

Academic Regulations 2009/10
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Part 7 – Special Regulations for Undergraduate and Taught Postgraduate programmes
To follow

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To follow

Academic Regulations 2009/10 Definitions

Academic Credit refers to an indicator of the amount and level of learning. Academic credit is awarded in multiples of 15.

Academic Level refers to the relative complexity, depth of study and learner autonomy required in relation to a module in the context of its discipline: each module will be ascribed a level on the following scale:

- 3 Foundation - pre-degree level. (Previously referred to as level 0)
- 4 Introductory (previously referred to as level 1)
- 5 Intermediate (previously referred to as level 2)
- 6 Final (previously referred to as level 3)
- 7 Masters (previously referred to as level M)

Advanced Standing refers to prior certificated study, at another institution, that is deemed to be equivalent to QMUL modules from which exemption is being sought.

Assessed Coursework refers to coursework that a student is required to complete and submit, and which contributes (either in whole or in part) to the module mark and award.

Award refers to undergraduate, graduate and postgraduate certificates, diplomas, bachelors (with and without honours) degrees, undergraduate masters and postgraduate masters degrees. The awards offered by the College are detailed in its Ordinances and Regulations

College refers to Queen Mary and Westfield College which operates under the name of Queen Mary, University of London (QMUL).

College Mark refers to 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.

Component of assessment see Element of Assessment.

Compulsory module refers to a module that must be taken in order to meet requirements for progression and/or award.

Core Module refers to a module that must be passed in order to meet award regulations.

Co-requisite module refers to a specified module that must be taken at the same time as another specified module.

Course or Course Unit in these regulations is referred to as 'module'.

Delegated Authority refers to instances where the authority invested in an individual or body is delegated to another individual or body for the purposes specified.

Developmental Year refers to a year of a programme which is usually one academic year of full-time study, during which a student is normally required to be registered for modules to the value of 120 credits. A developmental year for part-time students normally lasts two academic years.

Academic Regulations 2009/10 Definitions

Dissertation, also known as project or research project, refers to an extended piece of independent study that is assessed by the output report or long essay. In many masters programmes, the dissertation/project comprises a significant proportion of the programme. In these regulations, references to dissertation are also referring to research project or project.

Element of Assessment refers to an individual item of assessment; the assessment for a module may comprise several elements of assessment.

Enrolment refers to a process that leads to an individual with an offer of a place to study becoming a student of the College.

Extenuating Circumstances refer to unplanned situations which are deemed to be outside of a student's control.

External Examiner refers to a senior professional academic, from outside Queen Mary, who monitors the assessment process for fairness and academic standards.

Field of Study refers to a description of the modules passed by a student, which is represented in the title of the degree awarded to that student.

First Sit refers to the repeat of all or part of module assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the Examination Board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are uncapped.

First Take refers to the repeat of a module following failure at a previous attempt, which involves attendance and completion of all elements of the module, and the submission of all coursework, whether assessed or not. First takes count towards the value of academic credit for which a student must normally be registered in an academic, or developmental, year. Module marks for first takes are uncapped.

Intercollegiate Examiner refers to an appointed External Examiner from another College of the University of London.

Invigilated Examination refers to a timetabled summative examination, which contributes (either in whole or in part) to the module mark.

Level see academic level

Module Assessment refers to assessment of the performance of a student on a module, which may include a variety of elements and forms, including assessed coursework, a written examination or a project report.

Module refers to an approved block of teaching and learning that leads to the award of academic credit and forms part of a programme of study.

Module Mark refers to the overall module result that may be an aggregate of marks for components of assessment. These may be weighted.

Notional Study Hours refers to the number of hours required to complete an academic credit, module or programme.

Academic Regulations 2009/10 Definitions

Pathway refers to a specific combination of modules within a programme leading to a named award.

Pre-requisite module refers to a specified module that must be taken before the next specified module is taken.

Programme regulations refers to the regulations of a programme of study, approved by Academic Board or its delegated authority

Programme of study (programme) refers to an overall package of modules approved by Academic Board, or its delegated authority, to lead to an award of the University of London or the College.

Project or research project see dissertation

QMACF is the acronym for the **Queen Mary Academic Credit Framework**, implemented in September 2008, and refers to a structure of academic credit and levels for all modules and programmes leading to taught awards of the College or University of London.

Qualifying mark refers to a specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to the requirement to obtain a pass in the module mark in order to pass a module. E.g. *“students must obtain a minimum aggregate mark of 30% for all coursework as well as a module mark of 40% in order to pass the module”*.

Registration refers to a process where students of the College sign up for a programme of study and its associated modules.

Required coursework refers to coursework that a student is required to complete to the prescribed standard, and to submit, but which does not contribute to the result.

Research Students refers to students registered for a programme of research study designated as such. Research studies programmes have separate academic regulations.

Resit refers to the repeat of all or part of a module assessment following failure at a previous attempt, which does not involve the repeat of any attendance on the module. Resits do not count towards the value of academic credit for which a student must normally be registered in an academic, or developmental, year.

Retake refers to the repeat of a module following failure at a previous attempt, which involves attendance and completion of all elements of the module, and the submission of all coursework, whether assessed or not. Retakes count towards the value of academic credit for which a student must normally be registered in an academic, or developmental, year.

Special Regulations refers to regulations for a programme that diverge from the general Academic Regulations, for good reason, and are approved by Academic Board or its delegated authority.

Students refers to students of the College. Ordinance D1 describes those persons who are students of the College and associate students of the College. These regulations apply to all students undertaking undergraduate and postgraduate taught study at the College who are designated as a student or associate student and any other person, or group of persons, whom Academic Board declares to be a student of the College.

Academic Regulations 2009/10 Definitions

Subject in the case of LLB refers to an individual assessed component of teaching and learning that is packaged to form a programme of study. Where 'module' is referred to in these regulations, it also refers to 'subject' unless stated otherwise. This also applies to other programmes that operate under the LLB regulations.

Taught component refers in postgraduate programmes to the part of the programme that is delivered as modules and is distinguished from the dissertation/project.

Total credit value refers to the overall amount of academic credit required for an award.

Threshold requirement refers to a requirement used in the progression regulations for MEng and MSci programmes. This stipulates the year or aggregate average a student must achieve in order to progress to the next development year. This is in addition to the credit requirements for progression.

University refers to the University of London, unless otherwise specified.

Assessment types definitions

Invigilated examination (short code EXM): A formal, timed and invigilated assessment that takes place under the regulations for invigilated examinations. To include but not limited to: seen and unseen examinations (including on-line examinations) that take place in the College's formal examination periods.

Coursework (short code CWK): An assessment that takes place during the module. To include but not limited to: essays, reports, presentations, poster presentations, seminar/tutorial work, in-class or in-semester tests, mid-session examinations, project proposals, gobbet exercises and homework sheets.

Practical (short code PRA): An assessment that requires the application or demonstration of knowledge and/or skills/competencies in a practical context. To include: laboratory work, computer work, performances, fieldwork, Organised Structured Clinical Examinations and oral assessments in languages.

Dissertation/project (short code DIS): An extended piece of independent study that is assessed by the output report or long essay. To include but not limited to: dissertations, research projects and project reports.

