School/College.

**Note: The definition and remit of External Examiners for all undergraduate and postgraduate courses is not applicable to research programmes covered by the Postgraduate Research Regulations which have their own examiner/External Examiner arrangements in place.**

**Fitness to Practise:** 'fit to practise' means that a student has the skills, knowledge and character to practise their profession safely and effectively.

**Formative Assessment:** an assessment that provides students with feedback on progress and informs their development. It does not normally contribute to the overall assessment mark.

**Foundation Year:** an additional year of a Bachelor's degree at Level 3, to support development of academic skills.

**Governor:** see **Board of Governors**.

**Graduate School:** the University School that supports postgraduate research students and supervisors and promotes scholarly activity, including the publication of the University's *New Vistas* journal.

**Head of School/College:** the Head of School/College has responsibility to lead and manage all matters relating to their School or College within the University.

**Head of Subject:** the Head of Subject has responsibility for an academic subject within a School or College.

**Higher Education Provider:** the publicly and privately funded Universities and other HE institutions and the alternative organisations that offer HE courses in the UK. See also **Alternative Provider**.

**Higher Education Statistics Agency (HESA):** the designated data body for England: collects, processes and publishes data about higher education in the UK.

**Individual Support Plan (ISP):** all students who have registered with the Wellbeing Team and provided evidence of their disability, long term medical condition or specific learning difficulty will be provided with an ISP. The ISP summarises the support requirements for an individual student; the ISP applies from the point it is issued and cannot be applied retrospectively. [uwl.ac.uk/students/support-services-for-students/disability-and-mental-health-support](http://uwl.ac.uk/students/support-services-for-students/disability-and-mental-health-support)

**Integrated Masters:** a four-year degree that combines an undergraduate bachelor's degree course with an extra year at master's level.

**Invigilated Examination:** an examination conducted under formal examination conditions and supervised by an examination invigilator.

**Learning Outcomes:** statements that describe and emphasise the application and integration of the knowledge or skills that students should acquire by the end of a particular assignment, class or course.

**Level:** see **Academic Level**.

**Mitigating Circumstances (Mitigation):** circumstances that are outside a student's control which may have an adverse impact on a student's ability to undertake or complete an assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

**Module:** an approved block of teaching and learning leading to the award of academic credit and forming part of a course of study.

**Module Assessment:** assessment of the performance of a student on a module. This may include a variety of elements and forms, including coursework, dissertations, practical assignments, presentations and exams.

**Module Leader:** a Module Leader provides academic leadership for a module of study; they also resolve issues relating to the module.

**Module Mark:** the overall module result. This may be an aggregate of marks from several elements of assessment, which may be weighted.

**Module Specification:** the validated (approved) document outlining how a module is taught and assessed and its intended learning outcomes for the student. Students can access this information through the Module Study Guide.

**Module Study Guide (MSG):** a guide for students with detailed information about how the module will be taught and assessed, where to access support and the learning resources recommended for the module.

**MyRegistry:** 'MyRegistry' is the website provided for students which enables them to access their student record in order to enrol, re-enrol, update personal details and view their results, etc. The website is located at [uwl.ac.uk/myregistry](http://uwl.ac.uk/myregistry).

**National Student Survey (NSS):** an independent survey of final-year undergraduates that aims to establish a broad picture of the overall student experience and the quality of education offered by HEIs and alternative providers.

**New Vistas:** the University's academic journal, addressing higher education policy, practice and scholarship. See also **Graduate School** and [uwl.ac.uk/research/new-vistas-journal](http://uwl.ac.uk/research/new-vistas-journal).

**Non Submission:** If a student does not submit their assessment, it is considered a 'Non Submission'. If a student submits an assessment over ten working days later than the original or agreed extended deadline, the piece of work will also be deemed as a 'Non Submission'. A 'Non Submission' is counted as an assessment attempt.

**Notional Study Hours:** The number of hours required to complete an academic credit, module, or course. For example a 20-credit module will have 200 notional study hours attached to it. These may be completed via attendance at a combination of lectures, seminars, workshops or other forms of tuition, group or individual study and placement learning.

**Office for Students (OfS):** the new (2018) regulator of Higher Education providers in England. An independent body that reports to Parliament through the Department of Education. [www.officeforstudents.org.uk/](http://www.officeforstudents.org.uk/)

**Office of the Independent Adjudicator (OIA):** an independent body set up to review student complaints. Students may take a case to the OIA following the completion of all avenues of complaint open to them within their institution. See also **Completion of Procedures (COP) Letter** and [www.oiahe.org.uk/](http://www.oiahe.org.uk/).

**Option Module:** A module which may be chosen from a list of alternatives, allowing variation and student choice in the curriculum.

**OSCE – Objective Structured Clinical Examination:** an assessment method that tests clinical skills and competence in communication in a healthcare setting.

**Pecha Kucha:** an oral assessment method of a presentation of 20 slides each for 20 seconds.

**Personal Tutor:** the initial source of support for a student in all areas of academic life. The Personal Tutor's role is to offer support and guidance if there are problems with the course of study or personal welfare.



**Plagiarism:** the practice of taking someone else's work and/or ideas and passing it/them off as their own or where a student represents someone else's work as their own irrespective of whether this was intended. Plagiarism also encompasses a student using their own work where it has already been submitted for assessment in another module or course of study. Plagiarism may be detected through the submission of written work through an online detection system. See also **Academic Offence**.

**Portal:** see **Student Portal**

**Portfolio Assessment:** assessed coursework consisting of a set or series of short written, creative, linguistic or mathematical tasks or artefacts collected and submitted as a single assignment.

**Posthumous Award:** an award made to an enrolled student who dies prior to being able to complete their course of study, or prior to a completed award being conferred.

**Prerequisite Module:** a specified module that must be taken before a second specified module can be taken.

**Pro-Chancellor:** acts as a deputy to the Chancellor. See also **Chancellor** and [uwl.ac.uk/about-us/how-university-works/our-people/pro-chancellor](http://uwl.ac.uk/about-us/how-university-works/our-people/pro-chancellor).

**Professional, Statutory and Regulatory Bodies:** a diverse group of professional and employer bodies, regulators and those with statutory authority over a profession or group of professionals. PSRBs provide membership services and promote the interests of people working in professions; accredit or endorse courses that meet professional standards, provide a route through to the professions or are recognised by employers.

**Progression:** the process of moving from one level of study to the next, or from the taught element to the dissertation, placement or project element of a course.

**Pro Vice-Chancellor (PVC):** senior University executive who supports the Vice-Chancellor in leading the University, and works to drive strategy and policy within the University in specialised areas such as research or student experience. [uwl.ac.uk/about-us/how-university-works/our-people/deputy-vice-chancellor-and-pro-vice-chancellors](http://uwl.ac.uk/about-us/how-university-works/our-people/deputy-vice-chancellor-and-pro-vice-chancellors)

**Quality Handbook:** the Quality Handbook is produced by the University's Academic Quality Office and documents all academic quality-related procedures.

**Reasonable Adjustments:** the support requirements for an individual student, summarised in the Individual Support Plan (see ISP above).

**Recognition of Prior Learning (RPL):** the generic term for the recognition of prior learning, whether the result of a formal course, certified (or certificated) learning (RPCL) or learning through experience (RPEL). An applicant who has their relevant prior qualification or certified learning accepted may be admitted onto a course of study with advanced standing credit.

**Registration:** process by which a student signs up for modules of a course of study.

**Registry:** the central University service responsible for many aspects of the student journey: enrolment to graduation, maintaining the curriculum, assessment administration, School and College governance, the Academic Regulations, academic administration and policy.

**Regulatory Casework Panel:** a panel comprised of senior Registry and Academic Quality Office staff. The Panel is convened to consider individual student cases that may fall outside the Academic Regulations.

**Registry Services:** the section within the Registry responsible for Student Records and Data, Conferments and Awards, and Timetabling. Processes and records matters relating to a student's journey from enrolment through to graduation, sets and amends the timetable and rooming arrangements and maintains the record of the University's curriculum and awards.

**Research Excellence Framework (REF):** the system for assessing the quality of research in UK higher education institutions. It is conducted by expert panels for each of 34 subject-based units of assessment, assessing research output quality and impact and the research environment.

**Research Students:** registered for a course of study specifically designated as a research course. Research courses have separate Academic Regulations.

**Resit:** the repeat of all or part of a module's assessments, following module failure at a previous attempt, including non-submission. Resits do not involve the repeat of attendance for the module. The assessment mark is normally capped at the pass mark.

**Retake:** the repeat of a module following failure at a previous attempt, including non-submission. Retakes normally involve attendance, payment of tuition fee and completion of all elements of the module, and the submission of all assessments (summative and formative). They count towards the value of academic credit for which students must normally be registered in an academic year. The assessment mark(s) for a retake of a module is not capped. One resit attempt is available for each element of a retake module (see **Resit** above).

**Schools Administration:** the section within the Registry responsible for many of the student-facing administrative aspects of the student journey including module enrolment and curriculum checking and the administration of assessment. Works closely with students, the Schools and Colleges and the central services.

**Senior Management Group:** the principal management team of the University, consisting of the Heads, Directors or Managers of the University's Schools and Colleges and Central Services. [uwl.ac.uk/about-us/how-university-works/our-people/senior-management-group](http://uwl.ac.uk/about-us/how-university-works/our-people/senior-management-group)

**Special Regulations (PSRB):** Special Regulations are academic regulations for individual courses of study that diverge from the standard Academic Regulations for the University where there is a legitimate academic rationale, or a specific requirement set down by a Professional Statutory or Regulatory Body, or a joint or collaborative course requires it. Special regulations shall be designated as such through the course approval process, and approved by the Academic Board or its delegated authority.

**Student Disciplinary:** the Disciplinary Regulations (Students) are online at: [uwl.ac.uk/about-us/policies-and-regulations](http://uwl.ac.uk/about-us/policies-and-regulations).

**Student Handbook:** reference guide to help students find their way around the University's facilities, services and policies - see [uwl.ac.uk/students/current-students/student-handbook](http://uwl.ac.uk/students/current-students/student-handbook).

**Student Portal:** the online dashboard that enables students to access sources of information relevant to the studies and time at University. See [portal.uwl.ac.uk/](http://portal.uwl.ac.uk/)

**Students' Union:** the University of West London Students' Union is the official union for all students of the University – see [www.uwlsu.com](http://www.uwlsu.com)

**Summative Assessment:** formally measures a student's achievement in relation to the learning outcomes of a module and contributes to the module mark.

**Teaching Excellence Framework (TEF):** a system that aims to assess the quality of teaching in universities in England (and some in Scotland and Wales), via the analysis of

six core metrics (quantifiable measurements) a written submission from the University and six core metrics (quantifiable measurements). Universities are ranked bronze, silver or gold based on the outcomes of the analysis.

**Threshold:** a specified minimum mark which is prescribed by a Professional, Statutory and Regulatory Body that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the overall module mark to pass the module.

**Threshold Academic Standards:** the minimum acceptable level of achievement that a student has to demonstrate to be eligible for the award of academic credit or a qualification. For equivalent qualifications, the threshold level of achievement is agreed across the UK.

**Tier 4 Compliance:** the UK Home Office (Visas and Immigration) requirements under Tier 4 of the points-based system (PBS) relating to student immigration legislation – see [uwl.ac.uk/current-students/support-current-students/welfare-support](http://uwl.ac.uk/current-students/support-current-students/welfare-support)

**UKVI:** UK Visas and Immigration which is part of the Home Office. See also **Tier 4 Compliance**.

**University:** the University of West London, unless otherwise specified.

**University Secretary:** senior advisor on governance-related issues and associated legislative matters. The University Secretary reports directly to the Vice-Chancellor and is also the University's Chief Compliance Officer - see [uwl.ac.uk/about-us/how-university-works/office-vice-chancellor/vice-chancellor-executive](http://uwl.ac.uk/about-us/how-university-works/office-vice-chancellor/vice-chancellor-executive).

**University Registrar:** has oversight of the University's student records, the operations which support the student journey and the academic administration, policy, governance and regulations.

**Vice-Chancellor (VC):** The Vice-Chancellor is the Chief Executive of the University – see [uwl.ac.uk/about-us/how-university-works/office-vice-chancellor/vice-chancellor](http://uwl.ac.uk/about-us/how-university-works/office-vice-chancellor/vice-chancellor).

**Vice-Chancellor's Executive (VCE):** advises and supports the Vice-Chancellor in fulfilling his responsibilities to the University - see [uwl.ac.uk/about-us/how-university-works/office-vice-chancellor/vice-chancellor-executive](http://uwl.ac.uk/about-us/how-university-works/office-vice-chancellor/vice-chancellor-executive).

**Virtual Learning Environment:** educational technology that allows course content to be delivered through a web-based platform. In UWL, this is done via the BlackBoard sites accessible through the Student Portal. See also **Student Portal**.

**Viva:** See Viva Voce

**Viva Voce:** an oral examination, typically for the assessment of a Doctoral degree, or to clarify a student's coursework on any other award.

**Wellbeing Team:** part of the Student Services Team supporting students through their studies - see [uwl.ac.uk/current-students/support-current-students/welfare-support](http://uwl.ac.uk/current-students/support-current-students/welfare-support).

**Withdrawal from Studies:** the decision of a student to leave a course of study completely, with no intention of returning at a later date; or the decision by an Assessment Board to remove a student permanently from a course of study.



## Acronyms and Abbreviations

<b>ACCA</b>	Association of Chartered Certified Accountants
<b>AHRC</b>	Arts and Humanities Research Council
<b>AP</b>	Alternative Provider
<b>APC</b>	Academic Partnerships Committee
<b>AQO</b>	Academic Quality Office
<b>AQSC</b>	Academic Quality and Standards Committee
<b>ARRC</b>	Academic Regulations Review Committee
<b>BA (Hons)</b>	Bachelor of Arts (with Honours)
<b>BEng (Hons)</b>	Bachelor of Engineering (with Honours)
<b>BMus (Hons)</b>	Bachelor of Music (with Honours)
<b>BNurs (Hons)</b>	Bachelor of Nursing (with Honours)
<b>BSc (Hons)</b>	Bachelor of Science (with Honours)
<b>CertHE</b>	Certificate of Higher Education
<b>CIM</b>	Chartered Institute of Marketing
<b>CIMA</b>	Chartered Institute of Management Accountants
<b>CIPD</b>	Chartered Institute of Personnel and Development
<b>CLBS</b>	Claude Littner Business School
<b>CMA</b>	Competition and Markets Authority
<b>CNMH</b>	College of Nursing, Midwifery and Healthcare
<b>COP</b>	Completion of Procedures letter
<b>CPD</b>	Continuing Professional Development
<b>DAP</b>	Degree Awarding Powers
<b>DBA</b>	Doctor of Business Administration
<b>DBS</b>	Disclosure and Barring Service
<b>DfE</b>	Department for Education
<b>DHS</b>	Doctor of Health Studies
<b>DHSc</b>	Doctor of Health Science
<b>DipHE</b>	Diploma in Higher Education
<b>DMid</b>	Doctor of Midwifery
<b>DMus</b>	Doctor of Music
<b>DNurs</b>	Doctor of Nursing
<b>DPS</b>	Doctor of Policing and Society

<b>DVC</b>	Deputy Vice-Chancellor
<b>EdD</b>	Doctor of Education
<b>ECTS</b>	European Credit Transfer and Accumulation System
<b>ESRC</b>	Economic and Social Research Council
<b>EThOS</b>	British Library Electronic Theses Online Service
<b>FdA</b>	Foundation Degree in Arts
<b>FdEng</b>	Foundation Degree in Engineering
<b>FdSc</b>	Foundation Degree in Science
<b>FE</b>	Further Education
<b>FHEA</b>	Fellow of the Higher Education Academy
<b>FHEQ</b>	Framework for Higher Education Qualifications
<b>HCPC</b>	Health and Care Professions Council
<b>HE</b>	Higher Education
<b>HEA</b>	Higher Education Academy
<b>HECoS</b>	Higher Education Classification of Subjects
<b>HEI</b>	Higher Education Institution
<b>HEP</b>	Higher Education Provider
<b>HESA</b>	Higher Education Statistics Agency
<b>ISP</b>	Individual Support Plan
<b>LCM</b>	London College of Music
<b>LGCHT</b>	London Geller College of Hospitality and Tourism
<b>LLB (Hons)</b>	Bachelor of Laws (with Honours)
<b>LLM</b>	Master of Laws
<b>LSFMD</b>	London School of Film, Media and Design
<b>LTAC</b>	Learning, Teaching and Assessment Committee
<b>MA</b>	Master of Arts
<b>MBA</b>	Master of Business Administration
<b>MMus</b>	Master of Music
<b>MPhil</b>	Master of Philosophy
<b>MSc</b>	Master of Science
<b>MSci</b>	Master of Science (Integrated Degree)
<b>MSG</b>	Module Study Guide
<b>NMC</b>	Nursing and Midwifery Council
<b>NSS</b>	National Student Survey

<b>OfS</b>	Office for Students
<b>OIA</b>	Office of the Independent Adjudicator
<b>OSCE</b>	Objective structured clinical examination
<b>PFHEA</b>	Principal Fellow of the Higher Education Academy
<b>PhD</b>	Doctor of Philosophy
<b>PG</b>	Postgraduate
<b>PG Cert</b>	Postgraduate Certificate
<b>PG Dip</b>	Postgraduate Diploma
<b>PSRB</b>	Professional, Statutory and Regulatory Body
<b>PVC</b>	Pro Vice-Chancellor
<b>QAA</b>	Quality Assurance Agency
<b>REF</b>	Research Excellence Framework
<b>RPCL</b>	Recognition of Prior Certificated Learning
<b>RPEL</b>	Recognition of Prior Experiential Learning
<b>RPL</b>	Recognition of Prior Learning
<b>SCE</b>	School of Computing and Engineering
<b>SHSS</b>	School of Human and Social Sciences
<b>SLC</b>	Student Loans Company
<b>SMG</b>	Senior Management Group
<b>SOL</b>	School of Law
<b>SRA</b>	Solicitors' Regulation Authority
<b>SU</b>	Students' Union
<b>TEF</b>	Teaching Excellence Framework
<b>TNE</b>	Transnational Education
<b>UCAS</b>	Universities and Colleges Admissions Service
<b>UG</b>	Undergraduate
<b>UKVI</b>	UK Visas and Immigration
<b>UUK</b>	Universities UK
<b>UWL</b>	University of West London
<b>VC</b>	Vice-Chancellor
<b>VCE</b>	Vice-Chancellor's Executive
<b>VLE</b>	Virtual Learning Environment

# Section 1 – Introduction

## 1. Introduction to the Academic Regulations

### 1.1. What are the Academic Regulations

- 1.1.1. The academic regulations guarantee the standards of the University's awards, including research degrees. The academic regulations (including any changes made to the regulations) are the responsibility of the University's Academic Board. They apply to all academic awards that the University has the right to make under powers granted through the Further and Higher Education Act, 1992.
- 1.1.2. These awarding powers allow the University to grant degrees, diplomas, certificates and other academic awards to students who have successfully completed courses which the University has set, approved, monitored and reviewed and who have passed our assessment.

### 1.2. Applicability of the Academic Regulations

- 1.2.1. These regulations shall take effect from the start of the Academic Year 2019-20, and shall supersede all previous regulations, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply. These may include:
  - a) students admitted with advanced standing to a subsequent year of study on a course. The regulations for the cohort joined shall apply;
  - b) students transferred from other courses within the University. The regulations for the cohort joined shall apply;
  - c) students changing course duration (for example, from a four year course to a three year course). The regulations for the cohort joined shall apply;
  - d) where courses have existing and approved special regulations;
  - e) where it is otherwise specified in these regulations.
- 1.2.2. All staff and students must adhere to the University's academic regulations.

### 1.3. Scope of the Academic Regulations

- 1.3.1. These regulations shall apply to all students enrolled and registered for undergraduate or postgraduate courses of study of the University. Specific regulations for academic partnerships may be required, see section 1.3.2 below.
- 1.3.2. These regulations shall also apply to students registered on courses with academic partners and accredited courses of the University. In some cases, separate arrangements may apply to courses offered by academic partners. Such arrangements are set out in the relevant memoranda of agreement and supporting documentation for the Academic Partnership.
- 1.3.3. The Vice-Chancellor shall assume overall responsibility and authority for the operation of the University's regulations.
- 1.3.4. The University reserves the right to amend the Academic Regulations. Such changes will be made in response to national quality and standard frameworks,

requirements of Professional, Statutory and Regulatory Bodies or when they are of benefit to students. If the regulations should change, the University will determine the extent to which the changes apply and students will be consulted and advised by direct communication to their UWL student email address and via the Student Portal. Prospective students will be contacted directly via the University website. All concerns raised by students will be considered and agreed by the Academic Board before being put into effect.

- 1.3.5. The University treats all students fairly and equally, and takes strict measures to avoid bias in its processes. The University makes reasonable adjustments to its processes when necessary to make sure that a student is not disadvantaged because of any specific characteristics protected by law.
- 1.3.6. The Vice-Chancellor, or authorised nominee, is allowed to use their discretion when applying the academic regulations in exceptional circumstances, as long as any variation is reasonable, is agreed by a member of the Vice-Chancellor's Executive Team and is clearly recorded.

#### **1.4. Approval of Regulations, Courses and Modules**

- 1.4.1. The Academic Board is responsible for the management of the academic standards and quality of courses leading to awards of the University. The Academic Regulations shall be approved by the Academic Board.
- 1.4.2. The Academic Board shall approve courses of study and individual modules, including any amendments and closures.
- 1.4.3. The University reserves the right to amend any course of study or module, and to withdraw any course of study or module where there are insufficient students, to ensure that courses remain current and also in response to staff changes. Normally, amendments to courses of study and modules shall be enacted for the next cohort to join the course, or group to take the module. Where an amendment has an effect on students currently registered for the course or module, students will be formally notified of the change and approval will be sought from each individual student and the option to remain on the same course of study or module will normally be provided to the student. Once approved, a course closure shall not normally take place until all students registered on the course have completed.
- 1.4.4. Exceptions to regulations will have been approved and are recorded in the Register of Exemptions in Section 15, Appendix 4 and may apply to some courses and modules. Such regulations shall be detailed in the appropriate Course Handbooks and Module Study Guides.

#### **1.5. Academic Credit Accumulation Scheme**

- 1.5.1. A student must undertake an approved course of study, or approved combination of modules according to the course specifications, and meet the compulsory and core elements for progression from one year of study to the next and for an award.
- 1.5.2. Courses are carefully constructed combinations of academically coherent core and optional modules whose successful completion leads to an award.

- 1.5.3. A module worth 20 credits represents a sixth of one year of study for all undergraduate courses. Normally, students shall be enrolled with the University and registered on courses and modules in accordance with the requirements set out in these regulations.
- 1.5.4. Students who have been awarded qualifications from the University may not subsequently present themselves for re-examination for that award in the same subject of study.
- 1.6. Award of Academic Credit**
  - 1.6.1. The award of academic credit relates to achievement in individual modules. Academic credit shall be awarded to a student who meets the requirements to pass the module in question.
  - 1.6.2. The academic credit awarded shall be that approved for the module; the amount of academic credit awarded shall not vary in accordance with the level of achievement. The level of achievement shall be reflected by the module mark.
- 1.7. Student Conduct**
  - 1.7.1. Students are required to comply with the Student Code of Conduct as outlined in the Student Handbook: [uwl.ac.uk/students/current-students/student-handbook](http://uwl.ac.uk/students/current-students/student-handbook)

## Section 2 – Admissions

### 2. Admissions

#### 2.1. Admissions Overview

- 2.1.1. Applicants must apply to the University in the prescribed manner for a particular course of study and fulfil the admissions requirements in accordance with the Academic Regulations and course requirements which are set out in the appropriate course specifications.
- 2.1.2. The University uses admissions requirements to admit students to courses if it considers them to have a reasonable expectation of completing the award and achieving the required standard. Applicants are considered based on their previous attainment (for example, qualifications and experience) and where relevant, evidence of potential.
- 2.1.3. Admission requirements to University courses are approved at validation and are published on the University's website.
- 2.1.4. All offer holders must declare whether they have any unspent criminal convictions. The University will consider whether such convictions are compatible with membership of the University and, in particular, with a place on a course. Further details are available on the University's website: [uwl.ac.uk/about-us/policies-and-regulations](http://uwl.ac.uk/about-us/policies-and-regulations), please see 'Admission of

Applicants with a Criminal Conviction' and 'Criminal Convictions and Disclosures and Barring'.

- 2.1.5. Courses with Professional, Statutory and Regulatory Body requirements may also be subject to additional entry requirements, for example Disclosure and Barring Service (DBS) checks.

## **2.2. Recognition of Prior Learning and Admission with Advanced Standing Credit**

- 2.2.1. The University makes provision for admission with advanced standing. Advanced standing is quantified in terms of academic credit to ensure that the overall academic credit requirements for an award are met.
- 2.2.2. A student may be awarded credit in recognition of academic or vocational study completed elsewhere, or of equivalent experiential learning. Credit may be awarded in relation to a specific module or as general credit.
- 2.2.3. Advanced Standing is a term used to confirm that a student may enter a University course at a stage later than the normal entry point. Advanced Standing for individuals with prior academic credit can be awarded through Recognition of Prior Certificated Learning (RPCL) or Recognition of Prior Experiential Learning (RPEL) or a combination of both.
- 2.2.4. Double counting of academic credit occurs where credit that has contributed to a previous award is reused to gain advanced standing for a different award. Double counting is not permitted. Applicants with prior academic credit should apply for RPCL and/or must rescind their previous award. This means that the same piece of learning or credit cannot be counted towards two or more qualifications at the same level of award and in the same subject.
- 2.2.5. The maximum credit allowed through RPCL and/or RPEL is as follows:
- a) for a Foundation Degree or DipHE, RPCL and/or RPEL may be claimed for all of Level 4, but no credits can be claimed at Level 5.
  - b) for an Honours Degree RPCL and/or RPEL may be claimed for all of Level 3, Level 4 and Level 5, but no credits can be claimed at Level 6;
  - c) for an Integrated Masters Degree, RPCL and/or RPEL may be claimed for all of Level 4 and Level 5, but no credits can be claimed at Level 6 or Level 7;
- 2.2.6. For a Masters Degree RPCL and/or RPEL may be claimed for 100 credits; RPCL and/or RPEL may not be claimed for a Masters Degree dissertation/capstone project.
- 2.2.7. Where a University's award is validated, or accredited by a Professional, Statutory and Regulatory Body (PSRB) or other external body, any course specific arrangements for RPCL or RPEL will be determined at the point of validation or subsequent accreditation by a PSRB. In the case of a Masters Degree where the PSRB requirements are lower than the specified 100 credits the PSRB requirement will apply.
- 2.2.8. Credits awarded via RPCL and/or RPEL shall normally be transferred without marks, except where the credit has been awarded by the University of West London and these credits have marks.

- 2.2.9. Credits gained through RPCL at a higher award will only be transferrable to a lower level award under exceptional circumstances.
- 2.2.10. An applicant for a course of study who has a relevant prior qualification or certified learning may be admitted with advanced standing credit within four years of the date of the original award of credit. In exceptional circumstances in some subject areas and in relation to any relevant PSRB requirements, the period may be less than four years. The Course Leader/Admissions Tutor making the judgement will determine whether the evidence of prior qualification is sufficiently current to permit exemption from that element of the University course.
- 2.2.11. Where a student is admitted with advanced standing, the minimum and maximum permitted duration of study shall be based upon the time registered on the new course of study at the University, rather than the normal duration of the course as outlined in section 4.1.2 below.

### **2.3. Rescinding of Awards**

- 2.3.1. A student cannot have two awards at any one time for the same academic work; a student therefore will have to rescind their original award to gain the new qualification via the process of Recognition of Prior Learning and/or Admission with Advanced Standing Credit (see section 2.2).
- 2.3.2. For example where the student has met the requirements of an alternate award, and requests to have that award conferred in place of the original award, the certification documentation for the original award must be rescinded (returned) to the University before a new award can be conferred.