Professional capability (short code CAP): An assessment of a student's professional attitude and conduct to meet the requirements of a Professional and Statutory Regulatory Body. To include but not limited to: assessment of behaviour and conduct (primarily for primary qualifying medical and dental qualifications but may be appropriate in other programmes).

Common acronyms

CoP: Code of Practice

DEB: Degree Examination Board

EAC: Examinations and Assessment Committee

ESD: Education and Staff Development

HoD: Head of Department

QAA: Quality Assurance Agency

QEC: Quality Enhancement Committee

SEB: Subject Examination Board

Academic Regulations

Part 1 – Framework and Governance

Introduction

- 1.1. The Academic Regulations incorporates both General Regulations that apply to students of the College and the regulations for Assessment, Progression and Award. The Academic Regulations regulate the principal institutional mechanisms for the articulation and management of the College's academic standards for taught awards.

Applicability

- 1.2. These regulations take effect from 1 September 2009 and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment are in force. Any changes of substance that have been introduced through the 2009-10 Academic Regulations beyond a restructuring of the format were agreed by Academic Board at the end of 2008-09.

Scope

- 1.3. The Academic Regulations apply to all undergraduate and postgraduate programmes leading to an award of the College or University or award of academic credit and to the students registered on those programmes
- 1.4. The Academic Regulations comprise seven parts. Each part states, where necessary, to which programmes and students they refer.
- 1.5. Where separate arrangements apply to research studies; these are detailed in Part 6; the Academic Regulations for Research Studies.
- 1.6. In some cases, separate arrangements may apply to collaborative provision; such arrangements are set out in the relevant memorandum of agreement and supporting documentation for the collaborative provision as well as in Part 7.
- 1.7. All references to the 'Academic Regulations' include programme regulations, module regulations and special regulations.
- 1.8. The College reserves the right to amend the Academic Regulations, as it considers appropriate.
- 1.9. The awards covered by these regulations are as follows:

University of London Awards – Undergraduate

Certificate of Higher Education (Cert HE)
Diploma of Higher Education (Dip HE)
Foundation Degree in Arts (FdA)
Foundation Degree in Science (FdSc)
Bachelor of Arts (BA)
Bachelor of Dental Surgery (BDS)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)

Bachelor of Medical Science (BMedSci)
Bachelor of Medicine and Bachelor of surgery (MB,BS)
Bachelor of Science (BSc)
Bachelor of Science (Economics) (BSc (Econ))
Bachelor of Science (Engineering) (BSc (Eng))
Master of Engineering (MEng)
Master in Science (MSci)
Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)

College Awards - Undergraduate

Foundation Certificate
Certificate of Higher Education (Cert HE)
Diploma of Higher Education (Dip HE)

College Awards – Graduate

Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)
Pre-Masters Diploma

University of London Awards – Postgraduate

Postgraduate Certificate (PG Cert)
Postgraduate Diploma (PG Dip)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Clinical Dentistry (MClinDent)
Master of Laws (LLM)
Master of Research (MRes)
Master of Science (MSc)
Masters Degree designated EuroMasters

College Awards –Postgraduate

Postgraduate Certificate (PG Cert)
Postgraduate Diploma (PG Dip)
Certificate in Learning and Teaching

Approval of Academic Regulations

- 1.10. Under the Ordinances of the University of London constituent colleges have delegated powers to make awards of the University and have delegated responsibility for the regulation of programmes leading to the University's awards.
- 1.11. Academic Board is responsible to Council for the management of the academic standards and quality of programmes leading to awards of the University of London and the College (Charter, article 11). Academic Regulations, programmes and modules are approved by Academic Board, or its delegated authority.

Approval of Programme of Study and Modules¹

- 1.12. Academic Board or its delegated authority approves programmes of study and individual modules, including any amendments. All programmes of study lead to an award of the University or the College.
- 1.13. The College reserves the right to amend any programme of study or module or withdraw any module, at any time, as it deems necessary. Normally, amendments to programmes of study and modules are enacted for the next cohort to join the programme or group to take the module. Where an amendment to a programme and/or module has an effect on students currently registered for it, those students are formally notified of the change and provided with an opportunity to object to it should they wish to do so.

Programme Regulations

- 1.14. Each programme of study has its own regulations that are approved by Academic Board, or its delegated authority. Programme regulations are a sub-set of the Academic Regulations and apply to the specified programme(s). Programme regulations are detailed in the relevant programme specification and cover requirements for admission, curriculum content and outcomes, methods of assessment and any further requirements for progression or award.
- 1.15. Programme and module regulations do not diverge from the standard academic regulations for the College, except where there is good reason and where Special Regulations have been approved by Academic Board, or its delegated authority. Programme regulations are intended to provide a greater level of detail and amplify the Academic Regulations. Where programme regulations are silent in any regard, default to the Academic Regulations normally occurs.

Module Regulations

- 1.16. Module regulations specify the requirements to take, complete and pass a specific module. Each module has approved assessment methods; these are detailed in the Module Proposal/Amendment and approved by Academic Board, or its delegated authority. Where the assessment for a module comprises more than one element of assessment, the weighting to be applied to each element of assessment is stated in the Module Proposal/Amendment. Any other requirements that must be met to pass the module are detailed and approved.

Designation of Special Regulations

- 1.17. Special regulations² are academic regulations for individual programmes of study that diverge from the standard Academic Regulations for the College. 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 programme requires it the programme regulations may vary from the standard Academic Regulations. Special

¹ 'Module' refers to course, course unit, LLB subject, or any other equivalent approved unit of teaching that is assessed.

² Since 2007-08, where special regulations applied to an award not programme, these have been incorporated into the overall Academic Regulations for the College (eg LLB, MBBS and BDS).

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Regulations are designated as such through the programme approval process and approved by Academic Board, or its delegated authority.

- 1.18. Approved Special Regulations are detailed in Part 7 of the Academic Regulations. Some programmes that lead to award of BA have special regulations that state that the regulations for LLB apply.

Suspension of Regulations

- 1.19. The process for suspension of regulations may operate where circumstances have arisen that are not foreseen in the regulations or where the application of the regulations would be manifestly unfair to one or more students. Suspension of regulations is approved by the relevant authority identified by Academic Board and on the recommendation of a Degree Examination Board, or the Head of an academic Department or School. The outcome of a request to suspend regulations is communicated to the Department or Degree Examination Board by the Academic Secretary or their nominee. It is the responsibility of the DEB or the Head of Department to communicate the outcome to any student(s).

Examination Boards - General

- 1.20. There are two forms of examination boards – Subject Examination Boards and Degree Examination Boards.
- 1.21. A Subject Examination Board (SEB) is established for each programme of study or cognate group of programmes leading to an award of the University or College. The administrative support for SEBs is provided by the relevant academic department.
- 1.22. Each Subject Examination Board reports and makes recommendations to a Degree Examination Board (DEB). Degree Examination Boards are established for each award or grouping of awards. The administrative support for DEBs is provided by the Academic Secretariat.
- 1.23. Academic Board has delegated authority to Examination Boards for the consideration of students' achievement, progress and award, and other related matters. Academic Board, or its delegated authority, approves the Assessment Guide that provides further detail and requirements in relation to the conduct of SEBs and DEBs.

Subject Examination Board (SEB)

- 1.24. Subject Examination Boards report to designated Degree Examination Boards. The terms of reference of Subject Examination Boards are:
- i. To take an overview of the assessment processes that operate for the programme(s) and modules in the subject area with a particular view to ensuring fairness and impartiality, including: setting examination papers, essay titles, and other assessment tasks, marking processes (including double marking), application of regulations, and the conduct of oral (viva voce) examinations.
 - ii. To receive reports from invigilators and students on examinations, and to consider appropriate action in the light of such reports.
 - iii. To agree the results of students in individual assessments and modules.

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- iv. To consider claims of extenuating circumstances and to approve proposed action to be taken in the light of any such circumstances where they are found to have adversely impacted on a student's performance.
 - v. To make recommendations for results to be set aside where there are accepted extenuating circumstances.
 - vi. To approve the progression of students.
 - vii. To approve the progression of students to alternative pathways if applicable.
 - viii. To make recommendations for exclusion of students due to failure.
 - ix. To make recommendations for award.
 - x. To agree actions in the event of failure by a student of an individual assessment and/or module, including resit provisions, and to specify the requirements for resit, which may include appropriate alternative assessment arrangements.
 - xi. To make recommendations for students to retake a module(s), where applicable.
 - xii. To make recommendations for the suspension of regulations for individual or groups of students, where applicable.
 - xiii. To make recommendations for the award title for individual students, where applicable.
 - xiv. To exercise discretion where appropriate and within the permitted scope of any College policy or regulation, in order to agree results or progression and make recommendations for award.
 - xv. To review statistics on performance and to comment on the performance of cohorts in particular assessments.
 - xvi. Any other duties delegated to the SEB by the DEB or Academic Board.
- 1.25. An SEB may establish sub-boards where this has the support of the relevant external examiners and is approved by Academic Board, or its delegated authority. Some SEBs operate a preliminary meeting or internal Board to consider points of detail prior to the meeting of the SEB. One or more sub-committees should also be established to scrutinise examination papers before external examiner approval.
- 1.26. The membership of the Subject Examination Board is as follows:
- i. A Chair, appointed to the role by Academic Board, or its delegated authority
 - ii. A Deputy Chair, appointed to the role by Academic Board, or its delegated authority.
 - iii. The programme co-ordinator(s)/director(s)
 - iv. The internal examiners for the modules being considered
 - v. The external examiners/ intercollegiate examiners
 - vi. The Vice Principal for Teaching and Learning who may attend any examination board as a member.
- 1.27. The following may be in attendance:
- i. The Secretary to the SEB.
 - ii. A representative from another SEB when students on joint programmes are being considered.

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- iii. The Academic Secretary, or nominee, has the right to be in attendance and speak at any meeting of an SEB.
 - iv. The Principal, and sector Vice Principal, have the right to be in attendance and speak at any meeting of an SEB.
 - v. The Academic Dean for the relevant Faculty has the right to be in attendance and speak at any meeting of an SEB.
 - vi. Assistant internal examiners.
- 1.28. Attendance at the SEB is compulsory for all members except the Vice Principal Teaching and Learning, unless the absence is approved by the Head of Department.
- 1.29. The quorum of an SEB requires the presence of the external examiners. Exceptionally, where the external examiners are unable to attend, the meeting may go ahead in their absence provided that their comments are sought on students' performance prior to the meeting and reported to the meeting, and that all recommendations and decisions are endorsed by them.
- 1.30. Other than the requirement that external examiners are present, the quorum of an SEB comprises 50% of the total membership, excluding the Vice Principal T&L, and including internal examiners, external examiners and intercollegiate examiners. In the event that a meeting is not quorum, a suspension of regulations may be sought to enable the meeting to take place.
- 1.31. Where one or more sub-board is established, it is permissible for the internal examiners to attend only the sub-board provided that their views can be represented at the SEB, normally through the chair of the sub-board.

The role of the Chair of the Subject Examination Board

- 1.32. The Chair is a senior member of academic staff with experience but not a serving Head of Department, academic dean or honorary member of academic staff. A programme co-ordinator does not normally act as a chair of an SEB.
- 1.33. The Chair is responsible for the conduct of the Examination Board and for ensuring that the Academic Regulations are adhered to. The Deputy Chair is appointed in the same way as the Chair and fulfils the duties of the Chair in his/her absence.
- 1.34. The Chair is also responsible for ensuring that security procedures for examination question papers within the department/school are rigorous. The Chair, or their delegated authority, is responsible for approving all examination papers.

Extenuating Circumstances Subcommittees

- 1.35. SEBs may establish a subcommittee to provide a forum for the preliminary consideration of extenuating circumstances. The terms of reference of Extenuating Circumstances Subcommittees are:
- i. To consider extenuating circumstances claims submitted by students and supporting evidence, and the overall profile of the students with such circumstances.
 - ii. To consider whether or not, in the subcommittee's judgement, the extenuating circumstances are valid and whether or not they had an impact on the students' performance or participation in assessment.

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- iii. To make recommendations to the Subject Examination Board about actions to be taken in the light of extenuating circumstances.
- iv. To maintain a record of extenuating circumstances submitted and considered, and the recommended action.

1.36. The membership of the sub-committee is agreed by the SEB.

Degree Examination Board (DEB)

1.37. Degree Examination Boards report to Academic Board. There are six undergraduate DEBs: Arts, Sciences, Engineering, Laws, Medicine and Dentistry and four postgraduate DEBs: Arts, Sciences, Laws and Medicine and Dentistry.

1.38. In addition, DEBs may exist where there are special arrangements in place. In some cases, the functions of the SEB and the DEB are combined (Law), where this is approved by Academic Board or its delegated authority.

1.39. The terms of reference of Degree Examination Boards are:

- i. To consider recommendations from Subject Examination Boards and to approve awards and field of study for students.
- ii. To consider and approve recommendations from Subject Examination Boards to set aside results which have been affected by accepted extenuating circumstances.
- iii. To consider recommendations from Subject Examination Boards and to approve termination of registration and enrolment of students for academic failure.
- iv. To exercise discretion where appropriate, and within the permitted scope of any College policy, in order to agree results, progression and award.
- v. To have particular regard to matters of consistency across programmes leading to the award.
- vi. To resolve differences between and within SEBs where they occur.
- vii. To consider recommendations for the suspension of regulations and make recommendations where appropriate.
- viii. To consider recommendations for retakes and to approve retakes, where appropriate.
- ix. To ensure the consistent application of the Academic Regulations.
- x. To monitor the performance of Subject Examination Boards.
- xi. To consider other matters referred by Academic Board.

1.40. The membership of Degree Examination Boards is:

- i. Chair, appointed by Academic Board or its delegated authority
- ii. The Chairs of the Subject Examination Boards reporting to the DEB
- iii. External members, as appropriate, appointed to DEBs by Academic Board or its delegated authority.
- iv. External Examiners are members where the functions of the SEB and DEB are combined.
- v. The Vice Principal Teaching and Learning who may attend any examination board as a member.