### **2.4. Revocation of Awards**

- 2.4.1. The University can revoke awards following investigation where an award is found to have been obtained by fraud or deception including unfair practice.
- 2.4.2. The University may revoke an award made under these regulations where a graduate has not met the requirements of the award conferred or where the award has been obtained due to administrative error or irregularities in the conduct of the Assessment Board.
- 2.4.3. All cases shall be considered on a case-by-case basis by the Academic Board, or its delegated authority.

### **2.5. Falsification of Documents**

- 2.5.1. Where a student secures admission to the University based on qualifications, documents or statements that are subsequently found to be false or revoked or invalid, the University shall review the student's registration.
- 2.5.2. A student who intentionally enrolls or registers with the University under a false name or identity, or with other information that is subsequently found to be false, shall have their registration and enrolment terminated and would cease to be a student of the University.



## **2.6. Permission to Study in the United Kingdom**

- 2.6.1. All international students, including those living in the UK but without indefinite leave to remain, must provide documentary evidence of their immigration status. Any changes to immigration status must be notified immediately to the University's Compliance Team and supported with official documentation. Changes to status include those that mean students no longer require visas, changes in immigration category, application refusals and Administrative/Judicial Review outcomes. Any student who fails to comply with these requirements may have their registration and enrolment terminated, and will cease to be a student of the University.

# **Section 3 – Enrolments and Tuition Fees**

## **3. Enrolments and Tuition Fees**

### **3.1. Enrolment and Registration**

- 3.1.1. Students must enrol with the University at the beginning of their studies, and re-enrol at the beginning of each following academic year of their course, in accordance with instructions issued by the University. A student must also register for a course of study with the University, and for the modules associated with that course. A student who is not registered for a course cannot be enrolled with the University.
- 3.1.2. The student name recorded at enrolment and registration will normally be the name in the student's passport. For Tier 4 students and those with another immigration status, it is mandatory that the University registers the student in the name in the student's passport.
- 3.1.3. All letters, transcripts, certificates and awards shall be issued in the name under which a student is enrolled. The University requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance.
- 3.1.4. Any request to record a change of name must be made in writing, or by any other valid means, and supported by appropriate documentary evidence. The University shall not issue revised documents for those who change their names after receiving an award, except where there has been an administrative error or following gender reassignment.
- 3.1.5. Students are required to notify the University of their permanent home and term- time addresses upon enrolment, and shall inform the University in writing, or by any other valid means (for example via the MyRegistry website), of any subsequent changes of address.
- 3.1.6. Students who have not complied with all University requirements for enrolment or re-enrolment may be temporarily enrolled and registered for a specified period of time (normally **within 2 weeks**) during which they may attend and use University facilities. Students who do not produce the required documents within the specified deadline may be withdrawn from the University.

- 3.1.7. In exceptional circumstances, a student may be registered for a course of study but not enrolled (normally where a student has deferred, or is resitting). Where termination of a student's registration occurs, enrolment is also terminated.

### **3.2. Concurrent Study**

- 3.2.1. A student currently registered for a full-time award of the University (whether at a UWL UK or international campus, or delivered by online, distance or blended learning, or at an academic partner institution) may not normally be concurrently registered for an award at any other institution.
- 3.2.2. A student may not normally be concurrently registered for more than one full-time award of the University.
- 3.2.3. A candidate for a research degree may be allowed to register for a qualification in teaching in higher or further education whilst being registered for the research degree. Such arrangements must be supported by the student's research supervisor.

### **3.3. Student Identity Card**

- 3.3.1. All students shall be issued with a University Identity Card that includes a photograph showing the full head and face. There shall be no head covering in the photograph, unless it is worn for cultural, religious or medical reasons.
- 3.3.2. Students shall carry their University Identity Card at all times when on University premises (including the Students' Union (SU)), or when participating in University or SU activities.

### **3.4. Tuition Fee Payment**

- 3.4.1. Fees are paid for each year of study and based upon the standard number of credits per year and the number of years of study. Fees will be adjusted if additional or fewer credits each year are studied.
- 3.4.2. Students are required to re-enrol and pay any fees that may be due at the beginning of each academic year. Undergraduate tuition fees are subject to Government regulations on fee increases and future inflationary increases will be applied to each subsequent year of the course of study, subject to these regulations. All other fees are subject to increase each year.
- 3.4.3. Students who withdraw from the University will be liable for fees up until formal notification of their withdrawal is received by the University. Students should refer to the Student Handbook (Finances – paying your tuition fees, student loans, scholarships and bursaries).
- 3.4.4. Students who have tuition fee debts with the University may not be allowed to re-enrol for the following academic year.
- 3.4.5. A student who has outstanding tuition fee debt to the University will not be permitted to attend any graduation or awards ceremonies and certificates and transcripts will be withheld until all tuition fee debts to the University are paid in full.

- 3.4.6. Students who are in debt to the University may have their enrolment terminated. The termination will be undertaken by the Student Record and Data Team on the advice of the Finance Department where a student has made no attempt to pay an outstanding tuition fee debt. Such a termination may be overturned on payment or a satisfactory agreement to pay the debt.

### **3.5. Change of Course of Study**

- 3.5.1. An enrolled student may request to transfer to a different course of study within the same or to another School/College within the University. All requests for transfer shall be considered by the relevant Course Leader taking into account factors including the student's academic achievement, course entry criteria and availability of places. For international students consideration will also be given to their visa status and Tier 4 compliance. (Students must also refer to the Student Services Team regarding any implications of a change of course of study to their funding, for example, Student Finance England).

### **3.6. Modes of Study**

- 3.6.1. A student enrolled with the University and registered for a course shall undertake the course in accordance with the specified mode of study. Change of mode of study is permissible where appropriate. The following modes of study apply:
- a) full-time study;
  - b) part-time study;
  - c) compulsory placement or internship;
  - d) distance and blended learning;
  - e) part-time intensive study;
  - f) accelerated degree;
  - g) block release.
- 3.6.2. Students must also refer to the Student Services Team regarding any implications of a change of mode of study to their funding, for example, Student Finance England.

## **Section 4 – Module Registration and Attendance**

### **4. Module Registration and Attendance**

#### **4.1. Minimum and Maximum Period of Registration (Duration of Study)**

- 4.1.1. Each course of study shall have an approved normal duration related to the mode of study available for the course.
- 4.1.2. The total time a student may take to study their course is limited according to the number of credits required for the qualification plus twice the usual expected course length plus one additional year. The following formula is used to calculate the maximum permitted duration of study for which a student may be registered on a course:

2 x (total number of credits required for the award divided by 120), plus 1 year; examples are provided below:

- a) The normal full-time duration of study for a Bachelor's degree is three years. The maximum period of registration is 7 years including any periods of deferral;
- b) The normal full-time duration of study for a Bachelor's degree with foundation year is 4 years. The maximum period of registration is 9 years including any periods of deferral;
- c) The normal full-time duration of study for Masters students is 1 calendar year. The maximum period of registration is 4 years including periods of deferral. [Students who enrol on a Postgraduate Diploma or Postgraduate Certificate will have a maximum period of registration of three and two years, respectively.]
- d) Part-time students are expected to complete their course of study within the maximum period of registration.

Title of Award	Total No of Credits	Year of Entry	Mode of Study	Expected Period of Registration (in years)	Maximum Period of Registration (in years)
Masters Degree	180	1	Full-time	1	4
Extended Masters Degree	240	1	Full-time	1.5	5
Integrated Masters Degree	480	1	Full-time	4	9
Honours Degree with Foundation Year / Honours Degree (Extended Degree)	480	1	Full-time	4	9
Foundation Degree / Dip HE	240	1	Full-time	2	5
Degree Apprenticeship Honours Degree	360	1	Full-time	3	7
Honours Degree	360	1	Full-time	3	7
Honours Degree	240	2	Full-time	2	5
Honours Degree	120	3	Full-time	1	3
Pre-registration Nursing, Midwifery and Operating Department Practice	360	1	Full-time	3	5 years and 7 months

- 4.1.3. The period of registration includes periods of approved deferral.
- 4.1.4. Courses of less than one year's normal duration will have their own specific regulations regarding completion.

## **4.2. Module Registration**

- 4.2.1. Students shall be responsible for registering for the modules associated with their course of study by the published deadlines, and in accordance with the stated procedures.
- 4.2.2. Any enrolled student who has not completed module registration by the specified deadline shall be registered for a diet of modules designated by their School/College. This shall include allocation to modules where students might normally have been able to choose; the opportunity of choice will no longer be available.
- 4.2.3. A student who transfers to another module shall replace the initial module taken with the new module, subject to academic approval.

## **4.3. Erasmus Exchanges and Study Abroad**

- 4.3.1. For certain courses and awards, a student may be permitted to spend up to one academic year (normally excepting the first year and the final semester) at another institution of University status abroad. This study shall replace study at the University, and shall be known as an exchange or study abroad period.
- 4.3.2. Permission to undertake an exchange or study abroad period shall be granted in accordance with procedures approved by the Academic Board.
- 4.3.3. The Erasmus Exchange and Study Abroad Scheme uses the European Credit Transfer System (ECTS). A full-time undergraduate student's academic workload is deemed to be 60 ECTS in a full year, or 30 ECTS per semester. Module descriptions within the University refer to the credit values in UK credits, where two UK credits = 1 ECTS credit.
- 4.3.4. All study abroad students will be expected to take a minimum of 30 ECTS credits per semester.
- 4.3.5. Any UWL Dissertation, Project or Capstone Project module may not be substituted as part of an Erasmus+ exchange.
- 4.3.6. Results achieved for modules taken during an exchange or study abroad period shall count towards the classification of the award from the University. In some cases, and as approved by the Academic Board, the results achieved may be subject to rescaling and weighting to bring them in line with equivalent marks and results awarded by the University; scaling and weighting methods shall be approved by the Academic Board, and shall be subject to review.

# Section 5 – Attendance and Engagement

## 5. Attendance and Engagement

### 5.1. Attendance and Engagement Requirements

- 5.1.1. Students are expected to attend regularly all forms of learning activity associated with their course of study, and to engage in their course as required by the University's Attendance Monitoring Policy.
- 5.1.2. Tier 4 students and Apprenticeship students have additional requirements in relation to attendance which are detailed in the Attendance Monitoring Policy.
- 5.1.3. All students should refer to the published Attendance and Engagement Monitoring Policy: [uwl.ac.uk/students/current-students/policies-procedures-and-regulations](http://uwl.ac.uk/students/current-students/policies-procedures-and-regulations) and specific course requirements.
- 5.1.4. Engagement refers to the expectations of the University related to a student's engagement whether on-site or remote, with the learning, teaching and assessment requirements of their course of study specified in the Course Handbook and Module Study Guides. In specified modules, assessment credit(s) may be linked to mandatory attendance.
- 5.1.5. The University shall specify and publish semester dates and hours of operation on the University main website: [uwl.ac.uk/students/current-students/semester-and-term-dates](http://uwl.ac.uk/students/current-students/semester-and-term-dates) .
- 5.1.6. Each student shall ensure that they are registered for the correct number of modules and the appropriate choice of modules. Students should ensure they comply with the requirements of attendance, learning and assessments.
- 5.1.7. All students are required to engage with all assessment tasks for the modules for which they are registered, as prescribed in the relevant Module Study Guides.
- 5.1.8. Apprenticeship students are required to engage in 20% of their learning outside their employment, by attending and engaging with their modules' teaching and assessment.

# Section 6 - Conduct of Assessment

## 6. Conduct of Assessment

### 6.1. Assessment Principles

- 6.1.1. The purpose, structure, associated learning outcomes, type and format of assessment and reassessment, including relevant weightings and thresholds where applicable for each module shall be set out in the approved module and course specifications as approved by the Academic Board, or its delegated authority.
- 6.1.2. Students will be informed via the Module Study Guides of the arrangements for teaching and learning, the module content, and the assessment and reassessment requirements at the start of a student's academic year. Students must make themselves available during the entire examination and assessment period and where relevant the resit examination period, and not make any holiday arrangements during this time.
- 6.1.3. The design and setting of all assessment shall be the responsibility of the relevant Head of Subject, Course and Module Leaders, in accordance with the approved module specifications and the University's quality assurance guidelines.
- 6.1.4. All assessments shall also be subject to the approval of the External Examiner, the relevant Assessment Board and the Professional, Statutory and Regulatory Body, where applicable.
- 6.1.5. Students must adhere to any published dates and deadlines for all assessments.
- 6.1.6. A student unable to participate in any assessment on the specified date, due to medical or other reasons beyond their control, should refer to Section 13 - Exceptional Circumstances.
- 6.1.7. All material submitted for assessment, including formative assessment, shall be the student's own work (including where group work specifically forms part of the assignment). All quotations from the published or unpublished work of other persons or organisations must be properly attributed, both at the appropriate point in the text and in the bibliography.
- 6.1.8. Where the modules are no longer taught, related assessment(s) shall normally be offered for one year after the specific discontinuation date of the modules). Assessment Boards will offer alternative forms of assessment beyond that date, if required.
- 6.1.9. Reasonable adjustments for students may be made on the advice of the Wellbeing Team on an individual basis to compensate for any restriction imposed by a disability and/or unforeseen circumstances, provided this does not compromise the achievement of the learning outcomes. Special arrangements for individual examinations must be approved by the Wellbeing Team and will be notified to the Examinations Office.

- 6.1.10. The alternative assessment must be approved by the External Examiner, the Course/Module Leader; and the relevant Assessment Board will be notified.
- 6.1.11. Where a member of academic staff or an invigilator suspects a student of committing an academic offence, the allegation shall be investigated in accordance with the Academic Offences Regulations - Section 12.

## 6.2. Coursework

- 6.2.1. Assessed coursework is coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards. Types of coursework include:

- a) **Written Assignment** = report, essay, short-essay, review, analysis, case study, creative and professional written brief, dissertation/capstone project, literature review, research method essay, research proposal, multiple choice questions, mathematical/statistical problem, online task, web-based exercise, translation.

An undergraduate dissertation/capstone project is an extended piece of approved research and writing on a single subject. It is typically completed in the final year of a degree course and the topic is chosen based on a student's own area of interest.

A postgraduate dissertation requires a higher level of originality and is longer and more complex in relation to the research requirements.

- b) **Oral Assignment** = individual or group presentation, discussion, defence, pitching, performance, teaching;
- c) **Portfolio** = a series of short written, creative, linguistic or mathematical tasks or artefacts collected as part of one assignment;
- d) **Artefact** = a single piece of work for example, visual, audio, software, composition, design, culinary or artistic output;
- e) **Practical** = experiment, clinical, educational, practice-based assignment.
- f) **End Point Assessment** = the final assessment of a Degree Apprenticeship; set by the employer. It must be completed before the Degree Apprenticeship can be awarded.

- 6.2.2. The School/College shall inform students of any penalties applied to the late submission of coursework. Students should refer to section 6.3 below.

- 6.2.3. Students should refer to the Module Study Guide regarding any assessment requirements and any penalties which may apply, for example, word limits.

## 6.3. Penalties for Late Submission of Assessment

- 6.3.1. If the student fails to meet the original deadline and has not self-certified mitigating circumstances, the following penalties shall apply:
- a) if the assessment is late up to a **maximum of five working days** from the original or agreed extended deadline, the assessment mark will be capped at pass mark for the element of assessment;



- b) if the assessment is late **over five working days** from the original or agreed extended deadline, the piece of work will receive a mark of zero for the element of assessment;
  - c) if the assessment is late **over ten working days** from the original or agreed extended deadline, the piece of work will be deemed as a Non Submission.
- 6.3.2. A student unable to complete coursework (including dissertations/capstone projects) by the specified date due to medical or other reasons beyond their control, should refer to Section 13 - Exceptional Circumstances.

## Section 7 - Examinations

### 7. Examinations

#### 7.1. Setting of Examination Papers

- 7.1.1. The Academic Board, or its delegated authority, shall approve minimum prescribed standards for the production and security of examination papers. Examination question papers shall be produced to meet these standards.
- 7.1.2. The Head of School/College, or authorised nominee, shall be responsible for ensuring that appropriate mechanisms are in place for the production and scrutiny of examination papers.
- 7.1.3. The security and storage of examination papers is set out in the Examination Scrutiny Process (available from the Examinations Unit). Examination papers must be written and prepared in a highly secure environment and delivered to the Examinations Team in accordance with the Examination Scrutiny Process.
- 7.1.4. Students must not gain access to any examination paper before it is sat. Breaches of this regulation shall be deemed an academic offence, and dealt with under the Academic Offences Regulations, referred to in Section 12.
- 7.1.5. All formal examinations shall last for two permitted durations only: two hours and ten minutes or three hours and ten minutes (unless specified otherwise by a Professional, Statutory and Regulatory Body). This includes a mandatory ten minutes' reading time.
- 7.1.6. Any examination with a duration of less than two hours is classified as an 'in-class test', rather than an examination.

#### 7.2. Examination Timetable

- 7.2.1. The University shall make the examination timetable available for students, detailing the dates, times, and venues of all invigilated examinations for their registered modules. The University shall publish the full examination timetable at least three weeks before the first examination occurs; any necessary amendments may be made to the published timetable, and shall be published. The University shall specify and publish examination dates on the MyRegistry website: [onlineregistry.uwl.ac.uk/MyRegistry/common/examTimetable.aspx](http://onlineregistry.uwl.ac.uk/MyRegistry/common/examTimetable.aspx).

- 7.2.2. Students shall be responsible for informing themselves of the dates, times, and venues of their examinations including resit examinations, checking the details of their personal timetables and making enquiries on possible examination timetable clashes, or omissions. Students should regularly check for amendments to the full examination timetable.

### **7.3. Oral Examinations**

- 7.3.1. Oral examinations must be conducted by at least two academic staff from a cognate subject area. Students may only bring authorised materials to oral examinations. The possession or use of unauthorised materials shall constitute an academic offence - see Section 12 - Academic Offences.

### **7.4. Invigilated Examinations**

- 7.4.1. All examinations will be invigilated and students will remain under continuous supervision for the duration of each examination. All incidents or abnormalities that occur during an examination shall be recorded and reported by the Chief Invigilator.
- 7.4.2. The Module Leader, or authorised nominee, must normally be present for the first 20 minutes of each invigilated examination to provide any clarifications needed. Where no Module Leader is present (including after the first 20 minutes) and any student query cannot be resolved by any reasonable means the Chief Invigilator shall record any queries in their report.
- 7.4.3. The clarification of examination questions shall be limited to the correction of misprints or typographical errors, and shall be announced to all students. Under no circumstances shall the Module Leader or invigilators discuss the content of the examination paper with students or each other.
- 7.4.4. Students found to have cheated or committed some other form of academic offence will be dealt with under the Academic Offences Regulations, see Section 12. Students should abide by the Examination Code of Conduct published on the MyRegistry website:  
[onlineregistry.uwl.ac.uk/MyRegistry/HelpPages/Exam\\_timetable/Examination\\_Conduct\\_for\\_Students.pdf](https://onlineregistry.uwl.ac.uk/MyRegistry/HelpPages/Exam_timetable/Examination_Conduct_for_Students.pdf).
- 7.4.5. Where students leave examinations outside of the permitted timescales, the Chief Invigilator must log the time that the student leaves the examination.

### **7.5. Illness and Mitigating Circumstances for Invigilated Examinations**

- 7.5.1. Please refer to Section 13 - Exceptional Circumstances.

### **7.6. The Publication of Results to Students**

- 7.6.1. Students' results or marks are provisional until they have been confirmed at the meeting of the Assessment Board.
- 7.6.2. All proceedings which relate to individual students remain confidential to the members of the relevant Assessment Board and to those having the right to attend and receive examination documents. Minutes of the Assessment Boards will refer to students by number.

# Section 8 - Undergraduate Regulations

## 8. Undergraduate Regulations

### 8.1. Scope of Undergraduate Regulations

- 8.1.1. These regulations shall apply to all students enrolled and registered for undergraduate courses of study at the University. These regulations shall also apply to students registered on undergraduate courses with academic partners and accredited courses of the University. In some cases, separate arrangements may apply to courses offered by academic partners. Such arrangements are set out in the relevant memoranda of agreement and supporting documentation for the Academic Partnership.

### 8.2. Module Passes

- 8.2.1. The pass mark for all modules is 40% for all undergraduate awards. Module marks are rounded up or down to the nearest whole number; for example, a mark of 44.5% and above will be rounded up to 45%, and a mark of 44.4% and below will be rounded down to 44%.
- 8.2.2. The module requirements, outlined in the Module Study Guide, shall specify the elements of assessment that must be passed, those that must be taken and those that are optional. If a module has multiple elements of assessment, the mark is calculated on all elements to one overall module mark, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body (PSRB). Where a student is required to pass individual elements of assessment, the pass mark for those elements shall match that of the module, unless specified otherwise by the approved course regulations or the relevant PSRB.
- 8.2.3. A student may not resit the module assessment(s) or retake a module that has been passed.
- 8.2.4. Failure to submit to assessment is considered a Non Submission.

### 8.3. Number of Module Attempts at Level 3

- 8.3.1. For all Level 3 modules, there shall be two standard permitted attempts within each module registration to pass each module: a first sit and a resit. This means that a student will have one capped resit for each module. If a student fails a resit but has achieved 80 credits overall at Level 3 (including compensated modules), they will be permitted a 'Level 3 accelerated retake progression route' for up to 40 credits, to allow progression to Level 4 if passed successfully. The grade for this 'Level 3 accelerated retake progression route' will be capped at 40%.
- 8.3.2. For Level 3 students who attempt but do not pass the 'Level 3 accelerated retake progression route', a compensated pass may be awarded if the Level is passed overall with an average grade of 40% or more and the mark achieved for the 'Level 3 accelerated retake progression route' has a grade of between 30% and 39%.

- 8.3.3. If the student does not pass the 'Level 3 accelerated retake progression route', there is no retake opportunity for the 'Level 3 accelerated retake progression route'. A formal retake will be available for the original failed module(s). This means that Level 3 students who do not pass 80 credits (with compensation) and who have not passed the 'Level 3 accelerated retake progression route' will have a formal retake opportunity of the original failed module(s) one further time, unless the approved course regulations or the relevant Professional, Statutory and Regulatory Body specify otherwise.
- 8.3.4. No more than two modules and 40 credits in total may be compensated within the Level.
- 8.3.5. The Level 3 resits and/or 'Level 3 accelerated retake progression route' shall be taken at a point determined by the School or College and agreed with the Pro Vice-Chancellor (Student Experience).

#### **8.4. Number of Module Attempts at Levels 4, 5 and 6**

- 8.4.1. For all modules at Levels 4, 5 and 6 there shall be a maximum of two permitted attempts within each module registration to pass each module, for example a student has a right of one capped resit for each module. If a student fails a resit, they may retake the module one further time, unless the approved course regulations or relevant Professional, Statutory and Regulatory Body specify otherwise. All resits and retakes should be taken at the next available opportunity.
- 8.4.2. The two attempts shall comprise one first attempt and one resit attempt. All marks must be approved by the appropriate Assessment Board before any resit occurs.

#### **8.5. Resits**

- 8.5.1. A resit is the repeat of all or part of a module's assessments, following failure at a previous attempt including Non Submission. Resits do not involve re-enrolment and attendance at classes.
- 8.5.2. In accordance with the recommendation of the Assessment Board, either the individual element assessment mark or the overall module mark will be capped at the minimum pass mark, 40%, whichever awards the highest mark to the student, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.
- 8.5.3. The highest module mark, and/or the highest element mark will stand. For example where a first sit of an element achieved a higher element mark than the resit element attempt, the first sit element mark will be reinstated.
- 8.5.4. Where a student chooses not to undertake the resit of the element, the original first sit element mark will be retained.
- 8.5.5. In the event of a resit failure, the highest module mark (best fail) at module level will stand.
- 8.5.6. Where a student chooses not to undertake the resit of the module, the original module mark will be retained.

- 8.5.7. In exceptional circumstances, the Assessment Board may determine alternative forms of assessment for resits. Alternative assessment must test the same module learning outcomes.
- 8.5.8. A student due to resit shall normally sit the failed elements of assessment only and the marks for any elements that were passed on the first attempt shall stand.
- 8.5.9. Where a student submits evidence of mitigating circumstances the regulations are outlined in Section 13.
- 8.5.10. Where a student has failed a resit attempt they will be given the opportunity to retake the module, as defined in the section below.

## **8.6. Retakes**

- 8.6.1. A retake is the repeat of a module following failure at a previous attempt including failure due to Non Submission. Retakes normally involve re-enrolment, attendance, payment of tuition fee and completion of all elements of the module, and the submission of all assessments. They count towards the value of academic credit for which students must normally be registered in an academic year. The assessment mark(s) for a retake of a module is not capped. A Professional, Statutory and Regulatory Body may exclude module retakes.
- 8.6.2. If a student fails a retake module assessment at the first attempt, they are eligible for one capped resit, unless specified otherwise by the approved course regulations or the relevant Professional, Statutory and Regulatory Body.
- 8.6.3. If a Level 3 student fails a resit of a retake module, but has passed at least 80 Level 3 credits overall (including compensated modules) they will be permitted a 'Level 3 accelerated retake progression route' for up to 40 credits to allow progression to Level 4 if passed successfully. The grade for this exceptional alternative assessment will be capped at 40%. The accelerated retake may be compensated if the student achieves both a grade of 30% - 39% in the accelerated retake and a pass overall of 40% or more at Level 3, providing that a maximum of two modules and 40 credits may be compensated overall at Level 3.
- 8.6.4. The module retake mark will replace the mark from the first attempt. In the event of failure of the retake of the module, if the mark achieved for the original module attempt is the higher module mark, the higher mark, or best fail, will stand.
- 8.6.5. Where a retake is granted, the student must normally attempt the same module that they originally attempted.
- 8.6.6. If a student does not submit to the assessment for the retake, this will count as one failed attempt.
- 8.6.7. Transcripts shall list both the first attempt and the retake of the modules.

## **8.7. Compensation**

- 8.7.1. The Compensation regulation is applied to all undergraduate courses, as specified in the approved course specifications, unless specified otherwise by the relevant Professional Statutory and Regulatory Body.
- 8.7.2. Prior to the ratification of marks at a Progression and Award Board or at a Joint Assessment Board, students who fail the assessment(s) where module compensation is applicable, shall be eligible for a resit attempt.
- 8.7.3. Compensation shall be automatically applied at the Student Progress Board or Award Board **only after the resit attempt**. Module compensation is only applicable after the Assessment Board ratification of the failed module and is mandatory after the resit. For all final year students, compensation can be applied at the first Award Board in order to facilitate completion for graduation, however the resit attempt should be offered to these students.
- 8.7.4. Students who fail modules will receive compensation at an Assessment Board for up to a maximum of 40 credits over two modules at Level 3; a maximum of 40 credits over two modules at Level 4; a maximum of 20 credits in one module at Level 5 and a maximum of 20 credits in one module at Level 6 (excluding the dissertation/capstone project, as defined in section 6.2.1) provided that:
- a) an average mark of 40% or more has been achieved across 120 credits at that Level (including any failed modules); and
  - b) the final mark for any individual module to be compensated is at least 30%.
- For example, where a student passes Level 5 overall, but fails two Level 5 modules of 20 credits each (40 credits in total) one Level 5 module with a mark of at least 30% can be compensated and the student would need to retake the other failed Level 5 module.
- NB Some accredited courses have exceptions to the compensation regulations. See Section 15, Appendix 4 - Register of Exemptions.
- 8.7.5. A student who receives a compensated pass in a module ratified by the Student Progress Board or Award Board will not be entitled to a resit or retake of that module.
- 8.7.6. A student who receives a compensated pass in a module shall be awarded the credit for the module.
- 8.7.7. Transcripts shall list the credits attained by compensation.