- 1.41. The following may be in attendance:
 - i. The Secretary to the DEB
 - ii. The Academic Secretary, or nominee, has the right to be in attendance and speak at any meeting of a DEB.
 - iii. Staff from Student Administration and the Academic Secretariat
 - iv. Deputy Chairs of SEBs
 - v. Secretaries of SEBs
- 1.42. External examiners and intercollegiate examiners may attend the DEB for the programmes for which they are examiners. They do not count for the purposes of the quorum of the DEB.
- 1.43. The quorum of a DEB comprises 50% of the total membership, excluding the Vice Principal Teaching and Learning.

External Examiners and Intercollegiate Examiners

Appointment

- 1.44. External examiners and intercollegiate examiners are appointed by Academic Board, or its delegated authority, in accordance with the approved process and criteria³. In some cases External Examiners are also Intercollegiate Examiners.
- 1.45. External examiners are appointed to each programme of study and are members of the Subject Examination Board for that programme. In some cases, more than one external examiner may be appointed and in other cases external examiners may be shared across a number of cognate programmes. Normally, external examiners are expected to take an overview of the entire programme of study but on occasion a subject external examiner may be appointed just for a specific subject area.
- 1.46. The appointment process requires the number of external examiners, and their range of expertise, to be sufficient to enable the execution of their duties.
- 1.47. External examiners have a right to see and comment on all work submitted by students for all forms of assessment. The precise range of activity to be covered by an external examiner is agreed by Academic Board or its delegated authority, in consultation with the relevant academic department(s). This includes appropriate means of sampling scripts and/or coursework, participation in oral examinations etc. Academic Board, or its delegated authority, approves Guidance for External Examiners, which provides further detail about the role and its conduct.
- 1.48. External members may be appointed to DEBs. In such cases these external members are required to review and comment upon process, the application of regulations and the conduct of the DEB.
- 1.49. The period of appointment for external examiners is three years with the possibility for an extension for one further year. An external examiner who has completed a term cannot be re-appointed until a period of 3 years has elapsed.

³ The appointment process and criteria pay due regard to the *Code of Practice* (QAA, 2004).

Duties

- 1.50. The duties of external examiners are:
- i. To comment on the assessments for each module for which they are responsible, the extent to which the assessments cover the syllabus, and whether they enable students to demonstrate their achievement of the learning outcomes.
 - ii. To consider, comment upon and approve all examination question papers and to comment on marking schemes for individual papers, assessment criteria and model answers.
 - iii. To confirm whether or not the standard of marking is satisfactory by scrutinising a sample of scripts for each module and, if necessary, a sample of coursework.
 - iv. To comment on the standards of achievement of students and the comparability of this achievement to standards elsewhere.
 - v. To comment on the standards of proposed awards and their comparability to similar awards made elsewhere.
 - vi. To make known any causes for concern in relation to academic standards achieved by students, the standards of modules and the standards of awards to be made, should such cause arise.
 - vii. To provide independent opinion where there is a significant unresolved difference between the marks awarded by the first and second markers on any script or piece of work.
 - viii. To advise the Subject Examination Board on appropriate action where the marks for any module are significantly outside the normal pattern and to confirm recommendations by markers for actions where the marks for any module/ are significantly outside the normal pattern.
 - ix. To attend, or conduct, oral examinations, where applicable.
 - x. To attend meetings of the Subject Examination Board, and participate fully in decision making.
 - xi. To endorse results and progression decisions, and recommendations for award, by signing the relevant documentation.
 - xii. To attend meetings of the Degree Examination Board, where they choose.
 - xiii. To submit a full report, including an optional confidential report to the Principal.
 - xiv. In addition, for those external examiners who are also intercollegiate examiners, to comment on the standard of the University of London awards conferred by Queen Mary and their comparability with similar awards at other colleges of the University of London.
 - xv. To perform any other duties requested by Academic Board or the Degree Examination Board, following appropriate consultation over the nature of those duties.
- 1.51. By agreement with the Subject Examination Board and in consultation with the relevant department(s), external examiners may also carry out other duties including the approval of project topics and essay titles, interviewing students about their programme of study and experience of it, comment informally on proposed changes to the curriculum, comment on proposed changes in assessment methods.

Removal

- 1.52. External examiners are normally replaced upon completion of their period of office. From time to time, there may be cause for the College to terminate the appointment

of an external examiner before the end of the period of office. Reasons for termination include:

- Resignation by the examiner.
- Failure to perform his/her duties.
- A breakdown in the relationship with the College.

Internal Examiners

Appointment

- 1.53. Internal examiners are appointed by virtue of their status as academic staff of the College. Internal examiners for the modules being considered by an SEB are automatically members of the relevant SEB. For joint programmes, the SEB should include at least one internal examiner from each of the department/subject areas contributing to the award.
- 1.54. Visiting staff involved in assessment are members of the SEB where they have sole responsibility for the delivery and assessment of a module. Visiting staff who contribute to a module and/or its assessment are not members of the SEB but may attend as assistant examiners. In such cases the module is represented by the member of academic staff with overall responsibility for it.

Duties

- 1.55. The duties of internal examiners are:
- i. To attend the Subject Examination Board and participate in decision making.
 - ii. To present results of modules to the Subject Examination Board.
 - iii. To comment on factors related to the module for which they are responsible e.g. levels of performance, any problems with the examination etc.
 - iv. To respond to queries concerning individual students, marking or other relevant matters.

Approved:

Academic Board agreed on 16 June 2009 that the full regulations be approved by Chairman's action for implementation for 2009-10.

Approved by Chairman of Academic Board: 5 February 2010

Academic Regulations

Part 2 – General Regulations

Scope

- 2.1. These regulations apply to all students enrolled and registered for an undergraduate or postgraduate programme of study of the College. These regulations also apply to students registered as associated students of the College. Ordinance D1 specifies those individuals considered to be students of the College.

Applicability

- 2.2. These regulations take effect from 1 September 2009 and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment are in force.

Student conduct

- 2.3. Students are required to comply with the Code of Student Discipline and for their behaviour to be such that it does not interfere in any way with the proper functioning or activities of the College, or those who study or work in the College, or action which otherwise damages the College. Any breach of the Code of Student Discipline will be considered in accordance with the procedures and regulations outlined within the Code. The Code of Student Discipline can be located at http://www.arcs.qmul.ac.uk/policy_zone/index.html.
- 2.4. Students are required to comply with the Health and Safety policies of the College.

College identity card

- 2.5. The College requires each student to be issued with, and carry, a College identity card that includes a photograph that shows his/her full head and face. There must be no head covering in the photograph unless it is worn for religious beliefs or medical reasons. In all cases, nothing must cover the face in the photograph.
- 2.6. Students are required to carry their College identity card at all times when on College premises (including the Students' Union), or when participating in College or Students' Union activities. The College reserves the right to exclude from any College building or activity any student who is unable, on demand, to produce his/her current College identity card.
- 2.7. The College also has the right to check the identity of any student by a member of staff comparing his/her face to the picture on the College Identity Card. Students are responsible for arranging a replacement identity card when theirs is lost or stolen. The College reserves the right to charge an administrative fee for the replacement of identity cards.

Medical examination

- 2.8. The College reserves the right to require any student to undertake a medical examination, either as a condition of admission, or at any time during their studies, to

determine fitness to study or practise. The College may require full disclosure of any report on a students' fitness to study or practise.