## **8.8. Progression Requirements**

- 8.8.1. To progress from one level of study to the next, a student must meet all course and module requirements.
- 8.8.2. Where a student has passed all modules worth 120 credits (including compensated passes), the student may progress to the next Level of study.

## **8.9. Failure to meet Progression Requirements**

- 8.9.1. Where a student has failed a resit attempt in one module, the student may progress to the next Level with one retake in that module as approved by the Assessment Board, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.

## **8.10. Awards**

- 8.10.1. Students are registered on a course of study leading to a specified award.
- 8.10.2. The title of the award that may be achieved by a student following an approved course of study will be determined at the point of validation. The combination of the modules which lead to a particular named award(s) will also be determined at the point of validation and recorded in the course specifications.
- 8.10.3. The title of the award achieved by students following assessments will be determined by the Award Board in accordance with the course specifications and the framework in sections 8.10 and 8.11 below.
- 8.10.4. Where awards are named this is normally determined by the proportion of subject specific credits. An unnamed Certificate of Achievement at Level 3 is awarded as an exit award to a student where they have achieved a minimum of 120 Level 3 credits within a Higher Education course, but do not meet the requirement for any other award. An unnamed Certificate of Higher Education is awarded as an exit award to a student where they have achieved a minimum of 120 Level 4 credits (or equivalent) but do not meet the requirements for any other award. The titles of the modules of study undertaken and their credit value will be recorded on the transcript.

## **8.11. Credits and Named Awards**

- 8.11.1. The naming of an award will depend on the combination of subjects studied and the amount of specialisation. The naming of awards is determined by a minimum proportion of credits being taken in a particular field of study and the requirements specified at the point of validation.
- 8.11.2. The minimum requirements for the naming of awards are outlined in the framework below:
- a) Specialist: at least 75% of credits come from a list of modules from a single field of study, e.g. Music;
  - b) Joint: 50% of credits come from modules from one field of study and 50% come from a different field of study, e.g. Music and Media;
  - c) Major/Minor: at least 50% of credits come from a list of modules from the major field of study and at least 25% come from a list of modules from the minor field of study, e.g. Music Technology with Digital Arts.

## **8.12. Award Requirements**

- 8.12.1. To be eligible for an undergraduate award, a student must:
- a) meet the requirements for the validated course of study for which they are registered;

- b) meet the requirements for the duration of the registration;
- c) take the required total credit value for the award;
- d) meet the minimum credit value at the level of the award;
- e) meet the progression requirements at the end of each Level, and be in the final Level for the award;
- f) meet the requirements for an Exit Award approved at validation;
- g) meet any other course-specific requirement as detailed in the course specification, course handbook, terms and conditions or enrolment form and any other related regulatory requirements to the course.

AWARD	Total Credits	Level 3 credits	Level 4 credits	Level 5 credits	Level 6 credits
Certificate of Personal and Professional Development*	60*				
Certificate of Achievement at Level 3	120	120			
Certificate of Higher Education	120		120		
Diploma of Higher Education	240		120	120	
Foundation Degree	240		120	120	
Ordinary Degree (non Honours Degree)	300		120	120	60
Honours Degree – Degree Apprenticeship	360		120	120	120
Honours Degree	360		120	120	120
Honours Degree with Foundation Year / Honours Degree (Extended Degree)	480	120	120	120	120

\*can be at any Level from 4 – 7.

8.12.2. At the discretion of the Award Board the substitution of credits from higher level module/s may be permitted for lower level module/s, where the learning outcomes have been referenced and mapped. Excess credit at a higher level may therefore be transferred to make good a deficit at a lower level: the transferred credit is weighted at the lower level into which it is transferred.

8.12.3. A module previously counted towards an exit award cannot be included to contribute towards a new qualification.

### **8.13. Requirements for an Exit Award of Certificate of Achievement at Level 3**

8.13.1. To be eligible for the Certificate of Achievement at Level 3, a student must:

- a) take and pass modules to a total value of 120 credits at Level 3 or higher, solely within a UWL Higher Education course. These may include compensated passes for **up to two modules** with a total credit value of up to 40 credits;
- b) achieve a minimum average module mark of 40% across the 120 credits.



#### **8.14. Requirements for an Award of Certificate of Personal and Professional Development**

- 8.14.1. To be eligible for the Certificate of Personal and Professional Development, a student must:
- a) take and pass modules to a total value of 60 credits at Level 4 or higher, as part of an agreed and pre-approved CPPD course of study
  - b) achieve a minimum average module mark of 40% across the entire credits. (50% for any modules at Level 7). Compensation is not permitted.

#### **8.15. Requirements for an Award of Certificate of Higher Education**

- 8.15.1. To be eligible for the Certificate of Higher Education, a student must:
- a) take and pass modules to a total value of 120 credits, at Level 4 or higher including a compensated pass for up to two modules with a total credit value of 40 credits;
  - b) achieve a minimum average module mark of 40% for the course of study, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.
- 8.15.2. The final mark is calculated by applying the weighted marks using:
- a) the best 100 credits at Level 4 and
  - b) the final mark is rounded up or down to the nearest whole number.
- 8.15.3. Where modules do not have all the same credit weighting, the average will be based on the marks weighted in proportion to the credits. (Regulations for specific courses should set out the calculation by reference to specific modules).

#### **8.16. Requirements for an Award of Diploma of Higher Education**

- 8.16.1. To be eligible for the Diploma of Higher Education, a student must:
- a) take and pass modules to a total value of 240 credits, equivalent to 120 credits at both Level 4 and Level 5. This may include a compensated pass for up to two modules with a total credit value of 40 at Level 4 and one module of 20 credits at Level 5;
  - b) achieve a minimum average module mark of 40% for the course of study, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.
- 8.16.2. The final mark is calculated by applying either of the two methods below, whichever produces a higher score:
- a) the weighted marks using best 100 credits at Level 4 and the best 100 credits at Level 5), equally weighted. (Method of Calculation: Mark (%) x credit value of module x module level weighting) Note: if all 200 credits at Levels 4 and 5 are from modules with marks the divisor is 200;

OR

- b) the marks using best 100 credits at Level 5 alone (Method of Calculation: Mark (%) x credit value of module) Note: if all 100 credits at Level 5 are from modules with marks the divisor is 100;

AND

- c) the final mark is rounded up or down to the nearest whole number.

8.16.3. Where modules do not have all the same credit weighting, the average will be based on the marks weighted in proportion to the credits. For instance, a 40 credit module mark will be weighted twice as compared with a 20 credit module mark in the overall average calculation. (Regulations for specific courses should set out the calculation by reference to specific modules).

## **8.17. Requirements for an Award of Foundation Degree**

8.17.1. To be eligible for the Foundation Degree, a student must:

- a) take and pass modules to a total value of 240 credits, equivalent to 120 credits at both Level 4 and Level 5. This may include a compensated pass for up to two modules with a total credit value of 40 at Level 4 and one module of 20 credits at Level 5;
- b) achieve a minimum average module mark of 40% for the course of study, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.

8.17.2. The final mark is calculated by applying either of the two methods below, whichever produces a higher score:

- a) the weighted marks using best 100 credits at Level 4 and the best 100 credits at Level 5, equally weighted. (Method of Calculation: Mark (%) x credit value of module x module level weighting) Note: if all 200 credits at Levels 4 and 5 are from modules with marks the divisor is 200;

OR

- b) the marks using best 100 credits at Level 5 alone (Method of Calculation: Mark (%) x credit value of module) Note: if all 100 credits at Level 5 are from modules with marks the divisor is 100;

AND

- c) the final mark is rounded up or down to the nearest whole number.

8.17.3. Where modules do not have all the same credit weighting, the average will be based on the marks weighted in proportion to the credits. For instance, a 40 credit module mark will be weighted twice as compared with a 20 credit module mark in the overall average calculation. (Regulations for specific courses should set out the calculation by reference to specific modules).

- 8.17.4. A student who has fulfilled the requirements for the award of a Foundation Degree will be eligible for an award with merit or distinction if he/she has passed all modules and attained an overall average mark weighted by credit value of:

Distinction - 70% and above;

Merit - 60% or over and under 70%.

#### **8.18. Requirements for an Award of Ordinary Degree**

- 8.18.1. An ordinary degree is normally an Exit Award but exceptionally can be a validated award.

- 8.18.2. To be eligible for an Ordinary Degree, a student must:

- a) take and pass modules to a total value of 300 credits, equivalent to 120 credits at Level 4, 120 credits at Level 5 and 60 credits at Level 6, including a compensated pass for up to two modules to a total of 40 credits at Level 4 one module of 20 credits at Level 5 and one module of 20 credits at Level 6;
- b) achieve a minimum average module mark of 40% for the course of study, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.

#### **8.19. Requirements for an Award of Honours Degree**

- 8.19.1. Please refer to the Register of Exemptions – Section 15, Appendix 4.

- 8.19.2. To be eligible for the Honours Degree award, a student must:

- a) take and pass modules to a total value of 480 (with Foundation year at Level 3) or 360 credits (without Foundation year at Level 3), equivalent to 120 credits per Level, including a compensated pass for up to two modules to a total of 40 credits at Level 3, up to two modules to a total of 40 credits at Level 4, one module of 20 credits at Level 5 and one module of 20 credits at Level 6 (not including the Dissertation, Project or Capstone Project module); unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.
- b) achieve a minimum average module mark of 40% for the course of study, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.

- 8.19.3. An award to a student shall be classified when the requirements for an award are met. The classification of the award shall be based on the average marks calculated up to two decimal points and then rounded up or down to the nearest whole number.

- 8.19.4. Where a student has achieved credit in excess of 120 at a Level then the modules providing the excess are disregarded and the calculation is based on the remaining modules which provide the required 120 credits. Core modules may not be disregarded. Option modules are disregarded in the following order:

- a) module(s) awarded by the RPL process without a mark;
- b) module(s) with the lowest marks.

- 8.19.5. Where the inclusion of a module gives more than 120 credits, but disregarding it gives less than 120 credits, the module is included in the calculation with its credit value reduced to that necessary to reach 120 credits. For example if a student has studied six modules at Level 5 (5 x 20 credits + 1 x 30 credits = 130) the 30 credit module will be calculated as a 20-credit module for the purposes of the degree calculation.

## **8.20. Calculation of Final Grade and Classification of Honours Degree**

- 8.20.1. With the exception of the Level 5 and Level 6 students recorded at 8.21 below, the final degree mark for all students is calculated by applying the following method:

the weighted marks using best 200 credits at Level 5 and Level 6, (100 credits at Level 5 and 100 credits at Level 6), with Level 5 weighted as 0.35 and Level 6 weighted as 0.65 (Method of Calculation: Mark (%) x credit value of module x module level weighting).

- 8.20.2. For students on Top-Up courses or who only study at Level 6 the final degree mark is calculated by using best 100 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module).

- 8.20.3. The classification of Honours Degrees awarded shall be made according to the following scale, rounded up or down to the nearest whole number:

Mark	Classification
70% - 100%	First Class Honours
60% - 69%	Second Class Honours, Upper Division
50% - 59%	Second Class Honours, Lower Division
40% - 49%	Third Class Honours
0% – 39%	Fail

- 8.20.4. A higher classification shall be awarded if the final degree mark is not more than 2% below the lower boundary of the classification to be awarded, and either:

- a) at least 120 credits across Level 5 and Level 6 are from modules with marks in or above that classification;

OR

- b) at least 60 Level 6 credits are from modules with marks in or above that classification.

## **8.21. Variations to Calculation of Final Grade**

- 8.21.1. For students progressing to either Level 5 or Level 6 in 2019-20, and those progressing to Level 6 in 2020-21 only, the final degree mark will be calculated by applying one of the three methods below, whichever produces the highest score:

- a) the weighted marks using the best 100 credits at Level 5 and the best 100 credits at Level 6, with Level 5 weighted as 0.5 and Level 6 weighted as 0.5 (Method of Calculation: Mark (%) x credit value of module x module level weighting);

OR

- b) the marks using the best 100 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module).

OR

- c) the weighted marks using best 200 credits at Level 5 and Level 6, (100 credits at Level 5 and 100 credits at Level 6), with Level 5 weighted as 0.35 and Level 6 weighted as 0.65 (Method of Calculation: Mark (%) x credit value of module x module level weighting).

8.21.2. For students on Top-Up courses or who only study at Level 6, who join at Level 6 in 2019-20 and 2020-21 only, the final degree mark is calculated by using best 100 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module).

8.21.3. The classification of Honours Degrees shall be made according to the method at 8.20.3 and 8.20.4 above.

#### **8.22. Calculation of Final Grade for January Start Students**

8.22.1. For students registered on a January start Honours degree, the Regulations applied to the immediately preceding September start cohort shall apply for calculation of final grade and for degree classification.

#### **8.23. Calculation of Final Grade for Students Recommencing Study in Academic Year 2019-20 after Absence**

8.23.1. For students recommencing study in 2019-20 at Levels 3 or 4 after a deferral period, the regulations at 8.20 above shall apply for calculation of final grade and for degree classification.

8.23.2. For students recommencing study in 2019-20, at Levels 5 or 6 after a deferral period, the regulations at 8.21 above shall apply for calculation of final grade and for degree classification.

8.23.3. Where a student has withdrawn or has been withdrawn from an Honours degree and is re-admitted, the regulations at 8.20 above shall apply for calculation of final grade and for degree classification. The only exception to this is in the case of students re-admitted to Level 5 or Level 6 in 2019-20 only, where the regulations at 8.21 above shall apply.

#### **8.24. Calculation of Final Grade for Students Recommencing Study after Absence from Academic Year 2020-21 onwards**

8.24.1. For all students at Levels 3, 4, or 5, who recommence study in 2021-22 after a deferral period, the regulations at 8.20 above shall apply for calculation of final grade and for degree classification.

8.24.2. For students recommencing study in 2020-21 at Level 6 after a deferral period, the regulations at 8.21 above shall apply for calculation of final grade and for degree classification.

- 8.24.3. Where a student has withdrawn or has been withdrawn from an Honours degree and is later re-admitted, the regulations at 8.20 above shall apply for calculation of final grade and for degree classification. The only exception to this is in the case of students re-admitted to Level 6 in 2020-21 only, where the regulations at 8.21 above shall apply.

## **8.25. Requirements for an Award of Degree Apprenticeship Honours Degree**

- 8.25.1. To be eligible for the Honours Degree award, a student must:
- a) meet all requirements for the award of an Honours Degree as at 8.19 above;  
AND
  - b) meet all employer and University requirements for work-based learning as set out in the tripartite agreement, course specification, course handbook, terms and conditions and enrolment form.
- 8.25.2. The degree will not be eligible to be conferred until all employer and University requirements are met, as set out in course specification, the course handbook, and the Apprenticeship agreements signed as part of the Apprenticeship.
- 8.25.3. An award to a student shall be classified when the requirements for an award are met. The classifications will be calculated as for the award of Honours Degree, as set out at 8.20 - 8.24 above.

## **8.26. Aegrotat Awards**

- 8.26.1. An Award Board may recommend an aegrotat award to a student who has taken the full number of modules required for the award but was absent from the final assessment due to illness or other medical cause judged sufficient by the Award Board. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course of study.
- 8.26.2. Award Boards shall recommend award classifications for such students in the normal manner.
- 8.26.3. Where a student has not taken the full quota of academic credit, Award Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for an award. Where an Award Board agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 8.26.4. A student who elects to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.
- 8.26.5. An aegrotat award shall normally only be made within the set period of registration for the award plus six years.

## **8.27. Posthumous Awards**

- 8.27.1. An Award Board may make a posthumous award to a student who dies prior to being able to complete their course of study, or to a student who dies before their completed award can be conferred.

- 8.27.2. Where a student has not taken the full quota of academic credit, the Course Team shall propose the appropriate classification of award to the Award Board. Award Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for an award. Where an Award Board agrees that a student would have achieved the required standard, a posthumous award shall be made.
- 8.27.3. Where the degree merits classification, it will be awarded with the relevant Honours. Where this is not possible, a non-classified award will be awarded.
- 8.27.4. A posthumous award will normally only be made within the set period of registration for the award plus six years.

## Section 9 – Postgraduate Taught Regulations

### 9. Postgraduate Taught Regulations

#### 9.1. Scope of Postgraduate Taught Regulations

- 9.1.1. These regulations shall apply to all students enrolled and registered for taught postgraduate courses of study at the University. These regulations shall also apply to students registered on taught postgraduate courses with academic partners and accredited courses of the University. In some cases, separate arrangements may apply to courses offered by academic partners. Such arrangements are set out in the relevant memoranda of agreement and supporting documentation for the Academic Partnership.

#### 9.2. General Requirements

- 9.2.1. Students who have been awarded qualifications of the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.

#### 9.3. Award of Academic Credit

- 9.3.1. The specific minimum credit value of each award is shown in the table below:

Award	Minimum credits required
Certificate of Personal and Professional Development*	60
Postgraduate Certificate	60
Postgraduate Diploma	120
Integrated Masters Degree	360 (UG) + 120 (PG)
Taught Masters Degree	180
Extended Masters Degree	60 (UG) + 180 (PG)

\*Module/s can be at either undergraduate or postgraduate level (Level 4, 5, 6 and 7)

#### 9.4. Submission to Assessment

- 9.4.1. A full-time student enrolled on a postgraduate taught course of study must submit to assessment for 180 credits in any one calendar year. Where the final assessment for a module falls outside the academic year the student must

submit to assessment for this module at the first opportunity.

- 9.4.2. A full-time student enrolled on any other postgraduate course of study (e.g. Postgraduate Diploma, Postgraduate Certificate) must submit to assessment for all the modules on which they are enrolled for each academic year of their course.
- 9.4.3. A part-time student must submit to assessment for all the modules on which they are enrolled for each academic year of their course.
- 9.4.4. In order to be regarded as having submitted to assessment a student must have either:
- a) undergone the final assessment of the module; or
  - b) passed the module, where this can be achieved without undergoing the final assessment.
- 9.4.5. Failure to submit to assessment is considered a Non Submission.

## **9.5. Progression Regulations for Integrated Masters**

- 9.5.1. To progress from Level 6 to Level 7, a student must pass all of the Level 6 modules for which they enrolled, (including one compensated pass) achieving 120 Level 6 credits at a minimum average mark of 50%.

## **9.6. Progression Regulations for Extended Masters**

- 9.6.1. To progress from Level 6 to Level 7, a student must pass all of the Level 6 modules for which they enrolled, achieving 60 Level 6 credits at a minimum mark of 50% in each module. No compensation is permitted at Level 6.

## **9.7. Module Passes**

- 9.7.1. The pass mark for modules for postgraduate courses is 50%. Module marks are rounded up or down to the nearest whole number.
- 9.7.2. The module specifications may comprise a number of elements of assessment and requirements that must be completed in order to pass, such as a minimum threshold mark for one or more assessment components. In addition, a student must achieve any competency threshold stipulated for each component of assessment as specified by an external professional or awarding body.
- 9.7.3. To pass a module, a student must undertake the approved assessment for the module, meet all requirements for a pass as specified in the Module Study Guides, and achieve a mark of 50% or more in Level 7 modules (for all Level 6 modules, the pass mark will remain 40%). Where the module comprises more than one element of assessment, these elements of assessment shall normally be aggregated to one overall mark for the module. The elements of assessment may be weighted as specified in the Module Study Guides.
- 9.7.4. A student may not resit the module assessment(s) or retake a module that has been passed.



## **9.8. Number of Module Attempts**

- 9.8.1. A maximum of two attempts shall normally be permitted to pass a module: a first attempt and one capped resit attempt. If a student fails a resit, they may retake the module one further time, unless the approved course regulations or relevant professional, Statutory and Regulatory Body specify otherwise. All resits and retakes should be taken at the next available opportunity.
- 9.8.2. Failure must be agreed by the Assessment Board before any resit occurs.

## **9.9. Resits**

- 9.9.1. Resits do not involve attendance at classes, and shall not count towards the total value of academic credit for which students are registered during the academic year of the resit.
- 9.9.2. A student who has failed a module at Level 7 i.e. achieved a mark below 50%, including Non Submission, is entitled to a resit attempt of the failed element(s) of assessment at the next available opportunity, as specified in the approved Module Study Guides, unless specified otherwise by relevant PSRB.
- 9.9.3. Following a resit attempt, either the individual element assessment mark or the overall module mark will be capped at the minimum pass mark, 50%. The highest final mark shall be awarded to the student. The highest module mark, and/or the highest element mark will stand. For example where a first sit of an element achieved a higher element mark than the resit element attempt, the first sit element mark will be reinstated.
- 9.9.4. In the event of failure in all attempts, the highest module mark (best fail) shall stand and the Assessment Board may determine alternative forms of assessment for resits. Where a student chooses not to undertake the resit of the module, the original module mark will be retained.
- 9.9.5. A student due to resit must do so at the next available opportunity. Deferral of resits shall not be permitted. Where a student is registered for resits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the assessments.
- 9.9.6. A student shall not be permitted to resit elements of assessment that have been passed. Where a module has been passed but some elements were failed, the student shall not be permitted to resit any element of assessment.
- 9.9.7. Where a student submits evidence of mitigating circumstances that impacted adversely upon their performance and these are accepted, the Assessment Board may grant an uncapped further attempt in the affected assessment. The marks achieved at this attempt will stand. An uncapped further attempt will count as the first attempt permitted for a module, due to mitigating circumstances.

## **9.10. Retakes**

- 9.10.1. Retakes will normally involve re-enrolment, registration, repayment and attendance at classes, as well as completion of all elements of assessment, whether previously failed or not. A student may be eligible for a resit of a

module that they retake, as specified in the approved Module Study Guides, unless specified otherwise by relevant PSRB. Where a student retakes a module, this shall count towards the total value of academic credit for which students are registered during the year of the retake.

- 9.10.2. Where a student has failed a resit attempt they are entitled to one retake of that module at the next available opportunity, unless specified otherwise by relevant PSRB.
- 9.10.3. Where a retake results in a pass, the module mark shall not be capped at the minimum pass mark and will reflect the standard achieved by the student.
- 9.10.4. Where a student fails to retake at the next available opportunity, the missed retake shall count as one of the permitted attempts, regardless of whether or not the student has formally registered.
- 9.10.5. Where a retake is granted, the student must normally attempt the same module that was originally attempted.
- 9.10.6. A retake shall count as one of the two permitted attempts at a module, and therefore as the second and final attempt.
- 9.10.7. Transcripts shall list all takes of modules, including both first attempts and retakes.
- 9.10.8. The retake mark overrides any previous mark for the same module. No mark or other credit may be carried forward from a previous attempt.
- 9.10.9. Students are not permitted to retake a module they have already passed. A student may be permitted to re-attempt one or more of the assessments for a module already passed where a successful claim for mitigation has been made. Where the request for mitigation is accepted, marks for the retake shall not be capped. Where there is more than one mark following a re-attempt at an assessment, the higher mark will be applied.
- 9.10.10. Resit provision for further attempts offered as retakes granted under mitigation rules shall operate as though the modules were taken for the first time during the retake.

## **9.11. Compensation**

- 9.11.1. The Compensation Regulation is applied to all Taught Postgraduate courses unless specified otherwise by the relevant Professional Statutory and Regulatory Body.
- 9.11.2. Prior to ratification of marks at the Assessment Board, students who fail an assessment where module compensation is applicable shall be eligible for a resit attempt.
- 9.11.3. Compensation shall be automatically applied at the Student Progress Board or Award Board **only after the resit attempt**. Module Compensation is only applicable after the Assessment Board ratification of the failed module. To facilitate completion for Graduation, Compensation may be applied at the first Award Board, however the resit attempt should first be offered to these

students.

- 9.11.4. Students on an Integrated Masters degree who fail module(s) will receive compensation at an Assessment Board for up to a maximum of 40 credits over two modules at Level 4, a maximum of 20 credits in one module at Level 5, a maximum of 20 credits in one module at Level 6 and a maximum of 20 credits in one module at Level 7 (excluding the Dissertation/Project/Capstone Project module) provided that:
- a) For compensation at Level 4, 5 or 6, an average mark of 40% or more has been achieved across 120 credits at that Level, including the failed module(s); and the final mark for any module to be compensated at Level 4, 5, or 6 is at least 30%;
  - b) For compensation at Level 7, an average mark of 50% or more has been achieved across the 120 credits at Level 7 (including the failed module); and the final mark achieved for the Level 7 module to be compensated is at least 40%.
  - c) Where a compensated pass is awarded in a module ratified by an Award Board the student will not be entitled to a resit or retake of that module.
  - d) A student who receives a compensated pass in a module shall be awarded the credit for the module.
  - e) Transcripts shall record the credits attained by compensation.
- 9.11.5. Students on any other taught Masters degree with failed module(s) will receive compensation at an Assessment Board for one Level 7 module of a maximum of 30 credits (excluding the Dissertation/Project/Capstone Project module) provided that:
- a) An average mark of 50% or more has been achieved across the 180 Level 7 credits for the degree (including the failed module); and
  - b) The final mark achieved for the Level 7 module to be compensated must be at least 40%.
  - c) Where a compensated pass is awarded in a module ratified by an Award Board the student will not be entitled to a resit or retake of that module.
  - d) A student who receives a compensated pass in a module shall be awarded the credit for the module.
  - e) Transcripts shall record the credits attained by compensation.

## **9.12. Failure**

- 9.12.1. A student who does not achieve the requirements to pass a module shall fail that module. In most cases, this shall be because the module mark is lower than the pass mark.
- 9.12.2. In some cases, it may be possible to achieve module marks higher than the pass mark of 50%, but fail the module, where not all of the requirements as set

out in the approved module specifications are met. In these instances, the module mark shall be considered a fail.

- 9.12.3. In all cases where the requirements for award are met, the award shall be made. There shall be no further opportunity for a student to resit or retake failed modules in an attempt to achieve a higher mark.

### 9.13. Awards

- 9.13.1. All students are registered on a course of study leading to a specified award.

- 9.13.2. The title of the award that may be achieved by a student following an approved course of study will be determined at the point of course approval. The combination of modules which lead to a particular named award will also be determined at the point of course approval and recorded in the course specification.

### 9.14. Taught Postgraduate Award Requirements

- 9.14.1. To be eligible for a postgraduate taught award, a student must:
- a) meet the requirements for the validated course of study for which they are registered;
  - b) meet the minimum credit requirements for the award;
  - c) meet the requirements for the duration of registration.
  - d) meet the minimum credit value at the level of the award; meet the requirements for a named exit award approved at validation

Qualification	Total Credit	Permitted RPL Credits	Level 6 Credits	Level 7 credits
Certificate of Personal and Professional Development*	60	n/a		
PG Certificate	60	n/a	n/a	60
PG Diploma	120	n/a	n/a	120
Integrated Masters Degree		120 at Level 4 120 at Level 5	360	120
Masters Degree	180	100 NB RPL may not be applied to any Dissertation/ Project/ Capstone Project module.	n/a	180
Extended Masters Degree	240	n/a	60	180

\*can be at any level from 4-7

### **9.15. Requirements for Award of Postgraduate Certificate**

9.15.1. To be eligible for the Postgraduate Certificate, a student must:

- a) take and pass modules to a total value of 60 credits at Level 7. A compensated pass for one module of up to 30 credits is permitted (unless specified otherwise by the relevant professional, statutory and regulatory body).
- b) achieve a minimum average module mark of 50% (unless specified otherwise by the relevant professional statutory and regulatory body).

### **9.16. Requirements for Award of Postgraduate Diploma**

9.16.1. To be eligible for the Postgraduate Diploma, a student must:

- a) take and pass modules to a total value of 120 credits at Level 7. A compensated pass for one module of up to 30 credits (excluding any Dissertation or Project) is permitted (unless specified otherwise by the relevant professional statutory and regulatory body).
- b) Achieve a minimum average module mark of 50% (unless specified otherwise by the relevant professional statutory and regulatory body).

### **9.17. Requirements for Award of Integrated Masters Degree**

9.17.1. To be eligible for the Integrated Masters Degree, a student must:

- a) Take and pass modules to a total value of 360 credits, equivalent to 120 credits per level, at Levels 4, 5 and 6; including compensated passes for up to two modules to a total credit value of 40 at Level 4, one module of 20 credits at Level 5 and one module of 20 credits at Level 6, unless specified otherwise by the relevant professional, statutory and regulatory body.
- b) Achieve a minimum average module mark of 40% across the Level 4 and 5 modules and a minimum average module mark of 50% across the Level 6 modules.
- c) Take and pass modules to a total value of 120 credits at Level 7, including a 60 credit Dissertation or Project module. A compensated pass for one Level 7 module of up to 30 credits (excluding the Dissertation or Project) is permitted, unless specified otherwise by the relevant professional, statutory and regulatory body.

### **9.18. Requirements for Award of Masters Degree**

9.18.1. To be eligible for the Masters Degree, a student must:

- a) Take and pass modules to a total value of 180 credits at Level 7. A compensated pass for one module of up to 30 credits (excluding the Dissertation or Project) is permitted, unless specified otherwise by the relevant professional statutory and regulatory body.
- b) Achieve a minimum average module mark of 50% (unless specified otherwise by the relevant professional statutory and regulatory body).

## 9.19. Requirements for Award of Extended Masters Degree

- 9.19.1. To be eligible for the Extended Masters Degree, a student must:
- Take and pass modules at Level 6 to a total value of 60 credits, with a minimum pass mark of 50% in each module. No compensation is permitted at Level 6.
  - Take and pass modules to a total value of 180 credits at Level 7. A compensated pass for one Level 7 module of up to 30 credits (excluding the Dissertation or Project) is permitted unless specified otherwise by the relevant professional statutory and regulatory body.

## 9.20. Calculation of Final Mark

- 9.20.1. A student may only be considered for an award if they have achieved the minimum number of credits and have met the course requirements for the named postgraduate award. An award to a student shall be classified when the requirements for an award are met (see sections 9.14 – 9.19 above).
- 9.20.2. The classification of the award is calculated by the module credit values multiplied by the final module mark for each module, divided by the total number of credits for the course, calculated up to two decimal points and then rounded up or down to the nearest whole number. The table below provides an example of this calculation for a Masters degree:

Module	Module Credit Value	Final Module Mark Achieved (%)	Weighted % (Module Credit Value multiplied by Final Module Mark)	Weighted Module Value (Weighted % divided by Total Credits for the Course)
Module 1	20	50	20*50=1000	1000/180
Module 2	40	68	40*68=2720	2720/180
Module 3	30	54	30*54=1620	1620/180
Module 4	30	64	30*64=1920	1920/180
Module 5	30	58	30*58=1740	1740/180
Module 6	30	62	30*62=1860	1860/180
	<b>Σ 180</b>			<b>Σ 60.33</b> rounded down to <b>60%</b>

## 9.21. Requirements for Merit and Distinction

- 9.21.1. A student who has fulfilled the requirements for the award of a Postgraduate Certificate, Postgraduate Diploma or Masters Degree will be eligible for an award with merit or distinction if he/she has passed all modules and attained an overall average mark weighted by credit value of:
- Distinction 70% and above    Merit 60% or over and under 70%.
- 9.21.2. A 'with Merit' classification shall also be awarded if the average degree mark is 58% or above and a mark of **60 or above** achieved in **50% or more** of the credits obtained.

- 9.21.3. A 'with Distinction' classification shall also be awarded if the average degree mark is 68% or above and a mark of **70 or above** achieved in **50% or more** of the credits obtained.

## **9.22. Aegrotat Awards**

- 9.22.1. An Award Board may recommend an aegrotat award to a student who has taken the full number of modules required for the award but was absent from the final assessment due to illness or other medical cause judged sufficient by the Award Board. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course of study.
- 9.22.2. Award Boards shall recommend award classifications for such students in the normal manner.
- 9.22.3. Where a student has not taken the full quota of academic credit, Award Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for an award. Where an Award Board agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 9.22.4. A student who elects to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.
- 9.22.5. An aegrotat award will normally only be made within the set period of registration for the award plus six years.

## **9.23. Posthumous Awards**

- 9.23.1. An Award Board may make a posthumous award to a student who dies prior to being able to complete their course of study, or to a student who dies before their completed award can be conferred.
- 9.23.2. Where a student has not taken the full quota of academic credit, the Course Team shall propose the appropriate classification of award to the Award Board. Award Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for an award. Where an Award Board agrees that a student would have achieved the required standard, a posthumous award shall be made.
- 9.23.3. Where the degree merits classification, it will be awarded with the relevant merit or distinction. Where this is not possible, a non-classified award will be awarded.
- 9.23.4. A posthumous award will normally only be made within the set period of registration for the award plus six years.

# Section 10 – Postgraduate Research Regulations

## 10. Postgraduate Research Regulations

### 10.1. Principles

- 10.1.1. The University of West London (hereafter referred to as 'the University') shall award the following degrees:

Master of Philosophy (MPhil)  
Doctor of Philosophy (PhD)  
PhD by Publication  
PhD by Practice

Doctor of Business Administration (DBA)	)	
Doctor of Education (EdD)	)	
Doctor of Health Studies (DHS)	)	hereafter referred to as the
Doctor of Nursing (DNurs)	)	'Professional Doctorate'
Doctor of Midwifery (DMid)	)	
Doctor of Policing and Society (DPS)	)	

to registered candidates who successfully complete approved programmes of supervised research.

- 10.1.2. Programmes of research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners and that the University has the facilities, resources and expertise to supervise the topic. All proposed research programmes shall be considered for research degree registration on their academic merits and without reference to the concerns or interests of any associated funding body.
- 10.1.3. The MPhil shall be awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners.
- 10.1.4. The PhD shall be awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners.
- 10.1.5. The PhD by Publication shall be awarded to a candidate who, having produced a submission, consisting of the published works and the thesis, which demonstrated an original and significant contribution to the present state of knowledge in a particular field, has defended the submission by oral examination to the satisfaction of the examiners.
- 10.1.6. The Professional Doctorate shall be awarded to a candidate who, having produced a doctoral thesis, which demonstrated an original and significant contribution to the present state of knowledge and/or professional practice,



has defended the submission by oral examination to the satisfaction of the examiners.

10.1.7. The PhD by Practice shall be awarded to a candidate who, having produced an outstanding contribution to the field of practice through a substantial and innovative corpus of creative research, has defended the originality of the submission by a thesis and an oral examination to the satisfaction of the examiners. (The creative research may, for example, take the form of a portfolio of compositions, artefacts, or a series of performances.)

10.1.8. English is the language of instruction, assessment and examination. The thesis, published works and thesis, or portfolio including thesis, must be submitted in English and the oral examination will be conducted in English. Research students must ensure they have a good grasp of both written and spoken English. An IELTS score (International English Language Testing System) of 7 (with 6.5 in each element) is the minimum standard required. Applicants who do not meet this standard will normally be required to undertake additional English Language education, and reach the standard required, before commencing the programme.

10.1.9. The University shall encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards. Such co-operation shall be intended:

- a) to encourage joint research which is mutually beneficial;
- b) to extend the candidate's own experience and perspectives of the work;
- c) to provide a wider range of experience and expertise to assist in the development of the project;
- d) where appropriate, to enable the candidate to become a member of a research community.

Co-operation may be formalised with one or more bodies external to the University. For the purpose of the research degree these shall be referred to as Collaborating Establishments. Formal collaboration shall normally involve the candidate's use of facilities and other resources, including supervision, which are normally provided jointly by the University and the Collaborating Establishment.

In such cases a formal letter from the Collaborating Establishment confirming the agreed arrangements should be submitted with the application, except where collaboration is an integral part of the project (as for instance with NERC CASE awards). The name(s) of the Collaborating Establishment(s) shall appear on the candidate's thesis and degree certificate.

10.1.10. In approving an application for registration, the University Research Degrees Sub-Committee, on behalf of the Academic Board, shall satisfy itself that:

- a) the candidate is suitably qualified;
- b) the candidate is embarking on a viable research programme;
- c) supervision is adequate and likely to be sustained;
- d) the University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme;
- e) the environment for the professional activity is suitable (where applicable);

- f) the candidate has sufficient command of the English language to satisfactorily complete the programme;
- g) ethical considerations have been addressed.

10.1.11. Since this approval requires appropriate academic judgement to be brought to bear on the viability of each research proposal, the University Research Degrees Sub-Committee shall be composed of persons who are *actively* engaged in research and who normally have appropriate experience of successful research degrees supervision.

## **10.2. Application and Entry Requirements**

10.2.1. An applicant for registration for the degree of MPhil, MPhil with possibility of transfer to PhD, PhD by Practice, Professional Doctorate, or PhD by Publication shall hold a good first degree (first class or upper second class) or equivalent in a relevant field, and normally a Masters Degree (MA, MSc, MBA or MRes) with merit or distinction or equivalent postgraduate or research experience. In addition, an applicant for registration for the PhD by Publication is required to have at least five years' appropriate experience. Candidates who transfer from another institution with 'advanced standing' may be considered for Direct Entry. The PhD by Practice by Submission is available only to the following types of candidate: practitioners with appropriate professional experience and/or qualifications; UWL undergraduate alumni of no fewer than ten years standing (candidates will have graduated with First Class Honours in a relevant discipline, and have appropriate professional experience); UWL postgraduate alumni of no fewer than five years standing (candidates will have graduated with merit or distinction in a relevant discipline, and have appropriate professional experience).

10.2.2. An applicant holding qualifications other than those above shall be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the University Research Degrees Sub-Committee shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, published works, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The University Research Degrees Sub-Committee may require an applicant to pass an externally assessed qualifying examination at final year Honours Degree level before registration is approved. An applicant wishing to be considered under this regulation shall include in the application for registration the names of two suitable persons whom the University may consult concerning the candidate's academic and/or practical attainment and fitness for research.

10.2.3. An applicant for registration for the Professional Doctorate shall normally hold a good first degree (first class or upper second class) or equivalent in a relevant field and a Masters Degree with merit or distinction in the relevant field of study from a UK institution or an overseas Masters Degree of equivalent standard or equivalent professional experience. In addition, applicants are normally required to have a minimum of two years relevant professional experience (FTE) subject to discipline specific discretion, ideally endorsed by membership of a professional institute and are required to have appropriate relevant professional experience and to be engaged in professional practice.

- 10.2.4. In addition to the entry requirements of section 10.2.2, an applicant for registration for the PhD by Practice shall normally be engaged in creative research. Unless applying for the PhD by Practice by Submission, a candidate who holds a relevant degree at Masters level need not have professional experience.
- 10.2.5. Applicants are required to be researching in an area which falls within the University's current research activities to enable the University to appoint supervisors who are familiar with the relevant area of research.
- 10.2.6. An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project. Where a research degree project is part of a piece of funded research, the University Research Degrees Sub-Committee shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

### **10.3. Initial Enrolment**

- 10.3.1. At enrolment the candidate will be allocated at least one supervisor. The supervisor(s) will establish a framework for supervision, including arrangements for regular supervisory meetings.
- 10.3.2. Initially, a PhD candidate (inc. PhD by Practice candidates) will undertake research training. This is intended to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research and to provide a good grounding in research design and methodologies and a broad range of methods and approaches.

### **10.4. Registration**

- 10.4.1. Following the period of initial enrolment the candidate is required to seek approval for registration from the University Research Degrees Sub-Committee. Candidates are not normally allowed more than two opportunities to present their research proposals to the University Research Degrees Sub-Committee.
- 10.4.2. The candidate should submit the application to register on the appropriate form along with the research proposal. The proposal should contextualise the research area, indicate the specific contribution the student expects to make, outline and justify the research methodology to be used, estimate a time scale for each part of the research project, and append an outline bibliography. The total proposal should not exceed 4500 words. The proposal for a PhD by Practice should also include a list of works which the candidate intends for submission or performance. (In the case of a performance or composition, it is advised the list includes the anticipated duration of each piece.) It will also explain how the creative research comprises an original and substantial contribution to the area of expertise. This should include a 'literature review' of contemporary practice in the same field, an analysis that explains what the existing techniques are, and an explanation of how the creative research aims to represent an extension of, or a reaction to, this practice. The proposal

should estimate a time scale for each part of the research project, and append an outline bibliography. The total proposal should not exceed 4500 words. In addition, the proposal for the PhD by Practice by Submission should include, as an appendix, the existing corpus of creative research.

- 10.4.3. The candidate and their supervisor are required to attend the meeting of the University Research Degrees Sub-Committee at which their application to register will be considered. The candidate should introduce the proposal, outline the research questions and the research methodology to be used, contextualise the research area and indicate the specific original contribution to knowledge that they expect to make.
- 10.4.4. Where a candidate has previously undertaken research as a registered candidate for a research degree the University Research Degrees Sub-Committee may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.
- 10.4.5. A candidate may register on a full-time or part-time basis. A full-time candidate shall normally devote on average at least 35 hours per week to the research; a part-time candidate on average at least 18 hours per week.
- 10.4.6. The University Research Degrees Sub-Committee may permit a candidate to register for another course of study running concurrently with the research degree registration, provided that either the research degree registration or the other course of study is by part-time study and that, in the opinion of the University Research Degrees Sub-Committee, the dual registration will not detract from the research.
- 10.4.7. Where the candidate or the University wishes the thesis to remain confidential for a period of time after the completion of the work, application for approval shall normally be made to the University Research Degrees Sub-Committee at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately to the University Research Degrees Sub-Committee. The period approved shall normally not exceed two years from the date of the oral examination.

## 10.5. The Registration Period

- 10.5.1. The minimum and maximum periods of registration shall be as follows:

	Minimum	Maximum
<b>MPhil</b>		
full-time	18 months	36 months
part-time	30 months	48 months
<b>PhD [via transfer from MPhil]</b>		
full-time	33 months	48 months
part-time	45 months	72 months

### **PhD by Publication**

part-time	12 months	24 months
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### **Professional Doctorate**

full-time	33 months	48 months
part-time	45 months	72 months

### **PhD by Practice**

full-time	33 months	48 months
part-time	45 months	72 months

### **PhD by Practice by Submission**

part-time	12 months	24 months
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- 10.5.2. A full-time candidate shall normally reach the standard for MPhil within two years of registration and for PhD within three years.
- 10.5.3. Where there is evidence that the research is proceeding exceptionally well, the University Research Degrees Sub-Committee may approve a shorter minimum period of registration. An application for such shortening should be submitted at the same time as the application for approval of examination arrangements.
- 10.5.4. Where a candidate changes from full-time to part-time study or vice-versa, the minimum and maximum periods shall be calculated as if he/she were a part-time candidate. Notification of such a change will be made on the appropriate form.
- 10.5.5. A candidate seeking a change to a registered research degree programme shall apply in writing to the University Research Degrees Sub-Committee for approval.
- 10.5.6. Where the candidate is prevented, by ill-health or other cause, from making progress with the research, then the registration may be suspended by the University Research Degrees Sub-Committee, normally for no more than one year at a time.
- 10.5.7. The University Research Degrees Sub-Committee may extend a candidate's period of registration, normally for no more than one year at a time. A candidate seeking such an extension shall apply on the appropriate form.
- 10.5.8. Where the candidate has discontinued the research, the withdrawal of registration shall be notified to the University Research Degrees Sub-Committee on the appropriate form.
- 10.5.9. A candidate shall pay fees as determined by the University.

### **10.6. Supervision**

- 10.6.1. A research degree candidate shall have at least two and normally no more than three supervisors.

- 10.6.2. At least one supervisor shall have had experience of supervising candidates to the successful completion of a UK research degree. A supervision team shall normally have had a combined experience of supervising no fewer than two candidates to successful completion. In the case of a PhD one of the supervisors shall have successfully supervised at PhD level.
- 10.6.3. One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis. The principal supervisor will have a doctorate and will be an experienced and active researcher, with recent publications. The second supervisor will be an active researcher, but is not required to have a doctorate. A curriculum vitae for the principal supervisor and second supervisor must accompany the student's application for registration.
- 10.6.4. In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.
- 10.6.5. A candidate for a research degree (at UWL or at any other UK institution) shall be ineligible to act as principal supervisor or second supervisor. A candidate for a research degree (at UWL or at any other UK institution) may act as an adviser for another research degree candidate where there is no conflict of interest between the two candidates' research projects. A candidate and adviser working in the same discipline will not signify a conflict of interest.
- 10.6.6. A proposal for a change in supervision arrangements shall be made to the University Research Degrees Sub-Committee on the appropriate form.
- 10.6.7. The University Research Degrees Sub-Committee will not consider any research proposal which does not also propose a team of supervisors as part of the application.
- 10.6.8. Normally no member of staff may act as principal supervisor for more than six research students. Normally no external supervisor may act for more than three research students.
- 10.6.9. All principal supervisors shall have undertaken appropriate staff development, prior to the student's registration. All second supervisors shall also have undertaken appropriate staff development, ideally before they commence supervision, but otherwise within twelve months of taking on research students.
- 10.7. Programme of Study**
- 10.7.1. PhD by Research**
- 10.7.1.1. The MPhil requires a candidate to critically investigate and evaluate an approved topic and demonstrate an understanding of research methods appropriate to the chosen field. The thesis shall conform to the usual scholarly requirements and be of an appropriate length (see section 10.10.1).
- 10.7.1.2. The PhD requires a candidate to critically investigate and evaluate an approved topic resulting in an independent and original contribution to knowledge and to demonstrate an understanding of research methods appropriate to the chosen field. The thesis shall conform to the usual scholarly

requirements and be of an appropriate length (see section 10.10.1).

- 10.7.1.3. A candidate may undertake a programme of research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance, fine art, design, creative writing, musical composition, film, and performance), but shall have been undertaken as part of a registered research programme. In such cases, the presentation and submission may be partly in other than written form.
- 10.7.1.4. The creative work shall be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length (see section 10.10.1).
- 10.7.1.5. The final submission shall be accompanied by some permanent record (for instance, video, photographic record, musical score, and diagrammatic representation) of the creative work, where practicable, bound within the thesis.
- 10.7.1.6. The application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment.
- 10.7.1.7. A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts. The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a thesis which sets the text in the relevant historical, theoretical or critical context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length (see section 10.10.1).

#### 10.7.2. **PhD by Publication**

- 10.7.2.1. The published works submitted for the PhD shall normally consist of papers, chapters, scholarly monographs, books, research reports or other publications. In certain fields, such as the Arts, the submissions may be other works such as compositions, performances, installations or exhibitions. At least one of the publications will normally have been created within two consecutive years prior to the date of initial enrolment. If reliant on publications as such, the preferred submission is six to ten sole-authored, or "first-authored", papers published in reputable, peer-reviewed academic journals, and/or scholarly monographs, supplemented by co-authored papers, chapters or research reports. Regardless of the number of individual works, quantity will in all cases be superseded by considerations of quality, coherence and the overall contribution to knowledge which, taken together, the body of work represents. Where multi-authored works are included, applicants are required to submit evidence of their individual contribution to the work. In the case of other works these must also have been published, performed or exhibited in the public domain and subject to equivalent forms of peer or critical review. The published works shall be accompanied by a thesis (see below).
- 10.7.2.2. The published or other works submitted must be in the public domain. Manuscripts of works submitted for publication but not yet accepted are not

eligible for submission. Any work not in the public domain, such as a confidential research report, is not eligible for submission.

- 10.7.2.3. The published or other works submitted may have been published, performed, installed or exhibited at any time during the candidate's research career, but the set of works must represent a coherent programme of research and make an original contribution to the present state of knowledge. The published works should include a significant proportion of recently published material.
- 10.7.2.4. Where multi-authored works are included, candidates are required to submit evidence of their individual contribution to the work.
- 10.7.2.5. The works shall not have been previously submitted for any other award except where the examiners recommended that the degree was not to be awarded. In this case applicants may not register for a PhD by Publication within a period of three years from the date of the original examination.
- 10.7.2.6. The work submitted for examination must be in English. Where work has originally been published in a language other than English, a certified translation must be provided.
- 10.7.2.7. The published works shall be accompanied by a thesis. The thesis is usually between 20,000 and 30,000 words. In some cases, it may be necessary for the candidate to undertake additional research work to provide a basis for presenting the material as an integrated whole.
- 10.7.2.8. The thesis shall:
  - a) provide an autobiographical context;
  - b) follow a theme tracing the research, to ensure coherence;
  - c) account for originality at the time of each project or publication;
  - d) identify contributions to the subject area or discipline since completion of the research, and identify the original contribution to the present state of knowledge;
  - e) provide coherent links between projects and published or other works;
  - f) offer reflection about professional development as a research practitioner;
  - g) provide conclusions and suggestions for future developments.

### 10.7.3. **The Professional Doctorate**

- 10.7.3.1. The candidate is required to undertake an individual programme in which the candidate's own professional practice forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such professional practice may be in any field approved by the principal supervisor concerned but must have been undertaken as part of a registered programme.
- 10.7.3.2. The minimum requirements for the professional practice and investigative or creative elements are set out in the programme of study on which the formal application for registration to the University Research Degrees Sub-Committee is based.
- 10.7.3.3. The candidate is also required to undertake six modules at level 8 (four of 40 credits and two of 20 credits). The modules will focus on areas of professional competence, e.g. research consultancy, teaching and training, designing and



delivering interventions. Each module will be assessed and candidates will be required to gain credit for these modules.

- 10.7.3.4. The creative work must be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context.

#### 10.7.4. **PhD by Practice**

- 10.7.4.1. The candidate is required to undertake an individual programme in which the candidate's own creative research forms the most significant part of the intellectual enquiry. Such creative research may be in any field approved by the principal supervisor concerned but must have been undertaken as part of a registered programme. An exception applies to the PhD by Practice by Submission in which the candidate is permitted to submit work from any part of his/her career. However, at least one of the pieces will normally have been created within two consecutive years prior to the date of initial enrolment. The creative research need not be in the public domain.
- 10.7.4.2. The creative research will be defended by a thesis. This will explain how the creative research comprises an original and substantial contribution to the area of expertise. The thesis will include a 'literature review' of contemporary practice in the same field, an analysis that explains what the existing techniques are, and an explanation of how the creative research represents an extension of, or a reaction to, this practice. It will also provide an account of the creative process and provide conclusions and suggestions for future developments in creative practice.
- 10.7.4.3. The minimum requirements for the creative research and thesis are set out in the programme of study on which the formal application for registration to the University Research Degrees Sub-Committee is based.

#### 10.7.5. **Practice-based Research in Creative Disciplines**

- 10.7.5.1. The practice-based PhD degree (as often undertaken in the arts) allows candidates to request permission to submit material for assessment in a medium other than that entailed by the standard PhD thesis or described in the provisions for the submission of a practice element where the balance remains weighted in favour of a traditional thesis (see sections 10.7.1.3 and 10.10.1.7). The practice-based PhD is distinguished from other doctoral degrees in that a major element of the submission comprises a single original creative work or multiple creative works created by the candidate specifically for the submission of the award. Apart from the inclusion of such materials, the practice-based thesis must conform to the same standards expected for a standard PhD thesis and candidates should follow the guidance detailed in this document.
- 10.7.5.2. The submission must make a significant contribution to original knowledge and understanding of the field, in the same way as a standard PhD thesis, and the student must demonstrate a critical knowledge of the research methods appropriate to the discipline. The practice-based PhD must reflect traditional PhD outcomes.
- 10.7.5.3. The submission should remain an original contribution to the field of research by the student, regardless of the form of the thesis. The student should use the

introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of any co-authors or other collaborators to the research presented.

- 10.7.5.4. Any candidate wishing to submit a practice-based PhD must first prepare a written request, giving an outline of the proposed research structure to their supervisor and the Graduate School for approval. A candidate cannot transfer from a traditional PhD to a practice-based PhD. The request must be signed by the student and their supervisor and the proposal will be considered by the Graduate School and subsequently by the University Research Degrees Sub-Committee. The request should specify why the practice-based format is more appropriate for the research project demonstrating how full advantage of the creative and/or practical element will be taken and should contain the following information:
- a) proposed balance of written and practical components to be submitted;
  - b) further details about any practical submission, i.e. what form it will take, how it will meet the University's practice-based PhD requirements;
  - c) any issues about specific needs for supporting the student due to the nature of the research etc., including envisaged impact on skills training requirements, supervisory requirements etc.
- 10.7.5.5. Any work submitted for the practice-based PhD degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- 10.7.5.6. The submission as a whole will comprise a thesis of between 30,000 to 40,000 words and an appropriate practical component. The length of the written element should be determined by the nature of the research. The student will be expected through their submission as a whole to establish a methodology and a thesis that will demonstrate the link between their theoretical and practical investigations and conclusions.
- 10.7.5.7. As with the standard doctoral thesis, examiners should satisfy themselves that the practice-based submission meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The assessment of the balance between the written and practical submissions will form part of the examiner's remit. It is at each examiner's discretion to satisfy themselves that the balance between the word limit of the thesis and the submitted practical component is appropriate for each candidate.
- 10.7.5.8. In order to allow the examiners to properly consider the submission as a whole the practical component will be submitted to the examiners at the same time that the written thesis is submitted. As with a standard PhD, an oral examination of the whole submission will be required.
- 10.7.5.9. Where appropriate, appendices may be included within the submission. In the case of certain types of submission appendices may take a form other than textual. Any such appendices must be embodied in a substantial permanent record, must be appropriately labelled and contained within the binding and/or box file containing the submission as a whole.

- 10.7.5.10. There must be a substantial permanent record of the practical work submitted with the written element of the doctoral submission at the same submission date. The substantial permanent record of practical work must be shown to have a direct intellectual relationship with the written element. The permanent record must be such that the research activity involved must be fully open to scrutiny and examination.
- 10.7.5.11. Arrangements will be made for the practical component to be considered by the examiners and the practical component must be accessible to the examiners prior to the oral examination.
- 10.7.5.12. In those cases where the PhD project involves live practice, normally the examiners will experience that live practice. This may mean appointing the examiners at an earlier stage, in advance of the final submission. Such witnessing of the practical component is not, however, part of the formal assessment of the PhD. This must be done solely on the basis of the submission, i.e. the written thesis and the practical component presented in a retainable form. There should be no formal contact between any examiner and a candidate on the occasion of a practice event that will form part of the final submission, nor will examiners attending practice events offer comment to the candidate or the supervisors, following the experience of a practice event.
- 10.7.5.13. If necessary, the examiners can require the correction or revision and resubmission of either the practical element or the written element or both, in accordance with University regulations.

## **10.8. Monitoring Progress**

- 10.8.1. At least once a year the University Research Degrees Sub-Committee shall establish whether the candidate is still actively engaged on the research programme and is maintaining regular and frequent contact with the supervisors. It will require a report from the candidate and the supervisors on the candidate's progress. This report shall be drawn up on a template and include a summary of the candidate's progress to date, and an outline plan of work for his/her future study. As a result of obtaining this report, the Committee shall take appropriate action. In extreme cases this may include the withdrawal of the candidate's registration.
- 10.8.2. The Secretary of the University Research Degrees Sub-Committee shall write to each research student requesting the report and sending a copy of the template. These annual progress reports will be considered by the University Research Degrees Sub-Committee. The comments and decisions of the University Research Degrees Sub-Committee will be communicated to each student.
- 10.8.3. Within 12 months full-time study or 24 months part-time study, the student will be required to give an oral presentation to peers of a thesis of the research question(s) and underpinning hypothesis supporting the research project. Where possible, as much preliminary data generated to date should be presented along with details of the plan for the remaining months of the project.