- 2.9. The College may require a student who has been absent as a result of illness, or an infectious or contagious disease, to produce a medical certificate confirming fitness to return to study before being permitted to resume study at the College.
- 2.10. If after a required medical examination, a student is deemed unfit to undertake or resume study or practise then their enrolment and registration may be terminated.
- 2.11. Students on medical and dental programmes are required to inform the College Health Centre if they are, or have reason to believe they may be, infectious carriers of any disease or condition specified by Academic Board, or its delegated authority, as requiring notification.

Admission

- 2.12. The general entrance requirements for admission to the College are approved by Academic Board, or its delegated authority. The admissions requirements for individual programmes of study are set out in the programme specification for that programme and approved by Academic Board, or its delegated authority; these may be adjusted by the College as it deems applicable.

Admission with advanced standing – General

- 2.13. An applicant for a programme of study, who in the judgement of Academic Board or its delegated authority has a cognate prior qualification or study may be admitted with advanced standing as described in the following regulations. In all cases the following two provisions apply:
 - i. Such admission is not normally permitted where the advanced standing has counted towards a previously achieved qualification at the level of the qualification of the programme of study.
 - ii. Normally, advanced standing is no more than one half of the full programme of study (excluding level 3 study).

Admission with advanced standing – Undergraduate study

- 2.14. An applicant for an undergraduate programme who, in the judgement of Academic Board, or its delegated authority:
 - i. has a cognate prior qualification or certified learning equivalent to the first development year of a three or four year, full time undergraduate programme of study, may be admitted with advanced standing direct to the second development year of the programme of study. In such cases, the amount of academic credit to be taken is reduced accordingly and the progression and award regulations take into account only those modules taken at the College during the current registration period and the developmental years are weighted accordingly.

Or

 - ii. has a cognate prior qualification or certified learning equivalent to the first two development years of a four year, full time integrated masters programme of study, may be admitted with advanced standing direct to the third development year of the programme of study. In such cases, the amount of academic credit to be taken in

reduced accordingly and progression and award regulations take into account only those modules taken at the College during the current registration period and the developmental years are weighted accordingly.

- 2.15. Except in exceptional circumstances, a student may not be admitted direct to the final developmental year of an undergraduate programme, unless he/she is studying on a similar programme leading to the same award at another college of the University of London or on a programme with an approved collaborative arrangement. In such cases, the prior study and marks achieved count towards the final award, as agreed through the collaborative arrangement and/or at admission.

Admission with advanced standing – Graduate study

- 2.16. An applicant for a Graduate Certificate or Diploma programme who, in the judgement of Academic Board or its delegated authority, has cognate prior study at, or equivalent to, Level 6 that has not counted towards a previously achieved qualification at Level 6, may be granted exemption from up to 25% of the taught component of the programme. This normally comprises advanced standing to a value of up to 30 credits for a Graduate Diploma and only 15 credits for a Graduate Certificate.
- 2.17. A QMUL graduate who has completed a QMUL Graduate Certificate, may be admitted to a programme leading to the associated Graduate Diploma with advanced standing. A period of 12 months must have elapsed between the award of the Graduate Certificate and registration for the Graduate Diploma.
- 2.18. In such cases, a student will only study the elements of the programme that are yet to be completed for the Diploma and the amount of academic credit to be taken is reduced accordingly. The award regulations will only take account of those modules taken during the registration period for the Graduate Diploma and not those modules previously taken for the award of Graduate Certificate.

Admission with advanced standing – Postgraduate study

- 2.19. An applicant for a postgraduate programme who, in the judgement of Academic Board or its delegated authority, has cognate prior study at, or equivalent to, Level 7 that has not counted towards a previously achieved qualification at level 7, may be granted exemption from up to 25% of the taught component of the programme. This normally comprises advanced standing to a value of up to 30 credits except for the LLM where it is 45 credits.
- 2.20. A QMUL graduate, who has completed a Postgraduate Certificate or Postgraduate Diploma at the College (QMUL), may be admitted to a programme leading to the associated master's degree with advanced standing. A period of 12 months must have elapsed between the award of the Postgraduate Certificate/Diploma and registration for the master's degree.
- 2.21. In such cases, a student will only study the elements of the programme that are yet to be completed for the master's award and the amount of academic credit to be taken is reduced accordingly. The award regulations will only take account of those modules taken during the registration period for the master's and not those modules previously taken for the award of Postgraduate Certificate/Diploma.

Concurrent Study Elsewhere

- 2.22. Except with the permission of Academic Board, or its delegated authority, a person who is currently registered for a degree, diploma or certificate at any other institution may not be concurrently registered for a qualification of the University of London or of the College.

Falsification of documents

- 2.23. The College will terminate the registration of, or impose another sanction as deemed appropriate by Academic Board or its delegated authority on, any student who secures admission to the College based on qualifications, documents or statements that are subsequently found to be false.

Enrolment and Registration

- 2.24. Students must enrol with the College at the beginning of their studies and at the beginning of each subsequent academic year of their programme in accordance with instructions issued by the College. Students must also register for a programme of study with the College and the modules for that programme.
- 2.25. A student who is not registered for a programme cannot be enrolled with the College. A student may be registered for a programme but not enrolled (normally, where a student has interrupted or is resitting out of attendance). Where termination of registration occurs, a student's enrolment is also terminated.
- 2.26. Except in circumstances approved by Academic Board or its delegated authority, individuals who are not enrolled or registered may not use College facilities. This normally includes students who have interrupted studies or are resitting out of attendance.
- 2.27. The College reserves the right to charge a late enrolment and/or registration fee to any student who fails to enrol/register by the published deadline(s).
- 2.28. The name by which a student is enrolled is the name under which any letter, certificate or award is issued in respect of that student. Any request to record a change of name must be made in writing, or by any other prescribed means, and supported by relevant documentary evidence.
- 2.29. The College requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance. Any student who enrolls or registers with the College under a name, identity, or with any other information that is subsequently found to be false, will have his/her registration and enrolment terminated and will cease to be a student.
- 2.30. Students are required to notify the College, on enrolment, of their permanent and term-time addresses, and to inform the College in writing, or by any other prescribed means, of any subsequent changes of address.
- 2.31. Any student who has not complied with all College requirements for enrolment may be provisionally enrolled and registered for a specified period of time during which he/she may attend and use College facilities. If at the end of the specified period a student has still not met all the College requirements his/her registration and enrolment will be terminated and he/she will cease to be a student.

Registration for Modules

- 2.32. Students are responsible for registering for the modules associated with their programmes of study by the published deadline and in accordance with the stated procedure. Students who have not registered for a particular module will not be permitted to partake in any learning or assessment for that module.
- 2.33. Students required to resit out of attendance a module(s) are required to register for those module(s) by the published deadline and in accordance with the stated procedure.