## **10.9. Transfer of Registration from MPhil to PhD**

- 10.9.1. A candidate registered initially for MPhil with possibility of transfer to PhD who wishes to transfer to PhD shall apply on the appropriate form to the University Research Degrees Sub-Committee when he/she has made sufficient progress on the work to provide evidence of the development to PhD (normally after about 18 months of full-time study or the part-time equivalent).
- 10.9.2. The first stage in the transfer from MPhil to PhD is the submission of a partial draft thesis. The partial thesis should consist of three to four chapters and should include data collected so far and preliminary data analysis. The document should be in the region of 30,000 words (or 20,000 words where the written thesis will be accompanied by other material).
- 10.9.3. The second stage is the transfer presentation and viva. The presentation and viva will be conducted in front of a panel, which will consist of the candidate's supervisor(s) and the internal assessor. The transfer panel will provide a report for the University Research Degrees Sub-Committee, as it is the University Research Degrees Sub-Committee that formally approves a transfer from MPhil to PhD.
- 10.9.4. A candidate registered for the degree of MPhil only may apply to transfer the registration to PhD. In such cases the candidate shall submit a full progress report to the University Research Degrees Sub-Committee seeking permission to apply to transfer to PhD, prior to following the process above.
- 10.9.5. A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to the University Research Degrees Sub-Committee for the registration to revert to that of MPhil.

## **10.10. The Submission**

### **10.10.1. PhD by Research**

- 10.10.1.1. The PhD by Research requires the submission of a thesis. For the award of MPhil (exit award) the thesis shall demonstrate that the candidate has an understanding of research methods appropriate to the chosen field. In addition, for the award of PhD, the thesis shall demonstrate that the research has resulted in an independent and original contribution to knowledge.
- 10.10.1.2. The thesis shall include an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 10.10.1.3. The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 10.10.1.4. Where a candidate's research programme is part of a collaborative group project, the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.

10.10.1.5. The candidate shall be free to publish material in advance of the thesis but reference shall be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis.

10.10.1.6. The text of the thesis should normally not exceed the following length (excluding ancillary data):

for a PhD	80,000 words
for an MPhil	40,000 words

Where a thesis exceeds the normal length, examiners will be entitled to judge whether the thesis is an appropriate length for the work being presented.

10.10.1.7. Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range:

for a PhD	30,000 - 40,000 words
for an MPhil	15,000 - 20,000 words

10.10.1.8. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:

- a) theses shall be submitted in both electronic and print form;
- b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) theses shall be typed in Arial size 12;
- d) theses shall be printed double-sided and the paper shall be white;
- e) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- f) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- g) the title page shall give the following information (see specimen title page at Appendix 2):
  - i) the full title of the thesis;
  - ii) the full name of the author;
  - iii) that the degree is awarded by the University;
  - iv) the award for which the degree is submitted in partial fulfilment of its requirements;
  - v) the Collaborating Establishment(s), if any; and
  - vi) the month and year of submission.

#### 10.10.2. **PhD by Publication**

10.10.2.1. The PhD by Publication requires the submission of the published works and the thesis. Collectively, the published works and the thesis shall constitute a coherent programme of research, demonstrate the use of appropriate research methodology and methods, and make an original and significant contribution to the present state of knowledge in the relevant discipline.

- 10.10.2.2. The work submitted shall reflect the same academic standards as those which operate for a PhD based upon an approved programme of supervised work.
- 10.10.2.3. The University shall award the PhD by Publication to a candidate where the submission:
- a) constitutes a coherent programme of research;
  - b) demonstrates the use of appropriate research methodology and methods;
  - c) makes an original and significant contribution to the present state of knowledge in a particular field to the satisfaction of the examiners which is commensurate with that achieved by a doctorate obtained by the traditional route.

10.10.3. **Professional Doctorate**

- 10.10.3.1. The Professional Doctorate requires the submission of a thesis of 40,000 words (see specimen title page at Appendix 3). The thesis must:

- i) provide a professional context;
- ii) provide an account of the research process;
- iii) provide coherent links between projects, products etc.;
- iv) offer reflection about professional development as a research practitioner;
- v) provide conclusions and suggestions for future developments in theory and professional practice.
- vi) provide evidence of completion of the taught elements of the programme.

- 10.10.3.2. The University shall award the Professional Doctorate to a candidate where the submission clearly demonstrates that the candidate has:

- a) created and interpreted new knowledge, through original research or other advanced scholarship of a quality to satisfy peer review, which extends the forefront of discipline and/or profession and merits publication.
- b) systematically developed an understanding of a substantial body of knowledge which is at the forefront of an academic discipline and/or area of professional practice.
- c) produced a doctoral thesis that provides a valid and reliable contribution to professional practice.
- d) the general ability at doctorate level to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline and to adjust the project design in the light of unforeseen problems in theory and practice.
- e) a detailed understanding of applicable techniques for research and has advanced academic and professional enquiry.
- f) critically analysed the relation between the theoretical and professional components of the submission.
- g) displayed reflection between theory and practice.

10.10.4. **PhD by Practice**

- 10.10.4.1. The PhD by Practice requires a submission consisting of:

- a) a corpus of innovative creative research, which shall demonstrate:

- i) a new technique or techniques; and/or
  - ii) an extension of existing practice.
- b) a thesis within the range of 30,000-40,000 words. The thesis shall provide:
  - i) a 'literature review' of contemporary practice in the same field;
  - ii) an analysis that explains what the existing techniques are;
  - iii) an explanation of how the creative research represents an extension of, or a reaction to, this practice;
  - iv) an account of the creative research process; and
  - v) conclusions and suggestions for future developments in creative practice.

10.10.4.2. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:

- a) theses shall be submitted in both electronic and print form;
- b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) theses shall be typed in Arial size 12;
- d) theses shall be printed double-sided and the paper shall be white;
- e) the margin at the left-hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm;
- f) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- g) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- h) the title page shall give the following information:
  - i) the full title of the thesis;
  - ii) the full name of the author;
  - iii) that the degree is awarded by the University;
  - iv) the award for which the degree is submitted in partial fulfilment of its requirements;
  - v) the Collaborating Establishment(s), if any; and
  - vi) the month and year of submission.
- i) The thesis shall include an abstract of approximately 300 words (bound into the thesis), which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the area of expertise.

10.10.4.3. The University shall award the PhD by Practice where the submission clearly demonstrates:

- a) a detailed understanding of applicable techniques for creative research and advanced critical reflection;
- b) the ability to conceptualise, design, and implement creative research for the generation of new knowledge in the area of practice, and to adjust the design in light of unforeseen challenges;
- c) an outstanding contribution to the field of practice through a substantial and innovative corpus of creative research, achieving a quality that satisfies peer

- review, and also merits publication (or an equivalent medium);
- d) the ability to critically reflect on, and evaluate creative research, thereby contributing to new knowledge in the area of expertise.

## **10.11. Examinations**

- 10.11.1. The examination shall have two stages: firstly the submission and preliminary assessment of the thesis, published works and thesis, portfolio including thesis, or the creative research and thesis (hereafter referred to as “the thesis”), and secondly its defence by oral or approved alternative (see section 10.11.3) examination.
- 10.11.2. A candidate whose programme of work includes formally assessed coursework in a programme of work leading to the degree of PhD shall not be permitted to proceed to a further stage of the examination for the degree until the coursework examiners are satisfied with the candidate’s performance. The result of the assessment shall be communicated to the examiners.
- 10.11.3. A candidate shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause the University Research Degrees Sub-Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate’s knowledge of the language in which the thesis is presented is inadequate.
- 10.11.4. An oral examination shall normally be held in the UK. In special cases the University Research Degrees Sub-Committee may give approval for the examination to take place abroad.
- 10.11.5. Supervisors and the Chair of the University Research Degrees Sub-Committee, or their nominee, may, with the consent of the candidate, attend the oral examination and participate in the discussion but shall withdraw prior to the deliberations of the examiners on the outcome of the examination.
- 10.11.6. The University Research Degrees Sub-Committee shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate. The power to confer the degree shall rest with the Academic Board of the University.
- 10.11.7. The degree of MPhil, PhD, PhD by Publication, Professional Doctorate, or PhD by Practice may be awarded posthumously on the basis of a thesis completed by a candidate which is ready for submission for examination. In such cases the University Research Degrees Sub-Committee shall seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.
- 10.11.8. Where evidence of cheating or plagiarism in the preparation of the submission or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the University Research Degrees Sub-Committee shall consider the matter, if necessary in consultation with the examiners, and take appropriate action.



- 10.11.9. The University Research Degrees Sub-Committee shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the University's regulations. In any instance where the University Research Degrees Sub-Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

## **10.12. Examination Procedure**

- 10.12.1. The principal supervisor shall propose on the appropriate form the arrangements for the candidate's examination to the University Research Degrees Sub-Committee for approval.<sup>1</sup> The examination may not take place until the examination arrangements have been approved. In special circumstances the University Research Degrees Sub-Committee may act directly to appoint examiners and arrange the examination of the candidate.
- 10.12.2. The Secretary of the University Research Degrees Sub-Committee shall make known to the candidate the procedure to be followed for the submission of the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
- 10.12.3. The Secretary of the University Research Degrees Sub-Committee shall notify the candidate, all supervisors and the examiners of the date of the oral examination.
- 10.12.4. The Secretary of the University Research Degrees Sub-Committee shall send a copy of the submission to each examiner, together with the examiner's preliminary report form and the University's regulations, and shall ensure that the examiners are properly briefed as to their duties.
- 10.12.5. The Secretary of the University Research Degrees Sub-Committee shall ensure that all the examiners have completed and returned the preliminary reports to the University before the oral examination takes place.

## **10.13. The Candidate's Responsibilities in the Examination Process**

- 10.13.1. The candidate shall ensure that the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (hereafter referred to as "the thesis"), is submitted to the Secretary of the University Research Degrees Sub-Committee before the expiry of the registration period.
- 10.13.2. The principal supervisor will be expected to confirm that the thesis meets the required criteria for submission.<sup>2</sup>
- 10.13.3. The candidate shall satisfy any conditions of eligibility for examination required by the University Research Degrees Sub-Committee.
- 10.13.4. The candidate shall take no part in arrangement of the examination and shall

<sup>1</sup> This should be done about three months before the expected date of the examination.

<sup>2</sup> Candidates should not assume that a supervisor's agreement to the submission of the thesis guarantees the award of the degree.

have no formal contact with the external examiner(s) between the appointment of the examiners and the oral examination.

- 10.13.5. The candidate shall confirm, through the submission of a declaration form, that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated. The candidate shall warrant that the work is entirely their own and that all quotations are acknowledged and attributed. The candidate must also declare that they are cognisant with the University's plagiarism policy and rules.
- 10.13.6. The candidate shall ensure that the thesis format is in accordance with the requirements of the University's regulations (see sections 10.10.1.8 and 10.10.4.2). Theses should be submitted for examination in a temporarily bound form which is sufficiently secure to ensure that pages cannot be added or removed.<sup>3</sup> A thesis submitted in a temporarily bound form shall be in its final form in all respects save the binding. In such cases the candidate shall confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners. Following the award, the final thesis shall be submitted to the Secretary of the University Research Degrees Sub-Committee in electronic form for deposit in the UWL Repository and in bound form for the University Library.

#### **10.14. Examiners**

- 10.14.1. A candidate shall be examined by at least two and normally no more than three examiners (except where sections 10.15.7 or 10.16.2 apply), of whom at least one shall be an external examiner.
- 10.14.2. An external examiner shall be defined as an examiner who is *not*:
- a) a supervisor or adviser of the candidate;
  - b) a member of staff of the University; or
  - c) a member of staff of the candidate's Collaborating Establishment.
- 10.14.3. Where the candidate and the internal supervisor are both on the permanent staff of the same establishment the candidate shall be examined by two external examiners. A candidate who is on a fixed short-term employment contract (for instance, a research assistant) shall be exempt from the requirements of this regulation.
- 10.14.4. Examiners shall be experienced in research in the general area of the candidate's submission and, where practicable, have experience as a specialist in the topic(s) to be examined.

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<sup>3</sup> For instance, perfect-binding which is a method of binding single pages by gluing them together on the spine of the document, or spiral binding.

- 10.14.5. At least one examiner shall normally have substantial experience of examining research degree candidates. The team should have a combined experience of examining at least three MPhil/PhD or doctorate students.
- 10.14.6. An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the candidate's supervisor or adviser. An external examiner shall normally not be either a supervisor of another candidate or an external examiner on a taught course in the same department at the University. Former members of staff of the University and former students of the University shall normally not be approved as external examiners until three years after the termination of their employment, or studies, with the University.
- 10.14.7. The University Research Degrees Sub-Committee shall ensure that the same external examiner is not approved so frequently that his/her familiarity with the department might prejudice objective judgement.
- 10.14.8. No candidate for a research degree shall act as an examiner.
- 10.14.9. The University shall determine and pay the fees and expenses of the external examiners.
- 10.14.10. The same regulations will apply to the taught components of a doctorate.

#### **10.15. First examination**

- 10.15.1. Each examiner shall read and examine the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (hereafter referred to as "the thesis"), and submit, on the appropriate form, an independent preliminary report on it to the Secretary of the University Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the degree (as set out in section 10.1.3 to 10.1.7) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.
- 10.15.2. If either examiner suspects plagiarism he/she must report this to the Secretary of the University Research Degrees Sub-Committee. If the examiner can demonstrate plagiarism the normal rules of the University will apply. If the examiner suspects but cannot demonstrate plagiarism, the oral examination may be postponed, if it seems likely that evidence can be gathered in the short run. If this seems unlikely the examiners should use the oral examination to determine if plagiarism has taken place.
- 10.15.3. Following the oral examination the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary of the University Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in section 10.15.5 is correct.

- 10.15.4. Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.
- 10.15.5. Following the completion of the examination the examiners may recommend<sup>4</sup> that:
- a) the candidate be awarded the degree;
  - b) the candidate be awarded the degree subject to minor corrections and amendments being made to the thesis (see section 10.15.6);
  - c) the candidate be awarded the degree subject to major amendments being made to the thesis (see section 10.15.7);
  - d) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination (see section 10.16);
  - e) the candidate be not awarded the degree and be not permitted to be re-examined (see section 10.15.13); or
  - f) in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 10.15.6. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some minor amendments and corrections, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal examiner (or one of the external examiners, where two external examiners have been appointed) (see section 10.15.5b), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within three months of the oral examination. The examiner will be required to submit a statement to the Secretary of the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.
- 10.15.7. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some major amendments not so substantial as to call for a full re-submission, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or external examiner (see section 10.15.5c), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within six months of the oral examination. The examiners will determine whether the revised thesis needs to be seen by one or all of the examiners and the specified examiner(s) will be required to submit a statement to the Secretary of the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.
- 10.15.8. If candidates fall under section 10.15.5d above, they shall be informed in writing the grounds on which they were judged not successful and of the amendments and corrections required. Normally the re-examination must take place within twelve months. Only one re-examination is allowed to any candidate.

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<sup>4</sup> Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the University Research Degrees Sub-Committee.

- 10.15.9. In the case of a candidate under section 10.15.5e above, they shall be told the grounds on which they were judged not successful and why the examiners did not recommend a re-examination.
- 10.15.10. Where the examiners' recommendations are not unanimous, the University Research Degrees Sub-Committee may:
- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
  - b) accept the recommendation of the external examiner; or
  - c) require the appointment of an additional external examiner.
- 10.15.11. Where an additional external examiner is appointed under section 10.15.10c, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. The examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the University Research Degrees Sub-Committee shall complete the examination as set out in section 10.11.6.
- 10.15.12. A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University Research Degrees Sub-Committee permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination.
- 10.15.13. Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University Research Degrees Sub-Committee dispense with the oral examination and refer the submission for further work. In such cases the examiner(s) shall provide the University Research Degrees Sub-Committee with written guidance for the candidate concerning the deficiencies of the submission. The examiners shall not recommend that the candidate fail outright (see section 10.15.5d) without holding an oral examination or alternative examination (see section 10.11.3).
- 10.15.14. Where the University Research Degrees Sub-Committee decides that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reasons for their recommendation, which shall be forwarded to the candidate by the Secretary of the University Research Degrees Sub-Committee.

## **10.16. Re-Examination**

- 10.16.1. One re-examination may be permitted by the University Research Degrees Sub-Committee, subject to the following requirements:
- a) a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved examination (see section 10.11.3) or any further examination required under section 10.15.12 may, on the recommendation of the examiners and with the approval of the

University Research Degrees Sub-Committee, be permitted to revise the thesis and be re-examined;

- b) the examiner shall provide the candidate, through the Secretary of the University Research Degrees Sub-Committee, with written guidance on the deficiencies of the first submission; and
- c) the candidate shall submit for re-examination within the period of one calendar year from the date of the latest part of the first examination; where the University Research Degrees Sub-Committee has dispensed with the oral examination the re-examination shall take place within one calendar year of the date of dispensation (see section 10.15.13). The University Research Degrees Sub-Committee may, where there are good reasons, approve an extension of this period.

10.16.2. The University Research Degrees Sub-Committee may require that an additional external examiner be appointed for the re-examination.

10.16.3. There are five forms of re-examination:

- a) where the candidate's performance in the first oral or approved alternative examination (see section 10.11.3) or further examination (see section 10.15.12) was satisfactory but the submission was unsatisfactory and the examiners on re-examination certify that the submission as revised is satisfactory, the University Research Degrees Sub-Committee may exempt the candidate from further examination, oral or otherwise;
- b) where the candidate's performance in the first oral or approved alternative examination (see section 10.11.3) or further examination (see section 10.15.12) was unsatisfactory and the submission was also unsatisfactory, any re-examination shall include a re-examination of the submission and an oral or approved alternative examination (see section 10.11.3);
- c) where on the first examination the candidate's submission was so unsatisfactory that the University Research Degrees Sub-Committee dispensed with the oral examination (see section 10.15.13), any re-examination shall include a re-examination of the submission and an oral or approved alternative examination (see section 10.11.3);
- d) where on the first examination the candidate's submission was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral and/or other examination(s), subject to the time limits prescribed in section 10.16.1c, without being requested to revise and re-submit the submission;
- e) where on the first examination the submission was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the University Research Degrees Sub-Committee.

10.16.4. In the case of a re-examination under sections 10.16.3a, b or c, each examiner shall read and examine the thesis, published works and thesis, portfolio

including thesis, or creative research and thesis (hereafter referred to as “the thesis”), and submit, on the appropriate form, an independent preliminary report on it to the Secretary of the University Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the degree (as set out in sections 10.1.3 to 10.1.6) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

- 10.16.5. Following the re-examination of the submission under section 10.16.3a or following an oral or other examination under sections 10.16.3b, c, d or e, the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary of the University Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in section 10.16.7 is correct.
- 10.16.6. Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.
- 10.16.7. Following the completion of the re-examination the examiners may recommend<sup>5</sup> that:
- a) the candidate be awarded the degree;
  - b) the candidate be awarded the degree subject to minor amendments being made to the thesis (see section 10.16.8);
  - c) the candidate be not awarded the degree and be not permitted to be re-examined (see sections 10.16.12 and 10.16.13); or
  - d) in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 10.16.8. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some minor amendments and corrections not so substantial as to call for a revised submission, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s) (see section 10.16.7b), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within three months of the oral examination. The examiners will determine whether the revised submission needs to be seen by one or all of the examiners and the specified examiner(s) will be required to submit a statement to the Secretary of the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.

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<sup>5</sup> Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the University Research Degrees Sub-Committee.

- 10.16.9. Where the examiners' recommendations are not unanimous, the University Research Degrees Sub-Committee may:
- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
  - b) accept the recommendation of the external examiner; or
  - c) require the appointment of an additional external examiner.
- 10.16.10. Where an additional external examiner is appointed under section 10.16.9c, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. The examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the University Research Degrees Sub-Committee shall complete the examination as set out in section 10.11.6.
- 10.16.11. A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University Research Degrees Sub-Committee permits otherwise.
- 10.16.12. In the case of re-examination under section 10.16.3b, where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University Research Degrees Sub-Committee dispense with the oral examination and not award the degree under section 10.16.7c (see also section 10.16.13).
- 10.16.13. Where the University Research Degrees Sub-Committee decides that the degree be not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be sent to the candidate by the Secretary of the University Research Degrees Sub-Committee.

## **10.17. Following the Award**

- 10.17.1. Following the award of the degree the Secretary of the University Research Degrees Sub-Committee shall lodge one electronic copy of the thesis, published works and thesis, portfolio including thesis, or artefact of creative research and thesis in the UWL Repository, the University Library and in the Library of any Collaborating Establishment.
- 10.17.2. Where the University Research Degrees Sub-Committee has agreed that the confidential nature of the candidate's work is such as to preclude the submission being made freely available in the UWL Repository, University Library (and Collaborating Establishment, if any), the submission shall, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period (see section 10.4.7), shall only be made available to those who were directly involved in the project.



- 10.17.3. The University Research Degrees Sub-Committee shall normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the University Research Degrees Sub-Committee may approve a longer period. Where a shorter period would be adequate the University Research Degrees Sub-Committee shall not automatically grant confidentiality for two years.
- 10.17.4. The copies of the thesis, published works and thesis, portfolio including thesis, or creative research and thesis, submitted for examination shall remain the property of the University but the copyright in the thesis shall be vested in the candidate.

## **Section 11 – Assessment Boards**

### **11. Assessment Boards**

#### **11.1. Purpose of Assessment Boards**

- 11.1.1. Assessment Boards – Module Assessment Board, Award Board, Student Progress Board and Joint Assessment Board - operate on the authority of the Academic Board and ensure that the following functions are carried out to maintain academic standards:
- a) with reference to the University's commitment to equality and diversity to consider all matters relating to the assessment and award of individual students;
  - b) to assure the academic standards of all courses leading to a University award;
  - c) to determine accurate and fair marks for individual students and apply professional judgement as to the appropriateness of any moderation or mitigation by taking into account the circumstances of students and the judgements made by assessors;
  - d) to determine whether students are required to be re-assessed, progress or receive an award;
  - e) with the contribution from External Examiners, to analyse the performance of students within and across academic courses, with a view to ensuring academic standards are consistent across the University and comparable to standards in other universities.
- 11.1.2. Assessment Boards for students studying with the University within an academic partnership arrangement follow the same principles as those stated above, and operate under the same conventions and regulations as those stated in the Academic Regulations, unless special regulations exemptions have been approved.
- 11.1.3. Assessment Boards consist of University staff and External Examiners only. The sole exception will be for Assessment Boards for Academic Partnerships, where representatives of a partner institution are required to attend.

## **11.2. Responsibilities of the Chair of Assessment Boards**

11.2.1. The Chair of the Board will be responsible for:

- a) ensuring that the Board proceeds only in accordance with membership requirements;
- b) ensuring that the regulations are available for reference;
- c) ensuring that the Board is conducted in accordance with the regulations;
- d) seeking the views of the External Examiner;
- e) ensuring that the marks are approved by the External Examiner;
- f) checking and approving the minutes and matrices of student marks as an accurate record;
- g) taking action in respect of all students.

11.2.2. Under the agenda item "Overview of results and performance indicators", the Board should consider the following:

- a) achievement;
- b) withdrawal;
- c) patterns of performance;
- d) comparison of results with those from the previous year;
- e) comparison across modules;
- f) identification of any areas for concern;
- g) identification of topics for discussion at Annual Course/Module Review;
- h) actions or further investigations required.

## **11.3. Responsibilities of the Secretary to Assessment Board within the Assessment Process**

11.3.1. The Secretary to the Assessment Boards will be responsible for:

- a) ensuring that there is a complete and accurate record of all marks for External Examiners;
- b) ensuring that papers and matrices of student marks are ready for Assessment Board meetings;
- c) ensuring that the current regulations are available to the Board;
- d) ensuring that full lists of module marks are completed promptly after Module Assessment Board meetings;
- e) Recording proceedings and minutes of the Assessment Board and recording approved marks and academic decision outcomes.

## **11.4. Responsibilities of the Head of School/College within the Assessment Processes**

11.4.1. The Head of School/College is responsible for:

- a) ensuring that draft examination papers and assessment briefs are properly approved by the External Examiner before being finalised;
- b) ensuring that resit and retake papers and assessment briefs are set;
- c) ensuring that marking is completed in time for the External Examiners to comment and provide feedback to the appropriate Assessment Board.

## **11.5. Responsibilities of Course and Module Leaders**

11.5.1. Course and Module Leaders are members of the Assessment Board.

11.5.2. The duties of Course and Module Leaders are:

- a) to be responsible for the setting and marking of the assessments of the module for which they are responsible;
- b) attending Assessment Boards, as listed in the Membership section, and to participate in decision making;
- c) presenting the results of modules to the Assessment Board;
- d) commenting on factors related to the modules for which they are responsible, for example levels of performance, or any problems with the examination/assessment briefs;
- e) overseeing the accuracy of the matrices of student marks;
- f) responding to queries on individual students, marking, or other relevant matters.

## **11.6. External Examiners**

11.6.1. External Examiners are appointed by the Academic Board, or its delegated authority, in accordance with the approved processes and in accordance with the Quality Handbook, Section 6 – External Examiners.

11.6.2. External Examiners are required to be full members of the appropriate Module Assessment Board, and Award Board.

11.6.3. The duties of External Examiners are fully specified in the Quality Handbook, Section 6 – External Examiners; key duties include:

- a) to comment on the standards of achievement of students, in relation to the University standards and comparability in the Higher Education sector;
- b) to comment on the assessments, the extent to which the assessments cover the syllabus, and whether they enable students to demonstrate achievement of the learning outcomes;
- c) to approve all levels of assignment briefs including examination papers, and resit and retake papers, marking schemes, assessment criteria and model answers annually in early July (unless exceptions have been approved);
- d) to comment on proposed curriculum changes, and proposed changes to assessment methods;
- e) to confirm whether or not the standard of marking is satisfactory by scrutinising a sample of assessed work for each module;
- f) to make known any causes for concern in relation to academic standards;
- g) exceptionally, upon written request of the Head of School/College, to provide independent opinion where there is a significant, unresolved difference between markers;
- h) to advise the Assessment Board on appropriate actions where the marks for a module are significantly outside the expected norm;
- i) to attend meetings of the Assessment Board, and to participate fully in decision making;
- j) to endorse decisions on the results and recommendations for awards;
- k) to submit a full written report annually;
- l) to meet with the students in practice where there is a requirement by the relevant Professional, Statutory and Regulatory Body;
- m) External Examiners do not have the authority to unilaterally change marks;
- n) to abide by the Quality Handbook, Section 6 – External Examiners and their contact with the University;

- o) to ensure Assessment Boards are conducted according to approved processes.

## **11.7. Managing exceptional External Examiner absence from Assessment Boards**

- 11.7.1. Assessment Boards can take place in the absence of an External Examiner if the following mitigating actions are taken. These actions are ranked in the order of relevance:
  - a) a substitute External Examiner from a cognate area is asked to attend;
  - b) the External Examiner attends by remote access e.g. online or by telephone;
  - c) a substitute External Examiner from a non-cognate area is asked to attend;
  - d) provided that the External Examiner has previously reviewed the students' work, the University Registrar or authorised designate attends the Board in order to provide an element of externality to oversee the procedural elements of the Assessment Board only;
  - e) in the unlikely case where the External Examiner has not reviewed the students' work, the University Registrar or designate attends the Board in order to provide an element of externality to oversee the procedural elements of the Assessment Board only. The External Examiner then ratifies the students' work at a later date to avoid cancellation/postponement of the Board; ratification will be undertaken via the Chair's Action.

## **11.8. Pre-Boards**

- 11.8.1. It is mandatory for all Schools and Colleges to organise Pre-Board meetings for the following Assessment Boards:
  - a) Module Assessment Board;
  - b) Student Progress Board;
  - c) Award Board;
  - d) Joint Assessment Board;
  - e) Resit Boards.
- 11.8.2. Pre-Boards are internal Boards and are used to:
  - a) ensure that all marks have been correctly recorded;
  - b) ensure that all paperwork is in order before the Assessment Boards;
  - c) note that mitigating circumstances may apply.

## **11.9. Module Assessment Boards**

- 11.9.1. The Module Assessment Board is responsible for determining the assessment results for all modules within its remit.
- 11.9.2. The Module Assessment Board should use the meetings with its External Examiner(s) to assess comparability of standards and achievements in the subject from year to year and across the whole range of modules.
- 11.9.3. A Module Assessment Board is required to:
  - a) ratify the results of all assessment and examination of modules, including performance in supervised work experience;
  - b) ensure that the marks and the recommendations for re-assessment are

- recorded accurately;
- c) ensure that the External Examiner(s) are fully involved with its deliberations;
- d) receive, and apply mitigation decisions made by the Mitigation Panel(s);
- e) receive and apply academic offences decisions made by the Academic Offences Panel(s);
- f) ensure that any matters of policy which arise from its deliberations are referred to the School/College Board.

11.9.4. In exceptional circumstances, where the Module Assessment Board is in possession of information affecting the performance of an individual student or a whole module cohort, it can exercise discretion in regard to the agreed marks in conjunction with the External Examiner, the University Registrar and University Secretary. In such cases, the Module Assessment Board must ensure that the outcome is reported to the Chair of the Academic Board or its relevant delegated authority.

## **11.10. Membership of Module Assessment Boards**

11.10.1. The membership of each Module Assessment Board is:

- a) Head of Subject (or authorised designate) as Chair;
- b) Module Leader, or authorised designate, for each module;
- c) in the case of Level 5 and Level 6 modules (and, where appropriate, Level 3 and Level 4 modules), the External Examiners for the subject area;
- d) a representative of a partner institution, where applicable;
- e) Course Leader;
- f) in attendance a member of the administration team who will act as Secretary to the Board.

11.10.2. The following attendees must be present:

- a) the Chair shall normally be the Head of Subject. The Head of School/College may authorise experienced academics to act as designate Chairs in exceptional cases. All Chairs and authorised designates must have completed the annual mandatory training;
- b) the Chair cannot act as a designate for a Module Leader;
- c) at least one External Examiner (unless only Levels 3 and 4 modules are being considered);
- d) Module Leaders: in the absence of the Module Leader, the Course Leader or Head of Subject who has been fully briefed about each module. Where the Chair is the Module Leader for the module being considered by the Board, they should step aside and permit an alternative designated Chair to oversee the proceedings for that module.

## **11.11. Student Progress Boards**

11.11.1. The Student Progress Board is responsible for checking and approving student progression from one academic Level to the next.

11.11.2. The School/College Board will determine the schedule of Student Progress Boards and the courses to be considered.

11.11.3. Additionally, Schools/Colleges will hold an interim Student Progress Board when students have not reached a progression point. The purpose of interim Student

Progress Boards is to check student progression mid-year and identify those who are failing or not submitting to assessment.

11.11.4. The Student Progress Boards will:

- a) consider all continuing students and confirm their right to progress where relevant; (not applicable to an interim Student Progress Board);
- b) consider all continuing students who have not achieved the amount of credit appropriate to their level of study and agree actions to support students who may be considered at risk of non-progression;
- c) recommend to the Award Board a suggested exit award for any students who have withdrawn, or those whom the School/College has withdrawn;
- d) receive, apply and record decisions from the Academic Offences Panel(s);
- e) determine the next study pattern for individual students seeking an alternative route to a named award and recommend to the Award Board the title of the award to be conferred in accordance with the regulations.

11.11.5. In the case of an upheld Appeal, the Student Progress Boards may be asked to reconsider its decision, this is normally by Chair's Action.

## **11.12. Membership of Student Progress Boards**

11.12.1. The membership of each Student Progress Board is:

- a) Head of School/College (or authorised designate) as Chair;
- b) Course Leader: in the absence of the Course Leader, an alternative Course Leader or Head of Subject who has been fully briefed about each course;
- c) a representative of a partner institution, where applicable;
- d) in attendance a member of the administration team who acts as Secretary to the Board.

11.12.2. The following attendees **must** be present:

- a) the Chair shall normally be the Head of School/College. The Head of School/College may authorise experienced academics to act as designate Chairs in exceptional cases. All Chairs and authorised designates must have completed the annual mandatory training;
- b) the Chair cannot act as a designate for a Course Leader;
- c) a Course Leader: in the absence of the Course Leader, the Head of Subject or alternative Course Leader who has been fully briefed about each course. Where the Chair is the Course Leader for the course being considered by the Board, they should step aside and permit an alternative designated Chair to oversee the proceedings for that course.

## **11.13. Joint Assessment Boards**

11.13.1. A Joint Assessment Board is a Board at which both module and course outcomes are considered. The Joint Assessment Board will first convene as a Module Assessment Board, then as a Student Progress Board and/or Award Board, as appropriate.

- 11.13.2. When a course comprises modules that are not taught on any other course of study within the University or for courses of study at academic partnerships, it may be best practice to hold the Module Assessment Board, Student Progress Board and/or Award Board on the same day.
- 11.13.3. The School/College Board will determine the timings of the Joint Assessment Board, together with the academic courses to be considered. A Joint Assessment Board may meet in more than one session with a variable membership to cover the range and volume of results to be considered.
- 11.13.4. The Joint Assessment Board will initially convene as a Module Assessment Board as outlined in section 11.9. Marks established as correct at this time cannot be changed. The Joint Assessment Board will then convene as an Award Board as outlined in section 11.16. The Joint Assessment Board may then convene as a Student Progress Board as outlined in section 11.11.
- 11.13.5. In all cases the Chair shall preside over all elements of the Joint Assessment Board.
- 11.13.6. The final list of marks will be signed by the Chair of the Joint Assessment Board and, where appropriate, External Examiner(s).

#### **11.14. Membership of Joint Assessment Boards**

- 11.14.1. The membership requirements for the Module Assessment Board, Student Progress Board and Award Board shall apply to the relevant elements of the Joint Assessment Board.

#### **11.15. Resit Boards**

- 11.15.1. A Resit Board is a Joint Assessment Board at which both module and course outcomes are considered, focussing on resit results. The Resit Board will first convene as a Module Assessment Board, then as a Student Progress Board and/or Award Board, as appropriate.
- 11.15.2. The School/College Board will determine the schedule of Resit Boards and the courses to be considered.

#### **11.16. Award Boards**

- 11.16.1. The School/College Board will determine the schedule of Award Boards and the courses to be considered.
- 11.16.2. The Board will:
- a) consider the results of all assessment to make decisions on awards to be conferred in accordance with the approved regulations and the relevant policies of the Academic Board;
  - b) confirm that the awards conferred meet the requirements of external accreditation bodies;
  - c) make decisions on the final award to be conferred for exit awards for any students who have withdrawn, and/or any whom the School/College has withdrawn;
  - d) ensure that External Examiners are fully involved with its deliberations;

- e) in the case of an upheld Appeal, the Award Board may be asked to reconsider its decision, this is normally by Chair's Action.

## **11.17. Membership of Award Boards**

11.17.1. The membership of each Award Board is:

- a) Head of School/College (or Head of Subject who has been fully briefed about each course) as Chair;
- b) Course Leader or authorised designate of each course within the remit of the Board;
- c) Head of Subject, or authorised designate who has been fully briefed, responsible for modules which contribute significantly to the courses under consideration;
- d) External Examiner(s);
- e) representative of an academic partner institution, where appropriate;
- f) in attendance a member of the administration team who will act as Secretary to the Board.

11.17.2. The following attendees **must** be present:

- a) the Chair shall normally be the Head of School/College. The Head of School/College may authorise experienced academics to act as designate Chairs in exceptional cases. All Chairs and authorised designates must have completed the annual mandatory training;
- b) the Chair cannot act as a designate for a Course Leader;
- c) at least one External Examiner;
- d) Course Leader or authorised designate for each award being considered;
- e) in attendance a member of the administration team who will act as Secretary to the Board.

11.17.3. The following are excluded from formal membership of Boards but shall be entitled to attend and speak and to receive agenda items and minutes on request:

- a) the Vice-Chancellor (or authorised nominee);
- b) the Head of Quality Assurance and Academic Policy (or authorised nominee);
- c) the University Secretary (or authorised nominee).



# Section 12 – Academic Offences

## 12. Academic Offences

### 12.1. Academic Offences Principles

- 12.1.1. The Academic Offences regulations will be used to deal with any cases of academic misconduct including examination offences, plagiarism and other means of cheating to obtain an advantage.
- 12.1.2. Offences relating to an invigilated examination, coursework or other assessment include:
- a) Research misconduct;
  - b) purchasing and selling of work;
  - c) fabrication of experimental results, research or other investigative work;
  - d) failure to gain prior ethical approval;
  - e) plagiarism;
  - f) unauthorised access to an examination paper before an examination;
  - g) forgery;
  - h) removal of a question paper, answer script or other examination stationery from an examination venue or any other University premises;
  - i) causing a disturbance during an examination;
  - j) refusal to cooperate with an invigilator or to follow an invigilator's instructions;
  - k) possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including toilets);
  - l) access to, possession of or use of unauthorised material on, a computer, mobile telephone, or other electronic device during an examination;
  - m) communicating with another candidate while under examination conditions;
  - n) copying, or attempting to copy, the work of another candidate;
  - o) having writing on the body in an examination venue;
  - p) impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment;
  - q) the fraudulent reporting of source material;
  - r) the fraudulent reporting of experimental results, research or other investigative work;
  - s) collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted;
  - t) use, or attempted use, of ghost writing services for any part of an assessment;
  - u) submission of work, or sections of work, for assessment in more than one module or assessment (including work previously submitted for assessment at another institution);
  - v) all other forms of cheating.
- 12.1.3. Marking of work will not be suspended during any investigation or allegation of academic misconduct.

## **12.2. Plagiarism**

- 12.2.1. The University defines plagiarism as the practice of taking someone else's work and/or ideas and passing it/them off as their own. It is also, where a student represents someone else's work as their own irrespective of whether this was intended. Close paraphrasing, without adequate attribution; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement, all constitute examples of plagiarism. In addition, where a student re-uses work, whether in part or in whole that they have previously submitted for graded assessment – at the University or another institution - without properly referencing themselves (known as 'self- plagiarism') shall also constitute plagiarism.

## **12.3. Poor Academic Practice**

- 12.3.1. This can only be applied to students in their first year of study at the University. Where the Course Leader, or authorised nominee, determines that the first offence is due to poor academic practice\*, the following course of action shall apply:

\*poor academic practice - this is where a first academic offence has been committed due to lack of knowledge of academic writing. This is also to be used where plagiarism has been identified as resulting from a lack of understanding and poor academic practice.

- a) advise the student to obtain further support and guidance in referencing skills and;
  - b) require the student to resubmit a corrected version of the element of assessment within five working days following the meeting with the maximum mark uncapped, (except where a cap has already been applied);
  - c) ensure that a letter will be retained on the student's file to this effect for the period of one year, or where it is longer, for the duration of that level of study.
- 12.3.2. Poor Academic Practice cases will normally be concluded within **10 working days** of the receipt of the case and will be dealt with internally by the Course Leader, or authorised nominee within the School/College. Where a student commits a further offence this should be considered as a Minor Offence or a Major Offence depending on the level of severity.

## **12.4. Severity of Academic Offences**

- 12.4.1. Academic Offences shall be dealt with according to the severity of the offence as follows:
- a) **Minor Offence** - includes first offence of plagiarism, or other minor offence resulting from negligence or intent, where a student attempted to acknowledge their sources and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, and the student could benefit from further academic advice and referral for support.

- b) **Major Offence** - includes subsequent Minor Offences of plagiarism, all examination offences and all other serious offences, all of which require referral to the University Registrar for further investigation by the Academic Offences Panel.

- 12.4.2. In the case of a proven academic offence with a penalty requiring the resubmission of assessment, the resubmission must take place at the earliest opportunity during the current academic year and/or by the deadline set by the School/College.
- 12.4.3. Where a student does not resubmit, a mark of 0 shall be given for the assessment.
- 12.4.4. All Academic Offences and outcomes must be reported to Academic Registry, where all student records are maintained.

## **12.5. Minor Offence**

- 12.5.1. A student suspected of committing a minor academic offence shall be invited to attend an interview with the Head of Subject, or authorised nominee, and shall be given copies of all evidence submitted in support of the allegation.
- 12.5.2. Notice of **five working days** will be given to the student of the interview date, time and venue.
- 12.5.3. Students should contact the Head of Subject, or authorised nominee, within **five working days** of notification of the allegation to make alternative arrangements if they are unable to make the original proposed date. If the student is unable to attend the next arranged date, the interview will proceed in their absence.
- 12.5.4. Where a student fails to attend or make alternative arrangements, the investigation will proceed in the absence of the student, and consideration will be given to the documentation available.
- 12.5.5. A student may be accompanied to the interview by a friend or Students' Union representative. Under no circumstances may the student have legal representation or be represented by an external organisation.
- 12.5.6. All interviews will be conducted according to the standard procedures issued by Academic Registry.
- 12.5.7. As part of an interview, if the case warrants it, a student may be tested on subject knowledge by an oral examination. The oral examination shall be conducted by two members of academic staff with knowledge of the subject who will submit a report to the Head of Subject.
- 12.5.8. Where a **Minor Offence is proven**, the Head of Subject or authorised nominee, will ensure that one of the following penalties will be applied:
  - a) where the Head of Subject, or authorised nominee considers the offence to be Poor Academic Practice, those related penalties will apply.

- b) require the student to resubmit the relevant element(s) of assessment by a specified deadline with the maximum element mark capped at the pass mark; and impose a formal reprimand to be retained on the student's file for the duration of the course of study. If the resubmitted work incurs further academic offence allegations, the case will be referred to a Major Academic Offences Panel.
- 12.5.9. All Minor Offence cases referred to the Head of Subject, or authorised nominee, will normally be concluded within **20 working days** of the receipt of the case and will be dealt with internally by the School/College.
- 12.5.10. Where the Head of Subject, or authorised nominee, determines following the interview, that there is evidence of an academic offence in an assessment that cannot be dealt with as a Minor Offence, the Head of Subject, or authorised nominee, will refer the case as a Major Offence **within five working days** to the University Registrar or authorised designate, who shall be responsible for investigating the case.
- 12.6. Major Offence**
- 12.6.1. Invigilators, assessors or Module Leaders who suspect a student of committing an academic offence in an **examination** shall **immediately** inform the University Registrar, or their authorised nominee, who shall be responsible for investigating the allegation as a Major Offence.
- 12.6.2. Where a member of staff suspects that a Major Offence has been committed as part of any **assessment**, the Module Leader or assessor shall **immediately** notify the Head of Subject or authorised nominee. This should be referred to the University Registrar or authorised designate where it is a Major Offence **within five working days**.
- 12.6.3. A student accused of committing a Major Offence shall be invited to an Academic Offences Panel investigation by the University Registrar or authorised designate and shall be given copies of all evidence submitted in support of the allegation.
- 12.6.4. An Academic Offences Panel shall be convened with responsibility for determining whether assessment related offences have been committed and will determine penalties, where applicable.
- 12.6.5. Notice of a minimum of **five working days** will be given to the student of the Academic Offences Panel investigation date, time and venue.
- 12.6.6. A student may be accompanied to the Academic Offences Panel investigation by a friend or Students' Union representative. Under no circumstances may the student have legal representation or be represented by an external organisation.
- 12.6.7. As part of an investigation, a student may be tested on subject knowledge by an oral examination. In such cases, the oral examination shall be conducted by a minimum of two academic staff, with knowledge of the subject, who shall submit a report to the Academic Offences Panel.

- 12.6.8. Students should contact the University Registrar or authorised designate within **five working days** of notification of the allegation to make alternative arrangements if they are unable to make the original proposed date. If the student is unable to attend the next arranged date, the Academic Offences Panel will proceed in their absence.
- 12.6.9. The Academic Offences Panel investigation should proceed where a student fails to attend or make alternative arrangements, and the Panel will consider the case in the absence of the student and make a decision on the documentation available.
- 12.6.10. On completion of the Academic Offences Panel investigation, the University Registrar or authorised designate shall notify the student of the outcome of the case.
- 12.6.11. The Academic Offences Panel shall comprise:
- a) a member of academic staff who is a trained Chair, appointed by the authority of the Vice-Chancellor. If for any reason the Chair is unable to act, the Vice-Chancellor or authorised nominee shall appoint an alternative Chair;
  - b) a member of academic staff from the same School/College to that of the student;
  - c) a member of academic staff from a different School/College to that of the student;
  - d) in attendance, an authorised nominee from Academic Registry to act as Secretary to the Panel.
- 12.6.12. The Academic Offences Panel shall have the authority to act in cases where a student admits or does not deny an offence.
- 12.6.13. The Secretary is responsible for advising the Academic Offences Panel on the Academic Regulations. In the event of the Panel being divided over a decision to be taken, the Chair shall have a second and casting vote to determine the decision.
- 12.6.14. If it is determined that a Major Offence has been committed, the student's file/record will be made available to the Panel at this stage along with the student's transcript. In arriving at a decision on penalties to be applied, the Panel will take account of any previous offences on record and shall impose the penalties on an individual basis; in cases involving a group of students, each individual will be considered separately.
- 12.6.15. If during the course of the Academic Offences Panel investigation, evidence of further academic offences is revealed, the penalties will also apply to those modules affected.

- 12.6.16. In deciding the appropriate formal penalty, the Academic Offences Panel will consider the following criteria, as supported by the necessary evidence:
- a) Premeditation in order to gain an unfair advantage.
  - b) Intention in order to gain an unfair advantage.
  - c) Acting for financial gain.
  - d) Abusing a position of trust.
  - e) Previously proven allegations.
- 12.6.17. Where a **Major Offence is** proven, the Academic Offences Panel shall impose a formal reprimand to be retained on the student's file for the duration of the course of study and one of the following penalties for each module for which an academic offence is found to have been committed:
- a) where the Panel considered the offence to be a Minor Offence or poor academic practice, those related penalties will apply.
  - b) failure (a mark of 0) in the element(s) of assessment in which the offence occurred, with the maximum mark of the resubmission element capped at the pass mark;
  - c) failure (a mark of 0) in the module of which the assessment forms a part, with the maximum module mark on any resit of the module capped at the pass mark; If the assessment is a resit attempt, the student will be required to retake the module, and the module will be capped at the pass mark;
  - d) discontinuation of studies at the University.
- 12.6.18. The outcome of all cases shall be confirmed to the student in writing.
- 12.6.19. All Major Offence cases will normally be concluded within **20 working days** of the receipt of the case referral from the School/College, and will be dealt with by the University Registrar or authorised designate. The total time to conclude a Major Offence case is normally **25 working days**.
- 12.7. Appeals**
- 12.7.1. A student may appeal in accordance with the Appeal Regulations (see Section 14).

# Section 13 – Exceptional Circumstances

## 13. Provisions for Exceptional Circumstances

### 13.1. Exceptional Circumstances Explanation

- 13.1.1. The University recognises that there are times when students will encounter difficulties during their course of study and provisions are made as outlined in this section. In all cases, students should seek academic advice as soon as possible. Penalties may be applied to students' marks where students fail to meet agreed submission deadlines (see section 6.3 – Penalties for Late Submission of Assessment) and they have not taken one of the following courses of action:
- a) in the first instance, students should self-certify where they are unable to meet the deadline for an assessment (including formal examinations);
  - b) where students have not self-certified in advance, in the event of failure, they may apply for evidenced mitigating circumstances to be considered;
  - c) in serious cases students may need to defer their studies for a semester or up to two years;
  - d) where a student is unable to complete their course of study within their period of registration they may need to withdraw from the University;
  - e) a student may consider at a later date to reapply to study at the University via the recognition of prior learning route.

### 13.2. Extensions

- 13.2.1. Where a student has good reason to require an extension to a deadline for coursework submission, this must be addressed via the self-certification mitigation regulations. See 13.3 below.
- 13.2.2. The self-certification application must be made **prior to the original submission deadline** and the work then submitted as soon as possible, up to 10 working days after the deadline, and prior to the Assessment Board meeting. Where this process is followed, the work submitted late will be graded with an uncapped mark.
- 13.2.3. For all dissertations/capstone project modules the work must be submitted no later than one month after the deadline and the late submission may result in a delay to graduation.

### 13.3. Mitigating Circumstances

- 13.3.1. Mitigating circumstances are circumstances that are outside a student's control which may negatively impact a student's ability to undertake or complete any assessment, such that the assessment submitted would not be a true reflection of the student's capabilities in normal circumstances.
- 13.3.2. Such circumstances may include the following:
- a) physical or mental ill-health;
  - b) severe financial hardship;
  - c) emotional/personal difficulties e.g. bereavement;

- d) disability i.e. where the student's disability comes to light for the first time at assessment;
- e) unavoidable absence from the University e.g. unforeseen requirements of employer;
- f) unavoidable absence from domicile e.g. eviction;
- g) loss of immigration status;
- h) jury service;
- i) other serious circumstances which could not be foreseen by the student or serious circumstances beyond the control of the student.

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

- 13.3.3. Students are responsible for submitting their assessments on time, presenting themselves for assessment and examinations at the appropriate times and venues, and submitting relevant information on mitigating circumstances where required.
- 13.3.4. Where mitigation is requested, the student is responsible for seeking academic advice and for considering the impact of the mitigation on their overall assessment load and on their progression through the course of study.
- 13.3.5. The application of mitigation may be restricted to meet Professional, Statutory or Regulatory Body requirements.

#### **13.4. How to Submit Mitigation before the Assessment Deadline**

- 13.4.1. Where a student considers that they may fail a coursework assessment, they must self-certify mitigating circumstances in writing, using the Mitigation Form, before the due date of the assessment.
- 13.4.2. If the circumstances are not known in advance, mitigating circumstances must normally be self-certified **no more than ten working days** after the assessment due date and prior to the Assessment Board.
- 13.4.3. Where the work cannot be completed in time due to the circumstances, the student must self-certify for mitigation with the expectation that their assessment will take place at the next available opportunity. The requirements will be communicated to them in writing, following the Assessment Board.
- 13.4.4. In exceptional circumstances, where a student is unable to present their own mitigation self-certification, the student may give permission in writing for a member of University staff, or Students' Union staff, to certify mitigation on their behalf.
- 13.4.5. Certification by other students cannot be made on behalf of a student.

#### **13.5. Mitigation for an Examination or Timetabled Assessment**

- 13.5.1. A student who is unwell and is unable to sit an examination, must normally self-certify mitigating circumstances on or before the attendance date of the examination.
- 13.5.2. Where a student is taken ill during a timetabled assessment such as an



examination the student must self-certify mitigating circumstances **within ten working days**.

### **13.6. Late Mitigation**

- 13.6.1. Late mitigation is a request for mitigation after the Assessment Board has met and results are confirmed. It is only permitted where a student has failed an assessment or examination.
- 13.6.2. Self-certification is not permitted for late mitigations. A written request for mitigating circumstances must be submitted, accompanied by documentary evidence.
- 13.6.3. Late mitigation will not be accepted where a pass mark has been achieved, unless a professional body requires a higher threshold of achievement than a pass.

### **13.7. Evidence to Support Late Mitigation Applications**

- 13.7.1. Where a student cites medical evidence in support of their application, they must present certification by a registered healthcare practitioner. Such evidence must be directly relevant to the circumstances in order to be considered appropriate for the claim.
- 13.7.2. Applications relating to personal circumstances must also be documented, and supported by appropriate independent professional statements. A supporting statement from the Wellbeing Team or from Student Services is acceptable to evidence this. Any costs incurred in supplying evidence are the responsibility of the student.
- 13.7.3. The University reserves the right to contact any person named in an application for mitigation in order to seek clarification or further information to establish authenticity of the evidence provided. This is not done to remedy omissions in the completion of the documentation by the student, or to seek supporting evidence when not supplied.
- 13.7.4. Self-certification and/or parental letters will not be accepted; statements from personal tutors or course leaders will be considered in exceptional circumstances, for example where evidence from an independent professional is not possible to obtain.

### **13.8. Mitigation Panel**

- 13.8.1. All applications for late mitigation will be reviewed to ensure that they meet the criteria at 13.3.1 above. Where they meet the criteria, the mitigation will be granted. Those that do not clearly meet the criteria will be considered by a Mitigation Panel. The membership is:
  - a) a trained Chair, who should be a member of academic staff, appointed on the authority of the Vice-Chancellor, normally from a different School/College to that of the student being considered;
  - b) a minimum of two trained staff, either two academic staff or one academic and one senior member of Academic Registry.

- 13.8.2. The Course or Module Leader or Personal Tutor for the student shall not be a member of the Mitigation Panel.
- 13.8.3. The Panel will review the application and the evidence and come to a decision on whether the mitigation request is to be accepted or rejected.
- 13.8.4. Where evidence is pending, the Mitigation Panel may defer a decision, and authorise the Chair to act on their behalf without calling a further Panel.
- 13.8.5. When the mitigation decision is made, whether by a review or by a Panel, it will be notified to the Chair of the relevant Assessment Board who will take Chair's Action to amend the grade denominators.

### **13.9. Outcome of the Mitigation Consideration**

- 13.9.1. If the application is accepted, Assessment Boards are informed by the Panel to award an uncapped attempt in the affected module(s) or a further capped attempt, which shall be taken at the earliest available opportunity, in the case of coursework. The mark obtained at this attempt is recorded as final, unless the overall original module or element mark achieved was higher than the mark achieved post-mitigation. This means that the highest module or element mark (best mark) shall stand. If the application is rejected, the original assessment mark shall stand.
- 13.9.2. Where a student is unable to progress between Levels, or complete their award requirements, and there are accepted mitigating circumstances, the assessment(s), can be taken earlier than the next available attempt at the discretion of the Head of School/College. The mark obtained at this attempt is recorded as final.
- 13.9.3. Where a student cannot meet their award requirements due to non-completion of assessment and there are accepted mitigating circumstances, a Mitigation Review may recommend to the Assessment Board to award an uncapped resit of the assessment or retake in the affected module(s). The resit/retake shall be taken at the next available opportunity or earlier at the discretion of the Head of School/College. Any retakes as a result of mitigation will not be charged.
- 13.9.4. The successful outcomes from a Mitigation Panel is a re-attempt / resit / retake without penalty (uncapped).
- 13.9.5. If a student chooses not to take the re-attempt, the original mark will stand.
- 13.9.6. If the student does not attempt the assessment, does not self-certify, and later submits late mitigation which is rejected, then the outcome is recorded as a Non Submission.
- 13.9.7. A student shall receive, in writing (via email to their student University account), the decision of the Mitigation Review to the Assessment Board **within 10 working days** of the Mitigation Review meeting.

### **13.10. Appeal against the Mitigation Outcome Decision**

- 13.10.1. The student may appeal against the recommendation of the Mitigation Panel under the Appeal Regulations – see Section 14.

### **13.11. Deferral of Studies**

13.11.1. Deferral of studies is where a student is unable to undertake or complete their semester or year of study, due to circumstances that are outside a student's control. A period of deferral is an agreed temporary postponement of studies. For example, where a student is unable to attend their module or course and/or submit for assessment and will not be able to submit at the next assessment point, this will be considered as a potential course deferral. Module deferrals are not allowed.

13.11.2. Circumstances that could be grounds for deferral shall be the same as those for mitigation and shall include the following:

- a) physical or mental ill-health;
- b) severe financial hardship;
- c) emotional/personal difficulties, e.g. bereavement;
- d) disability i.e. where student's disability comes to light for the first time at the assessment;
- e) unavoidable absence from the University, e.g. requirements of employer;
- f) unavoidable absence from domicile, e.g. eviction;
- g) loss of immigration status;
- h) other serious circumstances which could not be foreseen by the student.

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

13.11.3. The circumstances causing the deferral request, are regarded as confidential

13.11.4. The University may defer a student for the reasons listed in section 13.11.2 above.

13.11.5. Where a student is unable to attend their module and/or submit for assessment but will be able to submit at the next assessment point, these are covered by Mitigating Circumstances, see section 13.3 above.

### **13.12. How to request a Deferral of Studies**

13.12.1. Where a student wishes to defer their course of study, the request must first be considered by their Personal Tutor or Course Leader, who will establish whether deferral is the most appropriate option.