Payment of fees and other charges

- 2.34. The College will determine the fee status and resulting tuition fees applicable for each student upon application. Fee status is determined in accordance with;
- i. the Education (Fees and Awards) Regulations 2007 (this document can be viewed at www.opsi.gov.uk/si/si2007/uksi_20070779_en_1) and
 - ii. the ELQ status (equivalent or lower qualifications) of the applicant/student.
- 2.35. Fee status is identified by a status of either 'home' or 'overseas'. Once determined a student's fee status cannot change during their period of registration for a programme of study unless;
- i. he/she, or one of their parents, become an EU national,
 - ii. he/she, their parent or their spouse, become an EEA Migrant Worker in the UK,
 - iii. he/she, their parent or their spouse, are granted refugee status in the UK.
 - iv. he/she, their parent or their spouse, are granted exceptional leave following the refusal of refugee status
 - v. subsequent information is provided which changes his/her ELQ status.
- 2.36. College tuition fees are inclusive of Registration and Examination Fees, excluding resits, retakes or first takes. The College reserves the right to increase fees at any time without prior notice, normally for implementation during the next academic year. Fees are not normally refundable.
- 2.37. Students are required to make arrangements, in accordance with acceptable methods of fee payment, for the payment of their tuition fees at the beginning of the academic year as a precondition of enrolment or re-enrolment. Exceptionally, a student may be provisionally enrolled for a specified period of time in order to make arrangements for the payment of fees. If at the end of this period the student has not made satisfactory arrangements for the payment of his/her fees his/her registration and provisional enrolment will be terminated, and he/she will cease to be a student.
- 2.38. In exceptional circumstances, the College may approve arrangements whereby a self-financing student may pay his/her tuition fees by instalments. Any student who defaults upon agreed instalments of tuition fees will become immediately liable for the full outstanding balance of the fees.
- 2.39. Students are required to pay promptly upon demand all charges, fees or debts incurred in the course of their registration and enrolment or residence at the College.

- 2.40. A student who is in debt to the College is not entitled to receive formal examination results, notification of progression from one year to the next, or to receive any award of the College or the University.

Termination of registration and enrolment (de-registration) for non-payment of fees or charges under Ordinance D3

- 2.41 In the event of default of payment of tuition fees, a student's registration and enrolment will be terminated and he/she will cease to be a student of the College in accordance with College Ordinance D3.
- 2.42 The College will give a student formal, written notification of the intention to de-register and specific deadline by which he/she can pay the relevant fee or charge before de-registration will occur. If no payment has been received by this time and the student is still in debt to the College, then the student's registration and enrolment will be terminated and he/she will cease to be a student of the College.
- 2.43 An individual whose registration as a student has been terminated may appeal against the decision in accordance with the College Appeal Regulations (CAR).

Modes of study

- 2.41. A student enrolled with the College and registered for a programme undertakes the programme in accordance with the specified mode of study for the programme. Change of mode of study is not permissible except where the approved programme allows it and Academic Board, or its delegated authority agrees it. The following modes of study apply:
- i. Full time study
 - ii. Part time study
 - iii. Compulsory year aboard
 - iv. Compulsory placement year
 - v. Exchange period
 - vi. Study at a distance
- 2.42. Some programmes may run in full time and part time modes. Where applicable, a programme may contain different modes of study in different developmental years.
- 2.43. In addition, subject to the decision of the relevant Subject Examination Board a student may be registered to:
- i. Resit out of attendance.
 - ii. Retake (attendance required)
 - iii. First take (attendance required, postgraduate only)
 - iv. Resubmit a dissertation/project through reworking with or without supervision.
 - v. Resubmit a dissertation/project through undertaking a new topic.
- 2.44. In all of these cases, the mode of study may be full time or part time depending on the amount of academic credit being taken. The College charges fees for resits, retakes and first takes and the re-submission of a dissertation.

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- 2.45. Students due to resit or retake must do so at the next available opportunity unless the Subject Examination Board specifies otherwise. Interruption or deferral of resits is not permitted. Students are required to register for resits by the published deadline and in accordance with the relevant College procedure.
- 2.46. Where a student fails to resit or retake at the next available opportunity the missed resit or retake counts as one of the permitted attempts, regardless of whether the student formally registers. Additionally, the Subject Examination Board may recommend a student's registration and enrolment be terminated when he/she does not register to resit or retake at the first available opportunity.

Attendance and participation in a programme

- 2.47. Attendance refers to the College's expectations with regard to the way in which students engage with the teaching, learning and assessment requirements for their programme of study. Attendance may or may not require physical attendance: distance learning students attend their programme through participation in learning, teaching and assessment activities.
- 2.48. The College specifies and publishes term, semester and examination dates as well as the hours of operation. The College delivers learning, teaching and assessment activities during such dates and during the hours of operation. Students are expected to be available to participate in teaching, learning and assessment activities during term and semester dates and during hours of operation. Where assessment, learning or teaching activities take place during periods that are not specified as semester or term dates e.g. field courses students are still expected to attend these.
- 2.49. The College expects students to ensure that a particular programme or module is acceptable to him/her prior to registration and that he/she is able to meet the attendance, learning and assessment requirements for that programme and/or module. The College is not able to change the regulations and requirements or scheduling of programmes or modules to meet an individual student's needs.
- 2.50. Students are expected to attend regularly all forms of learning activities associated with their programme of study and participate in their programme as required by the College. Students are required to complete all assessment for the modules they are registered for as prescribed by the relevant module regulations.
- 2.51. Students may not be absent from the College during term-time without obtaining written agreement in advance of their Head of Department. Where the reason for absence, or the failure to complete assessment, is due to illness or other such cause which is unplanned and outside of the student's control, students are expected to submit a claim for extenuating circumstances and provide appropriate documentary evidence.

Taking a module

- 2.52. A student who registers for a module is deemed to be taking that module or have taken it whether or not deregistration/withdrawal follows. A student who transfers to another module replaces the initial module taken with the one transferred onto.
- 2.53. A mark is always awarded for a module that has been taken, in cases of deregistration/ withdrawal. The mark awarded is normally the mark for any completed assessment up to the point of deregistration/withdrawal or 0. There is no right of resit

where deregistration/ withdrawal occurs, however the Degree Examination Board may agree a retake of the module where de-registration occurs.

Completing a module

- 2.54. A student is deemed to have completed a module where one of the following outcomes occurs: pass the module, fail the module, deregistration, withdrawal from the module. Completion of a module is not contingent on passing it. Successful completion of a module is contingent on it being passed.

Award of academic credit

- 2.55. The award of academic credit relates to achievement in individual modules. Academic credit is awarded to students who have met the requirements to pass the module in question.
- 2.56. The academic credit awarded is that approved for the module; the amount of academic credit awarded does not vary in accordance with the level of achievement. The level of achievement is reflected by the Module Mark.

Award of academic credit in instances of failure

- 2.57. It is possible to award academic credit in the event of module failure where the Academic Regulations provide for it. The outcome is known as 'fail condoned, academic credit awarded'.

Interruption of enrolment and changes to registration

- 2.58. A student may be permitted to interrupt their enrolment for up to two calendar years on the grounds of illness or other good cause with the permission of Academic Board or its delegated authority, before the published deadline and in accordance with the stated College procedure. Interruption for a period of more than two years is only permitted in very exceptional circumstances with the approval of Academic Board or its delegated authority. A student who has interrupted his/her enrolment remains registered for a programme of study.
- 2.59. A student who is resitting out of attendance is not entitled to an interruption of enrolment as defined in this section and remains registered for a programme of study.
- 2.60. Where a student's registration is continuous, the Academic Regulations for that programme in place at the time of initial registration continue to apply where it is specifically stated.