13.12.2. A student may defer their course of study at any time, with the following consequences:

- a) the result for any module – either pass or fail – for which all assessments have been completed, will be retained;
- b) the result for any module that has not been completed, for example, the student has submitted to Assessment 1 but not Assessment 2, will not be retained. The student shall re-register on that module on their return, however they will not be charged again for that module, and the assessments will not count as a retake, therefore will not be capped;
- c) students must refer to Student Services for advice on the implications of deferral of their studies on their student loan and their finances;
- d) where applicable: the relevant funding body or professional, statutory,

regulatory or governing body or other agencies (for example UKVI), will be notified.

- 13.12.3. A Tier 4 student may defer their studies but in most cases their visa will be curtailed and the student will have to return to their home country. A new visa application must be obtained in order for the student to return to study in the UK.
- 13.12.4. A student may defer up to a maximum period totaling two calendar years, subject to the period of registration, Tier 4 sponsorship and/or any Professional, Statutory and Regulatory Body requirements.
- 13.12.5. Students who need to defer their course of study for a period of more than two calendar years shall be withdrawn and, where applicable, receive an exit award. These students may apply for RPEL/RPCL to re-join the course. Students enrolled on courses under Professional, Statutory and Regulatory Body regulations should refer to their specific course regulations.
- 13.12.6. Where the request is approved, the Course Leader must ensure that a return date is agreed and the Deferral Form is completed. The form is sent to the Course Administrator for processing and submission to the Student Record and Data Team. If the student is subsequently unable to return on the agreed date, the student must notify their Course Leader.

### **13.13. Explanation of Deferral and Withdrawal from Studies**

- 13.13.1. When a student defers from their studies, it means they are taking time out from their course of study with the intention of re-joining their studies at the next available opportunity. While deferred, a student is still considered to be a student of the University for most purposes, but student loan funding is not usually available during periods of deferral.
- 13.13.2. When a student withdraws from their studies, it means that they are leaving their course of study completely, with no intention of returning at a later date. When a student has withdrawn, they will no longer be considered a student of the University, and if they consider at a later date to reapply to study at the University, they must apply via the recognition of prior learning route.

### **13.14. Withdrawal**

- 13.14.1. A student may be withdrawn from the course of study before completion under the following processes:
  - a) Student-initiated withdrawal;
  - b) University-initiated withdrawal.

### **13.15. Student-Initiated Withdrawal**

- 13.15.1. A student wishing to withdraw must complete and sign the withdrawal form or otherwise clearly communicate in writing either by letter or by email, their intention to withdraw from their course of study.

### **13.16. University-Initiated Withdrawal**

13.16.1. The University may withdraw a student for a range of reasons. These include (but are not limited to):

- a) failure to progress (withdrawal on academic grounds);
- b) non-attendance, where this is a course requirement;
- c) failure to return from a period of deferral;
- d) loss of employment, where this is a requirement for the course of study and in particular for those studying a Degree Apprenticeship as set out in the Terms and Conditions, or detailed in the Commitment Statement or in the enrolment form
- e) expiration of the maximum registration period;
- f) following the outcome of student disciplinary procedures;
- g) failure to (re-) enrol;
- h) non-payment of tuition fees;
- i) breaching the conditions of their Tier 4 visa.

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

13.16.2. The decision to withdraw a student will be based on evidence in one or more of the above categories, and will be considered by the Head of School/College and will be notified to the Chair of the Assessment Board

13.16.3. Before a withdrawal is considered, the student concerned will be contacted and given advice by their Personal Tutor or Course Leader with a view to achieving the best possible outcome academically and personally for the student. The Chair of the Assessment Board (or their authorised nominee, normally the Course Leader) must, give the student a formal, written warning of withdrawal and a specified period in which to respond before terminating their registration on the course of study.

13.16.4. As an integral part of the process, the student must be referred to Student Services for advice on any financial implications of withdrawing from their course of study.

### **13.17. Consequences of Withdrawal**

13.17.1. A student is withdrawn from their course of study with the following consequences:

- a) termination of their registration and enrolment, and they shall no longer be a student of the University;
- b) the University will duly process records with external bodies, where applicable, the relevant funding body or professional, statutory, regulatory or governing body or other agencies (for example UKVI), will be notified. For the purpose of the student record, the date of withdrawal will be the same as the date the decision to withdraw is made, unless evidence is readily available to confirm an earlier date;
- c) students must then refer to Student Services for advice on the implications of withdrawal from their studies on their student loan and their finances.

- 13.17.2. A student may appeal against the decision to withdraw him/her from a course of study, in accordance with the Appeal Regulations – see Section 14 below.

## **Section 14 – Appeal Regulations**

### **14. Appeal Regulations**

#### **14.1. Appeal Process Overview**

- 14.1.1. The Vice-Chancellor shall normally delegate authority for the operation of the appeal regulations to the University Secretary. The Vice-Chancellor may authorise a nominee to act where any person referred to in these regulations is unable to do so.
- 14.1.2. The appeal regulations provide a single process for students who wish to appeal against outcomes arising from the following procedures:
- a) Assessment Board decisions;
  - b) Research Degree Examination Panels;
  - c) Academic Offences Regulations;
  - d) Withdrawals;
  - e) Mitigation;
  - f) Fitness to Practise;
  - g) Student Disciplinary Regulations.

#### **14.2. Grounds for Appeal**

- 14.2.1. A student may appeal on one or more of the following grounds:
- a) procedural error: where the process leading to the decision being appealed against was not conducted in accordance with the University's procedure. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure;
  - b) that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason\*, or were not properly taken into account.

\*Good reason - requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time.

- 14.2.2. The following shall not be deemed legitimate grounds for appeal. Any appeal founded exclusively on one or more of these grounds shall be rejected automatically:
- a) appeals against academic judgement, for example the mark awarded by examiners;
  - b) appeals based upon the informal assessment of a student's work by academic staff;
  - c) retrospective reporting of mitigating circumstances that might reasonably have been made known at the proper time;
  - d) marginal failure to attain a higher classification of award;
  - e) in the case of student disciplinary matters, the provision of an apology by a

- student for their actions;
- f) lack of awareness by a student of the relevant procedure or regulations;
- g) vexatious or frivolous appeals;
- h) where no fresh evidence is submitted or there has not been a material change of circumstances since the last decision on the matter.

14.2.3. In all cases, the original outcome of the appropriate Panel or Board, which is the subject of the appeal, is final and not varied until and unless a successful appeal results in an alternative decision. For example, where a student is withdrawn due to academic failure, and the appeal is upheld, the student shall not be reinstated until the appeal process is complete.

### **14.3. Submitting an Appeal**

14.3.1. A student must submit an appeal to the University Secretary in writing by completing the Appeal Form available on the University's website: <http://www.uwl.ac.uk/about-us/policies-and-regulations>. The completed appeal form must detail the decision being appealed against, present the grounds on which the appeal is being made, and provide appropriate supporting evidence.

14.3.2. An appeal must be received **within 10 working days** of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or the official publication of results date. The University Secretary may exercise discretion to consider a late appeal where a student demonstrates good reason for the delay.

14.3.3. Appropriate supporting evidence which supports the points made in the appeal must be submitted with the appeal or **within five working days** of submission.

14.3.4. The costs of an appeal incurred by the student will not be reclaimable, except in exceptional circumstances.

### **14.4. Actions on Receipt of an Appeal**

14.4.1. On receipt of an appeal, the University Secretary, or authorised nominee, shall first determine if the appeal was submitted in time.

14.4.2. Where an appeal is determined to be out of time, the substance of an appeal shall not be considered; it will not be heard and a letter shall be issued to the student reflecting this decision.

14.4.3. Where an appeal is deemed to be submitted in time, the University Secretary, or authorised nominee, will be responsible for investigating the appeal. This will normally consist of reviewing the decision made under the previous procedure, reviewing all relevant documentation and, where appropriate, discussions with those responsible for the original decision. The outcome of this investigation will be referred to the Chair of the Appeal Panel.

14.4.4. The Chair of the Appeal Panel shall determine whether it should be upheld or rejected based on the grounds for appeal.

14.4.5. Where the Chair deems the case to be more complex it shall be referred to the Appeal Panel for consideration.

- 14.4.6. Where an Appeal Panel is required, the University Secretary, or authorised nominee, shall notify the student in writing **at least five working days** before the Appeal Panel meeting is due to take place and provide the student with:
- a) details of the date, time and place of the Panel meeting and those who will be present;
  - b) a statement of the grounds upon which their appeal is to be considered;
  - c) a statement to the effect that new witnesses may be called in support of the grounds of appeal and the University has the right to call new witnesses on its behalf;
  - d) copies of any documents to be considered relating to the appeal;
  - e) a statement that the student may be accompanied to the appeal meeting by a friend or Students' Union representative. Under no circumstances may the student have legal representation or be represented by an external organisation.

#### **14.5. Appeal Panel Membership**

- 14.5.1. The membership of the Appeal Panel is:
- a) a Chair, appointed by the Vice-Chancellor for the relevant category of appeal. If for any reason the Chair is unable to act, the Vice-Chancellor shall appoint an alternative Chair;
  - b) a member of academic staff, normally from the same School/College;
  - c) a member of academic staff, drawn from the membership of the Academic Board;
  - d) where the Appeal Panel is reviewing the outcomes from Fitness to Practise procedures, membership will include a registered practitioner from the relevant professional body instead of the second member of academic staff;
  - e) where the Appeal Panel is reviewing the outcomes from Doctorate procedures, the members of the panel will be at Doctorate level or will have supervised at Doctorate level;
  - f) Secretary to the Panel, appointed by the University Secretary, who shall be present throughout the meeting of the Panel to record its deliberations and provide advice to the Panel with regard to the University Regulations. The Secretary shall not be involved in the decision making process.
- 14.5.2. Chairs of Appeal Panels shall be appointed by the Vice-Chancellor, or authorised nominee, normally for a term of three years.
- 14.5.3. Members of the Appeal Panel shall not have been involved in making the original decision being appealed against.
- 14.5.4. The Appeal Panel membership shall be individually constituted for each case or group of cases.

#### **14.6. Appeal Panel Procedure**

- 14.6.1. All papers and proceedings shall be confidential.
- 14.6.2. If the student does not attend the appeal meeting, or contact the Secretary of the Appeals Panel to make alternate arrangements **within five working days** of notification of the Panel Meeting, the Appeal Panel shall make a decision in the absence of the student based on the documentation available.



- 14.6.3. The Appeal Panel meeting shall normally adopt the following format:
- a) the members of the Panel shall be introduced to those present;
  - b) the student shall be asked to address the Appeal Panel regarding the appeal. The student's friend or representative may make this response if the student requests it;
  - c) the Appeal Panel members shall ask the student questions relevant to the case;
  - d) the University representative shall put forward the University's case;
  - e) the Appeal Panel shall ask the University representative questions relevant to the case;
  - f) witnesses may be called to the Appeal Panel where permitted by the Chair;
  - g) the student, and their friend, and the University representative may remain present throughout except for the Panel's deliberations;
  - h) the Appeal Panel shall consider its decision.

- 14.6.4. The Appeal Panel may determine:
- a) to reject the appeal and uphold the original decision;
  - b) to refer the original decision back to the relevant body for reconsideration;
  - c) to uphold the appeal and refer to the University Registrar and University Secretary to apply an appropriate remedy.

#### **14.7. Notification of Outcome of an Appeal**

- 14.7.1. The Appeal Panel shall inform the student of its decision and the reasons for it **within three working days** of the meeting. The decision shall be confirmed in writing **within five working days** of the meeting.
- 14.7.2. The University will expedite the appeals procedures where circumstances warrant swift action. These may include, but are not limited to:
- a) cases where the impact of the issues raised has detrimental consequences for the student's mental health or where the student displays significant stress;
  - b) cases where external time limits apply e.g. in meeting regulatory requirements for the completion of professional courses, including cases where students have been withdrawn from their course of study.
- 14.7.3. A student shall normally be notified of the outcome of their appeal **within 90 calendar days** of the date of submission of their appeal. Any expected delays beyond the 90 days will be notified to the student.

#### **14.8. Actions where an Appeal is Upheld**

- 14.8.1. Where an appeal is upheld, the University Secretary will refer to the University Registrar for appropriate remedial action to be taken, relevant to the decision of the Appeal Panel.
- 14.8.2. Where an appeal is upheld, the student will be informed that they may request a Completion of Procedures (COP) letter confirming their right of referral to the Office of the Independent Adjudicator (OIA), see section 14.10 below.

#### **14.9. Actions where an Appeal is Not Upheld**

- 14.9.1. Where an appeal is not upheld by the Chair or by the Appeal Panel, the student has the right to request an Appeal Review by the University Secretary, or authorised nominee, provided the Appeal Review request was made within 10 days of the original Appeal Panel decision.
- 14.9.2. The University Secretary, or authorised nominee, shall review the original appeal and all the documentation relating to the case within 20 days of the request for the Appeal Review.
- 14.9.3. The University Secretary shall either uphold or dismiss the Appeal Panel's decision.
- 14.9.4. Where the University Secretary dismisses the Appeal Panel's original decision, the University Secretary may:
  - a) refer the original decision back to the relevant Panel or Board for reconsideration;
  - b) refer to the Regulatory Casework Panel to apply an appropriate remedy.
- 14.9.5. Where the University Secretary, upholds the Appeal Panel's original decision, the student will be provided with a Completion of Procedures letter and informed of their right to submit an application to the Office of the Independent Adjudicator (OIA), see section 14.10 below.

#### **14.10. Review by the Office of the Independent Adjudicator (OIA) for Higher Education**

- 14.10.1. A student not satisfied with the outcome provided by the University following receipt of their COP letter may submit a complaint to the OIA.
- 14.10.2. Information on submitting a complaint to the OIA shall be contained within the COP letter. Information on how to submit a complaint to the OIA can also be found on their website: [www.oiahe.org.uk](http://www.oiahe.org.uk).
- 14.10.3. The OIA will consider whether the University followed its policy correctly, and whether the outcome is reasonable in the light of the facts of the case. The OIA will not normally consider a submission until a student has completed the University's internal procedures.

# Section 15 - Appendices

## 15. Appendices

### Appendix 1

#### 1. The Role and Responsibilities of the University Research Degrees Sub-Committee

##### 1.1. Terms and Conditions of the University Research Degrees Sub-Committee

1.1.1. The University Research Degrees Sub-Committee (URDSC), a sub-committee of the University Research, Scholarship and Enterprise Committee, has the delegated authority in matters relating to the management and administration of research degrees.

1.1.2. The main functions of the URDSC are:

- a) To monitor, evaluate and enhance the quality of the postgraduate research provision, ensuring that it satisfies the standards set down by external agencies, including Office for Students, HEFCE and the Research Councils.
- b) To oversee the entire doctoral path of postgraduate research students, from the point of enrolment through to completion.
- c) To approve applications to register for MPhil/PhD, Professional Doctorate and the PhD by Publication.
- d) To approve supervision teams including the appointment of external supervisors and any subsequent changes to supervision teams.
- e) To monitor and evaluate the overall progress and performance of postgraduate research degree students through consideration of annual reports.
- f) To approve applications for mitigating circumstances, suspension of registration and extensions.
- g) To approve applications to transfer from MPhil to PhD.
- h) To approve the appointment of external examiners for postgraduate research candidates for a higher degree.
- i) To ratify examiners' recommendations and approve the award of higher degrees to individuals who have satisfied the examiners with regard to the examination requirements.
- j) To ensure provision of appropriate training and continued professional development for research supervisors and examiners.
- k) To recommend amendments to the postgraduate research regulatory frameworks and approve associated procedural and guidance documents.

1.1.3. The Committee is expected to liaise as necessary with the Academic Quality and Standards Committee with regard to the occasional revision of the postgraduate research regulatory frameworks to ensure consistency with the postgraduate taught regulatory frameworks.

## **1.2. Membership of the University Research Degrees Sub-Committee**

1.2.1. The membership of the University Research Degrees Sub-Committee shall be constituted to ensure:

- a) appropriate experience of completed research degree supervision;
- b) appropriate experience of examining research degrees;
- c) a wide range of research experience and research-based publications;
- d) subject expertise to reflect the range of disciplines in which students are registered as far as is reasonably practicable; and
- e) familiarity with the University's regulations for research degrees.

1.2.2. The above implies that:

- a) a majority of members of the University Research Degrees Sub-Committee shall have supervised two or more candidates to successful completion of PhD degrees;
- b) a substantial proportion shall have had experience of examining research degrees;
- c) there shall be clear evidence that members have publications, or are engaged in research activities leading to publication; and
- d) there is sufficient expertise represented on the University Research Degrees Sub-Committee to ensure that each application can be dealt with appropriately.

1.2.3. No person who is registered for a research degree shall be a member of the University Research Degrees Sub-Committee.

1.2.4. Members may be co-opted onto the University Research Degrees Sub-Committee for a period of no longer than one year.

## **1.3. Constitution and terms of reference of the University Research Degrees Sub-Committee**

1.3.1. There shall be a constitution whose terms of reference shall include:

- a) the role and function of the committee;
- b) the membership criteria and period of office;
- c) the quorum required;
- d) the required frequency of meetings; and
- e) the powers of the committee.

# Appendix 2

## 2. Specimen PhD Thesis Title Page

THE ORIGINS OF THE FARMERS'  
CO-OPERATIVE IN WESSEX

JOHN SMITH

A thesis submitted in partial fulfilment of the  
requirements of The University of West London  
for the degree of Doctor of Philosophy

This research programme was carried out  
in collaboration with the Borchester Farmers' Club

October 2017

# Appendix 3

## 3. Specimen Professional Doctorate Title Page

AN EXPLORATORY STUDY INTO THE ROLE OF NURSES  
PROVIDING SPECIALIST MEDICAL SERVICES

JOHN SMITH

A thesis submitted in partial fulfilment of the  
requirements of the University of West London  
for the degree of Doctor of Nursing

This research programme was carried out  
in collaboration with the London North West Healthcare NHS Trust

October 2017

# Appendix 4

## 4. Table of the Register of Exemptions

REGISTER OF EXEMPTIONS TO THE ACADEMIC REGULATIONS		
COLLEGE OF NURSING, MIDWIFERY AND HEALTHCARE		
Accrediting Body	Course	Exemptions
Nursing and Midwifery Council (NMC)	BSc (Hons) Nursing (Pre-registration) <i>(Closed to new applicants)</i> Adult Children Learning Disabilities Mental Health	No compensation at any Level allowed; Must achieve minimum 40% (levels 4-6)/50% (level 7) in each element of assessment No Retakes; 1 extraordinary Resit opportunity for Theory only; 5 years and 7 months period of registration
	BNursing (Hons) (Pre-registration) - Adult - Children's - Learning Disabilities - Mental Health	
	BNursing (Hons) (Pre-registration) (Apprenticeship) - Adult - Children's - Learning Disabilities - Mental Health	
	BSc (Hons) Midwifery - Pre Registration (3-year course)	For BNursing: A student holding a UG Degree in Nursing <b>and</b> current NMC registration in one field may achieve registration in a 2 <sup>nd</sup> field by completing 120 credits at Level 6.  <b>See also sections 4.1, 4.2 and 4.3 below</b>
	BSc (Hons) Midwifery - Pre Registration (Apprenticeship)	
	BSc (Hons) Midwifery - Pre Registration (shortened)	
	PGDip (Pre- Registration) Adult, Mental Health, Learning Disabilities	

Nursing and Midwifery Council (NMC)	MSci Nursing Dual Registration (Pre-registration) Adult and Mental Health Learning Disabilities and Mental Health Children's and Mental Health	No compensation at any Level allowed; Must achieve minimum 40% (levels 4-6)/50% (level 7) in each element of assessment No Retakes; 1 extraordinary Resit opportunity for Theory only; 6 years period of registration  <b>See also Section 4.4 below</b>
n/a	Higher Apprenticeship FdSc Nursing Associate (Pre-September 2019, now closed to new applicants)	No compensation at any Level allowed; No Retakes; 1 extraordinary Resit opportunity for Theory only; Must achieve minimum 40% in each element of assessment
Nursing and Midwifery Council (NMC) **  (** - Subject to NMC approval 11.10.19)	FdSc Nursing Associate  FdSc Nursing Associate (Apprenticeship)	No compensation at any Level allowed; No Retakes; 1 extraordinary Resit opportunity for Theory only; Must achieve minimum 40% in each element of assessment RPL exceeding 50% permitted in special circumstances  <b>See also Section 4.6 below</b>
Health and Care Professions Council (HCPC)	BSc (Hons) Social Work	No compensation allowed at any Level Must achieve minimum 40% in each element of assessment
	MSc Paramedic Science	No compensation allowed; Must achieve 50% minimum in each element of assessment; No retakes: 1 extraordinary Resit opportunity for Theory only; <b>See also Section 4.5 below</b>



Health and Care Professions Council (HCPC)	BSc (Hons) Operating Department Practice  BSc (Hons) Operating Department Practitioner (Apprenticeship)	No compensation at any Level allowed; Must achieve minimum 40% in each element of assessment No Retakes; 1 extraordinary Resit opportunity for Theory only;
Healthcare Play Specialist Education Trust (HPSET)	FdA Healthcare Play Specialism	<b>See also section 4.2 below</b>
Nursing and Midwifery Council (NMC)	Mentorship for Healthcare Professionals (Closed to new applicants)	No compensation at any Level allowed
	Independent and Supplementary Prescribing	
n/a	FdSc Healthcare Practice: Assistant Practitioner  Higher Apprenticeship FdSc Healthcare Assistant Practitioner	No compensation at any level allowed; Must achieve minimum 40% in each element of assessment No Retakes; 1 extraordinary Resit opportunity for Theory only;
n/a	BSc (Hons) Psychosocial Interventions for Psychosis MSc/PGCert/PGDip Psychosocial Interventions for Psychosis BSc (Hons) Professional Practice MSc/PGCert/PGDip Professional Practice MSc Advanced Practice MSc Improvement Science MSc Advanced Clinical Practice MSc Infection Prevention and Control MSc Advanced Clinical Practice Degree Apprenticeship MSc Advanced Clinical Practitioner	No compensation allowed; Must achieve minimum 40% (levels 4-6)/50% (level 7) in each element of assessment

## SCHOOL OF COMPUTING AND ENGINEERING

Accrediting Body	Course	Exemptions
The Chartered Institution of Civil Engineering Surveyors (ICES)	FdEng Civil and Environmental Engineering	Compensation applied up to 20 credits only at Level 3 and 4 and 20 credits only at Level 5 and 6 excluding the dissertation/capstone project
	BEng Civil and Environmental Engineering	
	BEng Civil and Environmental Engineering with internship	

LONDON GELLER COLLEGE of HOSPITALITY and TOURISM		
Accrediting Body	Courses	Exemptions
Civil Aviation Authority on behalf of the European Aviation Safety Agency	<p>BSc (Hons) Aviation Management and Commercial Pilot Licence</p> <p>BSc (Hons) Aviation Management and Commercial Pilot Licence (Frozen ATPL)</p>	<p>For all Pilot Licence modules, no compensation at any level allowed.</p> <p><b>See also sections 4.7 and 4.8 below</b></p>
LONDON COLLEGE OF MUSIC		
Accrediting Body	Course	Exemptions
n/a	BMus (Hons) Music Performance (Service Musicians)	<p>Maximum credit allowed through RPCL and/or RPEL will be 60 credits at each of Levels 4, 5 and 6.</p> <p>The credit will be allocated following approval of progression between levels according to the standard regulations.</p> <p><b>See also 4.9 below.</b></p>
DRAMA STUDIO LONDON		
Accrediting Body	Course	Exemptions
n/a	BA (Hons) Professional Acting (Drama Studio London)	<p>UWL Regulations will apply to all new students, with the exception of the Regulations specified below for Compensation, Progression and degree calculations only, where the previous DMU regulations will apply until the course structure is amended to match the UWL standard structure.</p> <p>UWL Regulations will apply to all continuing students, with the exception of the Regulations specified below, where the previous DMU regulations will apply if they advantage the student.</p> <p><b>See also 4.10 below.</b></p>

## School of Law and Criminology

Accrediting Body	Course	Exemptions
SRA	PG Diploma Legal Practice (Stages I and II of the Legal Practice Course (LPC)) / LLM Legal Practice (Stages I and II LPC)	<p>No RPEL is permitted.</p> <p>RPCL is permitted for the PG Diploma Legal Practice (including Stages I and II LPC) for those who have passed with another provider the entirety of Stage I, or the entirety of Stage I and elements of Stage II, or the entirety of Stage II only or elements of Stage II).</p> <p>RPCL will only be permitted where the UWL PG Diploma can be completed within five years of the date of the applicant's first submission to assessment.</p> <p>RPCL is permitted for elements of the PG Diploma Legal Practice for applicants who have completed an accredited Bar training course (BVC/BPTC) within the preceding five years in accordance with the SRA Legal Practice Course Information Pack dated 25/7/2017.</p>
SRA	PG Diploma Legal Practice (Stages I and II of the Legal Practice Course (LPC)) / LLM Legal Practice (Stages I and II LPC)	<p>No compensation is permitted for any element of PG Diploma Legal Practice (Stages I and II of the Legal Practice Course (LPC)).</p> <p>A compensated pass may be permitted for one LLM Legal Practice module (excluding the Dissertation) of up to 30 credits where the LLM is passed overall with an average mark of at least 50% and where the module to be compensated has a mark of at least 40%.</p>

#### **4.1. Special Regulations for all variants of the PgDip Nursing Course**

Note: The following Special Regulations apply to all variants of the PgDip Nursing course and should be read in conjunction with the Postgraduate Regulations above. The section below takes precedence over the sections above.

##### **4.1.1. Module Passes**

4.1.1.1. The overall pass mark for a module is 50%. The module specification may stipulate further pass requirements, such as a minimum threshold mark for one or more assessment components. In addition, a student must achieve any competency threshold stipulated for each component of assessment as specified by an external professional or awarding body.

4.1.1.2. Compensated passes are not permitted.

##### **4.1.2. Resits**

4.1.2.1. Resits are permitted for both Practice and Theory modules. Practice and Theory modules are clearly labelled within Course Handbooks and Module Study Guides.

4.1.2.2. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a Theory module resit but has achieved at least half the pass mark and has submitted to the final assessment for the module. Such an extra-ordinary attempt is subject to availability, and may be offered on one occasion only during a student's enrolment on the course, and will apply to one module only. This extraordinary attempt shall take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.

##### **4.1.3. Retake**

4.1.3.1. No modules on the courses to which these Special Regulations refer may be retaken.

##### **4.1.4. Progression**

4.1.4.1. The student is required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, the student may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.

#### **4.2. Special Regulations for BNursing (Hons), BSc (Hons) Nursing, BSc (Hons) Operating Department Practice, BSc (Hons) Midwifery Courses and FdA Healthcare Play Specialism, including Apprenticeships**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations. The section below applies to all

variants of the above courses and take precedence over the sections above.

#### 4.2.1. **Module Passes**

4.2.1.1. The overall pass mark for a module is normally 40%. The module specification may stipulate further pass requirements, such as a minimum threshold mark for one or more assessment components. In addition, a student must achieve any competency threshold stipulated for each component of assessment as specified by an external professional or awarding body.

4.2.1.2. Compensated passes are not permitted.

#### 4.2.2. **Resits**

4.2.2.1. Resits are permitted for both Practice and Theory modules. Practice and Theory modules are clearly labelled within Course Handbooks and Module Study Guides.

4.2.2.2. A second resit opportunity may be offered to a student who has not passed a Theory module resit. Such a second resit opportunity will be subject to availability, will be offered on one occasion only during a student's enrolment on the course of study, and will apply to one module only. This second resit will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.

#### 4.2.3. **Retakes**

4.2.3.1. No modules on the courses to which these Special Regulations refer may be retaken.

#### 4.2.4. **Progression**

4.2.4.1. The student is required to meet all academic and course requirements for progression and completion each year.

#### 4.2.5. **Progression - BNursing (Hons), BSc (Hons) Nursing, BSc (Hons) Operating Department Practice and BSc (Hons) Midwifery Courses, including Apprenticeships**

4.2.5.1. In exceptional circumstances, the student may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.

#### 4.2.6. **Awards – Apprenticeship, BNursing (Hons) and BSc (Hons) Midwifery**

4.2.6.1. An apprentice who successfully completes all academic credits and course requirements for the BNursing (Hons) and BSc (Hons) Midwifery will be

eligible for the UWL award and registration with the NMC without needing to successfully complete the End Point Assessment (EPA).

#### **4.2.7. RPL – BNursing only**

- 4.2.7.1. For NMC registered nurses RPL/credit transfer may exceed 50% and may be a maximum of all credits at Level 4 and Level 5, however no credits at Level 6 can be claimed, i.e. a student holding a UG Degree in Nursing and current NMC registration in one field may achieve registration in a 2nd field by completing 120 credits at Level 6.

#### **4.3. Special Regulations for Award Classification of BSc (Hons) Midwifery Courses, including Apprenticeship**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations in Section 8. The section below applies to all variants of the above courses and take precedence over the sections above.

- 4.3.1.1. The final mark is calculated by applying either of the two methods below, whichever produces a higher score:
- a) the weighted marks using best 240 credits at Level 5 and Level 6 (120 credits at Level 5 and 120 credits at Level 6), with Level 5 weighted as 0.5 and Level 6 weighted as 0.5 (Method of Calculation:  $\text{Mark (\%)} \times \text{credit value of module} \times \text{module level weighting}$ ) Note: if all 240 credits at Levels 5 and 6 are from modules with marks the divisor is 240;
  - OR
  - b) the marks using best 120 credits at Level 6 alone (Method of Calculation –  $\text{Mark (\%)} \times \text{credit value of module}$ ) Note: if all 120 credits at Level 6 are from modules with marks the divisor is 120.
- 4.3.1.2. A higher classification shall be awarded if the Honours score is not more than 2% below the lower boundary of the classification to be awarded and has either:
- a) at least 60 Level 6 credits from modules with marks in or above that classification;
  - OR
  - b) at least 120 credits from Levels 5 and 6 in or above the higher classification.

#### **4.4. Special Regulations for all variants of the MSci Nursing Course**

Note: The following Special Regulations apply to all variants of the MSci Nursing course and should be read in conjunction with both Undergraduate and Postgraduate Regulations above. The section below takes precedence over the sections above.

##### **4.4.1. Module Passes**

- 4.4.1.1. The overall pass mark for a module is 40% at levels 4-6 and 50% at level

7. The module specification may stipulate further pass requirements, such as a minimum threshold mark for one or more assessment components. In addition, a student must achieve any competency threshold stipulated for each component of assessment as specified by an external professional or awarding body.

4.4.1.2. Compensated passes are not permitted

4.4.2. **Resits**

4.4.2.1. Resits are permitted for both Practice and Theory modules. Practice and Theory modules are clearly labelled within Course Handbooks and Module Study Guides.

4.4.2.2. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a Theory module resit. Such an extra-ordinary attempt is subject to availability, and may be offered on one occasion only during a student's enrolment on the course, and will apply to one module only. This extraordinary attempt shall take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency.

4.4.3. **Retakes**

4.4.3.1. No modules on the MSci courses to which these Special Regulations refer may be retaken.

4.4.4. **Progression**

4.4.4.1. Progression Point 1:

To progress from year 1 (Level 4) to year 2 (Level 5) students will need to meet all academic and course requirements, specifically

- a) Pass **all** modules in year 1 of the course and achieve 120 credits at academic level 4
- b) Meet all the Course Requirements for year 1 (level 4)

4.4.4.2. Progression Point 2:

To progress from year 2 (Level 5) to year 3 (Level 6) students will need to meet all academic and course requirements, specifically

- a) Pass **all** modules in year 2 of the course with a minimum average of 50%\* and achieve 120 credits at academic level 5
- b) Meet all the Course Requirements for year 2 (level 5)
- c) Confirm their health and character at the of year 2

*(\*48% or above may be permitted based on review of the student's individual profile.)*

Where the progression requirement is not met at the end of year 2, the student will be transferred to the BNursing (Hons) course in their first field (i.e. Adult /Learning Disabilities/Children's). This will provide eligibility for

them to achieve registration in their first field of nursing (within 3 years) on successful completion of the BNursing (Hons) course.

#### 4.4.4.3. Progression Point 3:

To progress from year 3 (Level 6) to year 4 (Level 7) students will need to meet all academic and course requirements, specifically

- a) Pass **all** modules in year 3 of the course with a minimum average of 50% and achieve 120 credits at academic level 6
- b) Meet all the Course Requirements for year 3 (level 6)

Where the progression requirement is not met at the end of year 3, the student will be awarded either a BSc Healthcare studies or a BSc (Hons) Healthcare studies depending on the academic credits achieved. These exit awards DO NOT confer eligibility for registration as nurse with the NMC in either field.

- 4.4.4.4. In exceptional circumstances, the student may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.

### 4.5. Special Regulations for the MSc Paramedic Science

Note: The following Special Regulations apply to the MSc Paramedic Science course and should be read in conjunction with the Postgraduate Regulations above. The section below takes precedence over the sections above.

#### 4.5.1. Module Passes

- 4.5.1.1. The overall pass mark for a module is 50% at level 7. The module specification may stipulate further pass requirements, such as a minimum threshold mark for one or more assessment components. In addition, a student must achieve any competency threshold stipulated for each component of assessment as specified by an external professional or awarding body.

- 4.5.1.2. Compensated passes are not permitted.

#### 4.5.2. Resits

- 4.5.2.1. Resits are permitted for both Practice and Theory modules. Practice and Theory modules are clearly labelled within Course Handbooks and Module Study Guides.
- 4.5.2.2. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a Theory module resit. Such an extra-ordinary attempt is subject to availability, and may be offered on one occasion only during a student's enrolment on the course, and will apply to one module only. This extraordinary attempt shall take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency.



#### 4.5.3. **Retakes**

- 4.5.3.1. No modules on the MSc Paramedic Science course to which these Special Regulations refer may be retaken.

#### 4.5.4. **Progression**

- 4.5.4.1. The student is required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, the student may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.

### 4.6. **Special Regulations for the FdSc Nursing Associate, including Apprenticeship**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations. The section below applies to all variants of the above course and takes precedence over the sections above.

#### 4.6.1. **Module Passes**

- 4.6.1.1. The overall pass mark for a module is 40%. The module specification may stipulate further pass requirements, such as a minimum threshold mark for one or more assessment components. In addition, a student must achieve any competency threshold stipulated for each component of assessment as specified by an external professional or awarding body.
- 4.6.1.2. Compensated passes are not permitted.

#### 4.6.2. **Resits**

- 4.6.2.1. Resits are permitted for both Practice and Theory modules. Practice and Theory modules are clearly labelled within Course Handbooks and Module Study Guides.
- 4.6.2.2. A second resit opportunity may be offered to a student who has not passed a Theory module resit. Such a second resit opportunity will be subject to availability, will be offered on one occasion only during a student's enrolment on the course of study, and will apply to one module only. This second resit will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body or other external agency.

#### 4.6.3. **Retakes**

- 4.6.3.1. No modules on the courses to which these Special Regulations refer may be retaken.

#### 4.6.4. **Progression**

- 4.6.4.1. The student is required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, the student may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.

#### 4.6.5. **Recognition of Prior Learning (RPL)**

- 4.6.5.1. For those students who are already NMC registered nurses and have no restrictions on practice only, RPL/credit transfer may exceed 50% and may be a maximum of all credits at Level 4 and 50% of the credits, i.e. 60, at Level 5 (although all practice placement requirements must be undertaken)

#### 4.6.6. **Award**

- 4.6.6.1. An apprentice who successfully completes all academic credits and course requirements for the FdSc Nursing Associate will be eligible for the UWL award and registration with the NMC *without* needing to successfully complete the End Point Assessment (EPA).

#### 4.7. **Special Regulations for BSc (Hons) Aviation Management with Commercial Pilot Licence and BSc (Hons) Aviation Management with Commercial Pilot Licence (frozen ATPL)**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations. The section below applies to all variants of the above courses and takes precedence over the sections above.

##### 4.7.1. **Module Passes**

- 4.7.1.1. The Pilot Licence modules are subject to assessment and marking by the associated Training Provider under the European Aviation Safety Agency (EASA) Regulations at 4.4.4.1 below.
- 4.7.1.2. A student must achieve the competency threshold stipulated for each component of assessment as specified by the Training Provider and the Civil Aviation Authority, within the time limits set by the EASA as set out at 4.4.4.1 below.
- 4.7.1.3. On completion of the Pilot Licence modules, the student will be awarded a pass/fail grade, which will be recorded on the award transcript.
- 4.7.1.4. Where a student is unable to achieve a pass in one or more of the Pilot Licence modules (for any reason including irretrievable failure of a module or failure to obtain the required medical certification) he or she will be required to discontinue Pilot Licence training and will be transferred to the BA (Hons) Airline and Airport Management course.

#### 4.7.2. **Compensation**

- 4.7.2.1. Compensated passes are not permitted for any Pilot Licence module.

#### 4.7.3. **Progression**

- 4.7.3.1. Students must pass all Year 1 modules before progressing to Year 2.
- 4.7.3.2. Students must complete all requirements for the Private Pilot Licence before progressing to Year 2.

#### 4.7.4. **Resits and Retakes**

- 4.7.4.1. For the Pilot Training modules, the European Aviation Safety Agency (EASA) Regulations will apply as follows:

##### **EASA Regulations: FCL.025 Theoretical knowledge examinations for the issue of licences and ratings:**

##### **a) Responsibilities of the applicant**

- (1) Applicants shall take the entire set of theoretical knowledge examinations for a specific licence or rating under the responsibility of one Member State.
- (2) Applicants shall only take the theoretical knowledge examination when recommended by the approved training organisation (ATO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.
- (3) The recommendation by an ATO shall be valid for 12 months. If the applicant has failed to attempt at least one theoretical knowledge examination paper within this period of validity, the need for further training shall be determined by the ATO, based on the needs of the applicant.

##### **b) Pass standards**

- (1) A pass in a theoretical knowledge examination paper will be awarded to an applicant achieving at least 75 % of the marks allocated to that paper. There is no penalty marking.
- (2) Unless otherwise determined in this Part, an applicant has successfully completed the required theoretical knowledge examination for the appropriate pilot licence or rating when he/she has passed all the required examination papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.
- (3) If an applicant has failed to pass one of the theoretical knowledge examination papers within 4 attempts, or has failed to pass all papers within either 6 sittings or the period mentioned in paragraph (2), he/she shall re-take the complete set of examination papers.

Before re-taking the theoretical knowledge examinations, the applicant shall undertake further training at an ATO. The extent and scope of the training needed shall be determined by the ATO, based on the needs of the applicant.

### **c) Validity period**

- (1) The successful completion of the theoretical knowledge examinations will be valid:
  - (i) for the issue of a light aircraft pilot licence, a private pilot licence, a sailplane pilot licence or a balloon pilot licence, for a period of 24 months;
  - (ii) for the issue of a commercial pilot licence, instrument rating (IR) or en route instrument rating (EIR), for a period of 36 months;
  - (iii) the periods in (i) and (ii) shall be counted from the day when the pilot successfully completes the theoretical knowledge examination, in accordance with (b)(2).
- (2) The completion of the airline transport pilot licence (ATPL) theoretical knowledge examinations will remain valid for the issue of an ATPL for a period of 7 years from the last validity date of:
  - (i) an IR entered in the licence; or
  - (ii) in the case of helicopters, a helicopter's type rating entered in that licence.

### **4.7.5. Terminology**

4.7.5.1. The meaning of the following terms used in FCL.025 should be as follows:

- a) 'Entire set of examinations': an examination in all subjects required by the licence level.
- b) 'Examination': the demonstration of knowledge in one or more examination papers.
- c) 'Examination paper': a set of questions to be answered by a candidate for examination.
- d) 'Attempt': a try to pass a specific paper.
- e) 'Sitting': a period of time established by the competent authority within which a candidate can take an examination. This period should not exceed 10 consecutive days. Only one attempt at each examination paper is allowed in one sitting.

### **4.8. Special Regulations for Award Classification of BSc (Hons) Aviation Management with Commercial Pilot Licence and BSc (Hons) Aviation Management with Commercial Pilot Licence (frozen ATPL)**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations in Section 8. The section below applies to all variants of the above courses and takes precedence over the sections above.

4.8.1. The final degree mark is calculated by applying either of the two methods below, whichever produces a higher score:

- a) the weighted marks using best 240 credits at Level 5 and Level 6 (120 credits at Level 5 and 120 credits at Level 6), with Level 5 weighted as 0.5 and Level 6 weighted as 0.5 (Method of Calculation:  $\text{Mark (\%)} \times \text{credit value of module} \times \text{module level weighting}$ ) Note: as

60 credits at Level 5 are from modules with marks and 120 credits at Level 6 are from modules with marks the divisor is 180;

OR

- b) the marks using best 120 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module) Note: if all 120 credits at Level 6 are from modules with marks the divisor is 120.

4.8.2. A higher classification shall be awarded if the Honours score is not more than 2% below the lower boundary of the classification to be awarded and has either:

- a) at least 60 Level 6 credits from modules with marks in or above that classification;

OR

- b) at least 120 credits from Levels 5 and 6 in or above the higher classification.

#### **4.9. Special Regulations for BMus (Hons) Music Performance (Service Musicians)**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations. The section below applies to all variants of the above courses and takes precedence over the sections above.

4.9.1. The maximum credit allowed through RPCL and/or RPEL will be 60 credits at each of Level 4, Level 5 and Level 6. The credit will be allocated following approval of progression between levels according to the standard regulations. The holder of a Licentiate Performance Diploma will be deemed to have met the learning outcomes for the following modules:

Level 4: Performance 1a [30 credits], Performance 1b [30 credits]

Level 5: Performance 2a [30 credits], Performance 2b [30 credits]

Level 6: Performance 3a [30 credits], Performance 3b [30 credits]

#### **4.10. Special Regulations for BA (Hons) Professional Acting (Drama Studio London)**

Note: The following Special Regulations should be read in conjunction with the Undergraduate Regulations.

The UWL Regulations will apply to any continuing student registered during academic year 2018-19 for the course previously validated by De Montfort University, with the exception of the regulations specified below where the previous DMU regulations will apply if they advantage the student.

This includes students who had been registered but deferred during 2018-19, but does not include those students who completed their studies in 2018-19.

Any student commencing study in 2019-20 will be subject to the standard UWL Academic Regulations only, with the exception of the special regulations for Compensation, Progression and degree calculation, which will continue to apply.

#### 4.10.1. **Compensation**

- 4.10.1.1. Up to 30 credits may be compensated at each Level, where the module mark(s) is between 30-39% and the Level has been passed overall with an average grade of 40% or more, including the grades for any failed module.
- 4.10.1.2. This compensation arrangement will apply to all students until the course structure is amended to match the UWL standard structure.

#### 4.10.2. **Unauthorised Late Submission of Work**

- 4.10.2.1. First attempt: work will be capped at the pass mark for an element of assessment submitted between one and 14 calendar days after the deadline.
- 4.10.2.2. Work submitted beyond 14 calendar days will be given a mark of zero.
- 4.10.2.3. Second attempt: the UWL Regulations will apply.

#### 4.10.3. **Progression**

- 4.10.3.1. Students must pass at least 90 credits (including compensated passes) to progress to the next Level of study.
- 4.10.3.2. This arrangement will remain in operation for all students until the course structure is amended to match the UWL standard structure.

#### 4.10.4. **Degree Classification**

- 4.10.4.1. The final average grade will be determined either by the calculation of:  
  
the best 105 credits at Level 5, single-weighted, and the best 105 credits at Level 6, triple-weighted.
- 4.10.4.2. The classification of the award will be calculated either by using the methods in the UWL Academic Regulations OR by using the DMU methods which are that if a student achieves an average grade within 2% of the upper classification boundary they may be awarded the upper classification if either:
  - (1) the student achieves an overall Level 6 average percentage in the higher band; or
  - (2) the student achieves at least 60 credits at Level 6 in the higher band
- 4.10.4.3. This arrangement will remain in operation for all students until the course structure is amended to match the UWL standard structure.

#### 4.11. **Special Regulations for the Postgraduate Diploma in Law – Legal Practice Course (LPC) and the LLM Legal Practice**

Note: The following Special Regulations apply to all variants of the LLM Legal Practice and the PG Diploma Legal Practice and should be read in conjunction with the Taught Postgraduate Regulations above. In the event of any conflict, the Special Regulations and any other Professional Body Requirements take precedence over the Postgraduate Regulations.

#### **4.11.1. Minimum and Maximum Period of Registration**

- 4.11.1.1. The Postgraduate Diploma in Legal Practice (Stages I and II of the LPC) must be completed within five years of the date on which the student attempted their first assessment (whether or not they were successful). This maximum period applies to part-time and full-time study and includes any period of deferral and any allowance for mitigating circumstances.
- 4.11.1.2. For students entering with RPCL, the maximum period of registration will be calculated from the date of the first assessment of the credit for which RPCL is claimed.
- 4.11.1.3. For students entering with RPCL who have successfully completed an accredited Bar training course the maximum period of registration will be calculated from first registration on the LPC, provided the student completed the accredited bar training course no earlier than five years prior to the date of their registration.

#### **4.11.2. Scheme of assessment**

- 4.11.2.1. The LPC comprises Stage I and Stage II. To pass Stage I a student must pass the Core Practice Areas, the five Skills (Practical Legal Research, Writing, Drafting, Interviewing and Advising and Advocacy), Professional Conduct and Regulation and Solicitors Accounts. The Outcomes of Wills and the Administration of Estates are assessed in the Interviewing and Advising assessment. The outcomes for Taxation are assessed in the Business law and Practice, Property Law and Practice, and the Interviewing and Advising assessments.
- 4.11.2.2. To pass Stage II a student must pass 3 different Vocational Electives.
- 4.11.2.3. LPC assessments will take place in accordance with the published LPC Assessment Schedule.

#### **4.11.3. Assessment of Stage I – the three Core Practice Areas**

- 4.11.3.1. In the three Core Practice Areas of Litigation, Property Law and Practice, and Business Law and Practice, a student must achieve an overall pass mark of 50% in each practice area. All individual elements of each Core Practice assessment must be completed in the same assessment period and any individual elements of any Core Practice assessment cannot be carried over to a later assessment period.
- 4.11.3.2. A student who fails to achieve a pass at first attempt in any Core Practice assessment(s) shall be permitted a resit opportunity in the failed assessment(s).
- 4.11.3.3. A student who fails to achieve a pass in any resit Core Practice assessment(s) shall be permitted a second final resit attempt.
- 4.11.3.4. All resits will be taken at points determined by the LPC Assessment Schedule.
- 4.11.3.5. Resit marks will not be capped.

- 4.11.3.6. Failure to pass at the second final resit attempt will result in failure of Stage I.
- 4.11.4. **Assessment of Stage I – Skills, Professional Conduct and Regulation and Solicitors Accounts**
- 4.11.4.1. A student who fails to achieve competence at the first attempt in any of the five skills assessments, or a pass of 50% in the Professional Conduct and Regulation assessment and the Solicitors Accounts assessment shall be permitted a resit opportunity in the failed assessment(s).
- 4.11.4.2. A student who fails to achieve competence or a pass in any resit assessment(s) shall be permitted a second final resit attempt.
- 4.11.4.3. All resits will be taken at points determined by the LPC Assessment Schedule.
- 4.11.4.4. Resit marks will not be capped.
- 4.11.4.5. Failure to pass at the second final resit attempt will result in failure of Stage I.
- 4.11.5. **Failure of Stage I**
- 4.11.5.1. Where a failure in one or more assessments results in the overall failure of Stage I, the entirety of Stage I and all Stage I assessments must be retaken. No previous passes or grades may be retained.
- 4.11.5.2. Retaking will require re-enrolment, payment of fees, attendance, and submission of all assessments.
- 4.11.6. **Assessment of Stage II – the Vocational Electives**
- 4.11.6.1. A student who fails to achieve a pass of 50% at first attempt in any Vocational Elective assessment shall be permitted a resit opportunity.
- 4.11.6.2. A student who fails to achieve a pass in any resit Vocational Elective assessment(s) shall be permitted a second, final resit attempt.
- 4.11.6.3. All resits will be taken at points determined by the LPC Assessment Schedule.
- 4.11.6.4. Resit marks will not be capped.
- 4.11.6.5. A student who fails a Vocational Elective at the second final resit may either retake the same Vocational Elective or may enrol for a new Vocational Elective, subject to the five year registration period for completion of Stage I and Stage II of the LPC. Retaking will require re-enrolment, payment of fees, attendance and submission of all assessments. Where a Vocational Elective subject is no longer offered, a student may be required to attempt an alternative Vocational Elective of their choice.



#### 4.11.7. **Resits and Deferrals**

- 4.11.7.1. A student who must resit, or who has deferred any Core Practice or Vocational Elective assessment(s), will normally take resit or deferred assessments at one of the next two opportunities, as determined by the LPC Assessment Schedule.
- 4.11.7.2. A student who must resit, or who has deferred any Skills, Professional Conduct or Solicitors Accounts assessment(s), will normally take all resit and deferred assessments at the first available opportunity, as determined by the LPC Assessment Schedule.

#### 4.11.8. **Re-assessments: Current Law**

- 4.11.8.1. Any assessments or resits will be based on the law in force at the time of the assessment, regardless of the law taught to the student during the course.

#### 4.11.9. **Requirements for completion of Stage I of the LPC and for the Award of Postgraduate Certificate in Legal Practice**

- 4.11.9.1. To successfully complete Stage I of the LPC, and to be eligible for the award of Postgraduate Certificate in Legal Practice, a student must:
  - a) Take and pass all modules for Stage I, including a pass in each of the three Core Practice areas (Litigation, Property Law and Practice, and Business Law and Practice);
  - b) Achieve a minimum module mark of at least 50% in all modules;
  - c) Achieve competence in each of the five skills: Interviewing and Advising, Writing, Drafting, Advocacy, and Practical Legal Research;
  - d) Achieve a pass in Professional Conduct and Regulation and Solicitors' Accounts; and
  - e) Demonstrate achievement of the Learning Outcomes for Taxation and Wills and Administration of Estates.
- 4.11.9.2. On successful completion of Stage I of the LPC, the student will be issued with a transcript in the form required by the Solicitors' Regulation Authority.

#### 4.11.10. **Requirements for completion of Stages I and II of the LPC and for the Award of Postgraduate Diploma in Legal Practice**

- 4.11.10.1. To successfully complete Stages I and II of the LPC, and to be eligible for the award of Postgraduate Diploma in Legal Practice, a student must:
  - a) Take and pass all modules for Stage I and Stage II, to a total of 120 credits, including a pass in each of the three Core Practice areas (Litigation, Property Law and Practice, and Business Law and Practice); and a pass in three Vocational Elective modules;
  - b) Achieve a minimum module mark of at least 50% in all modules;
  - c) Achieve competence in each of the five skills: Interviewing and Advising, Writing, Drafting, Advocacy, and Practical Legal Research;

- d) Achieve a pass in Professional Conduct and Regulation and Solicitors' Accounts; and
- e) Demonstrate achievement of the Learning Outcomes for Taxation, and Wills and Administration of Estates.

4.11.10.2. On successful completion of Stages I and II of the LPC, the student will be issued with a transcript in the form required by the Solicitors Regulation Authority.

#### 4.11.11. **Requirements for the Award of LLM Legal Practice**

4.11.11.1. To be eligible for the LLM Legal Practice, a student must:

- a) Meet all requirements for the award of PG Diploma in Legal Practice (LPC);
- b) Take and pass two additional modules in Research Methodology and the Dissertation to a total credit value of 60 level 7 credits.
- c) A compensated pass for one module of up to 30 credits is permitted (excluding the Dissertation).

#### 4.11.12. **Requirements for Merit or Distinction in the PG Diploma Legal Practice**

4.11.12.1. A student who has fulfilled all the requirements for the Postgraduate Diploma in Legal Practice will be eligible for an award with Merit where the following are met:

- a) an average mark of 60% or more across all 6 Core Practice and Vocational Elective assessments; and
- b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
- c) has passed all other assessments at first attempt, save for a single failure to pass a Skills assessment or the Solicitors Accounts assessment at first attempt, which has subsequently been passed at the first resit attempt.

4.11.12.2. A student who has fulfilled all the requirements for the Postgraduate Diploma in Legal Practice will be eligible for an award with distinction where the following are met:

- a) an average mark of 70% or more across all 6 Core Practice and Vocational Elective assessments; and
- b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
- c) has passed all other assessments at first attempt.

#### 4.11.13. **Requirements for Merit or Distinction in the LLM Legal Practice**

4.11.13.1. A student who has fulfilled all the requirements for the Master of Laws in Legal Practice will be eligible for an award with merit where the following are met:

- a) an overall average mark weighted by credit value of 60% or above; and
- b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
- c) has passed all other Stage I and Stage II assessments at first attempt, save for a single failure to pass a Skills assessment or the Solicitors Accounts assessment at first attempt, which has subsequently been passed at the first resit attempt.

4.11.13.2. A student who has fulfilled all the requirements for the Master of Laws in Legal Practice will be eligible for an award with distinction where the following are met:

- a) an overall average mark weighted by credit value of 70% or above; and
- b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
- c) has passed all other Stage I and Stage II assessments at first attempt.

#### 4.11.14. **Academic Offences**

4.11.14.1. The Academic Regulations on academic offences will apply to the Legal Practice Course and to the associated LLM Legal Practice.

4.11.14.2. In addition to the University's Regulations, the Solicitors' Regulation Authority also has the power to treat academic misconduct as a professional disciplinary offence. Any academic or other misconduct upheld by the University is determined by the SRA to have a bearing on the character and suitability of a student to become a solicitor, and the University is obliged to report any upheld offence to the SRA.

#### 4.11.15. **Mitigation and the Fit to Sit policy**

4.11.15.1. The Legal Practice Course 'fit to sit' policy, as agreed by the Solicitors Regulation Authority, applies to all modules and assessments of the Postgraduate Diploma in Legal Practice.

4.11.15.2. In accordance with the published policy, all students must complete the 'fit to sit' declaration when taking any assessment for the LPC. The policy requires students to confirm that at the point of assessment there are no known mitigating circumstances that would adversely affect, or have adversely affected their performance at assessment and that they are fit to sit the assessment.

4.11.15.3. In signing the 'fit to sit' declaration, the student also confirms that any agreed reasonable adjustments have been provided.

4.11.15.4. Where a student completes any assessment having made a 'fit to sit' declaration, any retrospective claim for mitigating circumstances will not be accepted and the grades awarded will stand.

4.11.15.5. Students may only submit claims for Mitigating Circumstances for:

- (1) Non-submission of a written assessment; or
- (2) Non-attendance at an examination or other scheduled assessment; or
- (3) Unforeseen circumstances or illness arising during the course of an examination or other scheduled assessment.

4.11.15.6. Exceptionally, if despite signature of the fit to sit' declaration, a student becomes aware of any circumstances that may adversely affect their performance in any assessment, such as illness during an examination or other unforeseen circumstances, a claim for mitigating circumstances may be submitted, accompanied by evidence to support the claim.

4.11.15.7. Where a mitigation claim is accepted, the mitigated assessment attempt will be disregarded and the mitigated assessment will not be recorded as one of the attempts on the student's transcript.

#### 4.11.16. **Appeals**

4.11.16.1. The University's Appeals Regulations will apply to any appeal against the decision of the LPC Assessment Board.



**University of West London**

St Mary's Road  
Ealing  
London W5 5RF



**University of West London**

Boston Manor Road  
Brentford  
Middlesex TW8 9GA



**University of West London**

Ninth Floor, Fountain House  
2 Queen's Walk  
Reading RG1 7QF



0800 036 8888  
+44 (0)20 8231 2468



**uwl.ac.uk**