Deregistration and withdrawal

- 2.61. A student who is persistently absent from the classes for a particular module, or continually fails to submit work by the relevant date, without good reason, may be de-registered from the relevant module and/or the programme of study. This may impact on a student's ability to complete the award requirements of the programme or on the classification of award.

Programme

- 2.62. Withdrawal from registration for a programme of study or deregistration by the College from a programme leads to immediate termination of a student's registration and enrolment and he/she will cease to be a student of the College. In such instances, a student will not be accepted onto a programme of study as a new student until a period of at least 12 months had elapsed from the point of withdrawal or deregistration.
- 2.63. In accordance with statutory obligations, the College will report to the relevant Government and other external agencies when an individual ceases to be a student of the College. This includes, but is not limited to, the UK Border Agency, Student Loans Company, Local Education Authorities, any other sponsor and Transport for London.

Module

- 2.64. Withdrawal from registration, or deregistration from one or more modules, does not necessarily lead to termination of registration and enrolment with the College. The College may deregister students from modules in the event of unsatisfactory attendance or failure to submit or complete assessment. Deregistration will not occur without sufficient warning from the Head of Department, or his/her nominee, so the student may be given the opportunity to improve his/her attendance and performance adequately.
- 2.65. Where the module is not replaced by transfer to a suitable alternative, the module will count towards the requirements for award and a mark is awarded and included in the calculation of the College Mark where applicable. The mark awarded is that achieved by the student up to the point of deregistration, weighted as applicable, or 0.
- 2.66. Once de-registered from a module a student cannot be reinstated except where there has been administrative or clerical error on the part of the College.
- 2.67. A student is not permitted to undertake any further teaching and learning activities or any further assessment for any module from which he/she has been deregistered or withdrawn.

De-registration from a programme of study and subsequent termination of registration and enrolment

- 2.68. The Head of Department, or his/her nominee, may recommend a student is deregistered from a programme of study where the general attendance, and/or participation and/or submission of assessment fails to meet the stated requirements for the programme. Deregistration from a programme of study means that a student's registration and enrolment are terminated and he/she is no longer a student of the College.
- 2.69. Except in cases of prolonged and unauthorised absence from the College, the Head of Department must give the student a formal, written warning and a specified period in which the student must improve his/her attendance, participation or submission of assessment, before recommending termination of registration to the Academic Secretary or their nominee.

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- 2.70. The Academic Secretary or his/her nominee will contact the student in writing and give 14 calendar days, from the date of the correspondence, in which to make a formal, written representation before finalising the termination of registration.
- 2.71. The Academic Secretary or his/her nominee will refer the case back to the Head of Department for reconsideration if a student is able to provide a good reason⁴ why he/she;
- i. has been unable to meet the attendance, participation and/or submission requirements for the programme,
- and**
- ii. he/she was unable to disclose this to his/her Head of Department at the appropriate time.
- 2.72. A student may appeal against a decision to terminate his/her registration and enrolment with the College in accordance with the College Appeal Regulations (CAR).

Exchanges

- 2.73. For some programmes and awards, a student may be permitted to spend up to one development year of his/her programme of study, other than the first year or the final semester, in another institution of university status in the United Kingdom or abroad. This study replaces study at the College and is known as an exchange or study abroad. Permission to undertake an exchange or study abroad is granted in accordance with procedures approved by Academic Board, or its delegated authority.
- 2.74. Results achieved for modules taken during the exchange or period at another institution count towards the award of the University or the College for which the student is registered. In some cases, and as approved by Academic Board or its delegated authority, the results achieved may be subject to re-scaling and/or weighting to bring them in line with equivalent marks and results awarded by the College, any scaling or weighting methods will be subject to frequent periodic review.

Assessment Offences Regulations

Introduction

- 2.75. In these regulations 'Academic Secretary' includes any member of Academic Registry and Council Secretariat staff designated by the Academic Secretary to act for him/her, either with delegated authority, or in an individual case.
- 2.76. In these regulations, the term 'Head of Department' includes Heads of Schools, except in the School of Medicine and Dentistry, where the Warden is the responsible officer. The Head of Department may delegate the authority to act on assessment offences to a named member of academic staff within the department.
- 2.77. In these regulations 'Chair of the Assessment Offences Panel' includes the Deputy Chair of the Assessment Offences Panel.

⁴ A 'good reason' is normally something outside of a student's control which has had a negative impact and meant the student is unable to disclose such a reason.

Definitions

- 2.78. Allegations of any of the following will be dealt with according to the Assessment Offences Regulations;
- i. Breaches of any sections of the Academic Regulations relating to the conduct of assessment.
 - ii. Plagiarism.
 - iii. Fraudulent reporting of source material.
 - iv. Fraudulent reporting of experimental results, research or other investigative work.
 - v. The use, or attempted use, of ghost writing services for any part of assessment.
- 2.79. The College defines plagiarism as presenting someone else's work as one's own irrespective of intention. Extensive quotations; close paraphrasing; copying from the work of another person, including another student or using the ideas of another person, without proper acknowledgement, also constitute plagiarism.

Allegations of Assessment Offences in Invigilated Examinations

- 2.80. The Academic Regulations provide that an invigilator who suspects a student of breaching the regulations shall immediately inform the Academic Secretary, who shall be responsible for investigating the incident.
- 2.81. The Academic Secretary will (where possible) interview the student(s) and invigilator(s) concerned, and any other person that she/he deems appropriate.
- 2.82. A student who is accused of committing an assessment offence in an invigilated examination will be invited to attend an interview with the Academic Secretary and will be given a copy of all evidence submitted in support of the allegation. A student is considered to have admitted to the offence if s/he fails to attend the interview or does not contact the Academic Secretary within 5 working days of notification of the allegation to make alternate arrangements.
- 2.83. Where, as a result of an investigation, the Academic Secretary concludes that there is no case to answer, she/he shall make a report to this effect to the Chair of the appropriate Examination Board, and shall notify the student that the matter is closed.
- 2.84. Where the investigation reveals an offence of a technical nature, the Academic Secretary, after consultation with the Chair of the appropriate Examination Board, may decide that no further action shall be taken. The Academic Secretary will then notify the student to this effect and the matter shall be regarded as closed.
- 2.85. Where the investigation reveals *prima facie* evidence the Academic Secretary will refer the matter to the Chair of the Assessment Offences Panel, and will notify the student to this effect.

Allegations of assessment offences in a major item of assessment (excluding invigilated examinations) and second offences

- 2.86. This section relates to items of assessment, other than invigilated examinations, which contribute 31% or more towards a student's overall mark in any module and to allegations of a second assessment offence.

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- 2.87. Where a member of staff suspects that an assessment offence has been committed, she/he will immediately inform the Head of the Department responsible for that module or programme, who will arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer she/he will notify the student that the matter is closed.
- 2.88. A student who is accused of committing an assessment offence in a major item of assessment will be invited to attend an interview with the Academic Secretary and will be given a copy of all evidence submitted in support of the allegation. A student is considered to have admitted to the offence if s/he fails to attend the interview or does not contact the Academic Secretary within 5 working days of notification of the allegation to make alternate arrangements.
- 2.89. Where the investigation reveals an offence of a technical nature, the Head of Department, after consultation with the Academic Secretary, may decide that no further action shall be taken, and shall then notify the student to this effect, and the matter shall be regarded as closed.
- 2.90. Where the investigation reveals *prima facie* evidence the Head of Department shall notify the Academic Secretary, who will refer the matter to the Chair of the Assessment Offences Panel, and will notify the student to this effect.

Other Items of Assessment

- 2.91. This section relates to any item of assessment, other than an invigilated examination, which contributes 30% or less towards a student's module mark.
- 2.92. Where a member of staff suspects that an assessment offence has been committed, she/he will immediately inform the Head of the Department who will arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer she/he will notify the student that the matter is closed.
- 2.93. Where the investigation reveals an offence of a minor or technical nature, the Head of Department, may decide that no further action will be taken, and will then notify the student to this effect, and the matter will be regarded as closed.
- 2.94. Where the investigation reveals *prima facie* the Head of Department may either deal with the offence, or report it to the Academic Secretary for referral to the Chair of the Assessment Offences Panel. If the student has been found guilty of a previous assessment offence the case must be reported to the Academic Secretary for referral to the Chair of the Assessment Offences Panel.
- 2.95. If the Head of Department elects to deal with the offence, she/he will notify the Academic Secretary. The Head of Department will give the student an opportunity to explain the circumstances and to present any argument in mitigation. If the Head of Department is then satisfied that an assessment offence has been committed, she/he will impose one of the following penalties:
- i. A formal warning.
 - ii. Require the student to resubmit the relevant item of assessment by a specified deadline with no limit to the mark that may be achieved.
 - iii. Require the student to resubmit the relevant item of assessment by a specified deadline with the maximum mark limited to the minimum pass mark.

- iv. Failure, with a mark of 0, for the relevant item of assessment with no right to resubmit.
- 2.96. Where the penalty involves the resubmission of an item of assessment then this will take place during the current academic year. If the student does not resubmit then a mark of 0 will be given for the item of assessment.

Assessment Offences Panel

- 2.97. There is an Assessment Offences Panel, which is responsible for determining whether an assessment offence has been committed and for determining the penalty.
- 2.98. The Chair of the Panel will have authority to act on behalf of the Panel in cases where the student has not denied the offence.
- 2.99. The Assessment Offences Panel shall consist of:
- i. A Chair, who will be appointed by Academic Board from among the academic staff, and will hold office for a period of three years. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair.
 - ii. A member of the academic staff of a cognate department to that of the student (normally in the same faculty), appointed by the Academic Dean of that Faculty. Where a Panel is to consider two or more related cases involving students from more than one faculty, the Academic Secretary will determine, in consultation with the Chair of the Assessment Offences Panel, which Academic Dean will be invited to appoint.
 - iii. A member of the academic staff drawn from a list of academic staff approved annual by the Academic Board
 - iv. One full-time student drawn by lot from a list consisting of the student members of Academic Board and three full-time students nominated annually by the Students' Union Executive.
- 2.100. The quorum of the Panel is three members.
- 2.101. The Chair of the Assessment Offences Panel will be responsible for: chairing meetings of the Panel; at his/her discretion and acting on behalf of the Panel in determining the penalty in cases where the student has not denied to the offence.
- 2.102. The Assessment Offences Panel will follow the procedures approved by Academic Board.
- 2.103. The student may be assisted or represented by any person, and both the student and the Academic Secretary may submit written evidence and call witnesses. If the Panel determines that an assessment offence has been committed, the student will have the right to address the Panel in mitigation. The Academic Secretary will nominate a member of staff as Secretary to the Panel.
- 2.104. In the event of the Panel being divided over a decision to be taken, the Chair will have a second and casting vote to determine the decision.

Penalties

- 2.105. When acting on behalf of the Panel, the Chair of the Assessment Offences Panel has authority to impose one or more of the following penalties:
- i. A formal reprimand.
 - ii. A requirement that the item of assessment be reworked and resubmitted.
 - iii. Failure (a mark of 0) in the item of assessment in which the offence occurred, with a resubmission permitted with no limit to the mark that may be obtained.
 - iv. Failure (a mark of 0) in the item of assessment in which the offence occurred, with the maximum mark of the resubmission limited to the minimum pass mark.
 - v. Failure (a mark of 0) in the item of assessment in which the offence occurred, with no permission to resubmit the assessment.
 - vi. Failure (a mark of 0X) in the module of which the assessment forms a part, with the maximum mark on any resit/retake limited to the minimum pass mark.
 - vii. Failure (a mark of 0X) in the module which the assessment forms a part, with no permission to resit or retake the module.
 - viii. Failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, but with no limit on the marks that may be awarded on resit, irrespective of the regulations for that programme of study.
 - ix. Failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits/retakes limited to the minimum pass mark.
 - x. Failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study.
 - xi. Failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits/retakes limited to the minimum pass mark.
- 2.106. The Assessment Offences Panel has the authority to impose one or more of the following penalties:
- i. A formal reprimand.
 - ii. A requirement that the item of assessment be reworked and resubmitted.
 - iii. Failure (a mark of 0) in the item of assessment in which the offence occurred, with a resubmission permitted with no limit to the mark that may be obtained.
 - iv. Failure (a mark of 0) in the item of assessment in which the offence occurred with the maximum mark of the resubmission limited to the minimum pass mark.
 - v. Failure (a mark of 0) in the item of assessment in which the offence occurred, with no permission to resubmit the assessment.
 - vi. Failure (a mark of 0X) in the module of which the assessment forms a part, with the maximum mark on any resit/retake limited to the minimum pass mark.
 - vii. Failure (a mark of 0X) in the module which the assessment forms a part, with no permission to resit or retake the module.
 - viii. Failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, but with no limit on the marks that may be awarded on resit, irrespective of the regulations for that programme of study.
 - ix. Failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits/retakes limited to the minimum pass mark.

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- x. Failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study.
 - xi. Failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits/retakes limited to the minimum pass mark.
 - xii. Recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year with all modules taken during the academic year in which the offence occurred recorded with a module result of 0X..
 - xiii. Recommendation to the Principal that the student be expelled from the College with all modules taken during the academic year in which the offence occurred recorded with a module result of 0X.
- 2.107. Where the penalty involves failure in the module, but the student is not prohibited from resitting or retaking the module, any such further attempt will be in the subsequent academic year.
- 2.108. Where the penalty involves a re-working or resubmission of an item of assessment then this will take place during the current academic year. If the student does not resubmit then a mark of 0 will be given for the item of assessment.
- 2.109. The Academic Secretary will present an annual report to Academic Board on all assessment offences, however resolved.
- 2.110. There is no statute of limitation on applying the Assessment Offences Regulations. The Assessment Offences Regulations will be applied retrospectively if a graduate of the College is alleged to have committed an assessment offence whilst a student of the College.

College Appeal Regulations (CAR)

- 2.111. The College Appeal Regulations (CAR) provide a single appeal process for students who wish to appeal against an outcome arising from the following procedures:
- i. Student Disciplinary Procedure, as detailed in the Code of Student Discipline.
 - ii. Student Disciplinary and Fitness to Practise Procedure, as detailed in the Code of Student Discipline.
 - iii. Assessment Offences regulations.
 - iv. Student Complaints Policy.
 - v. Disciplinary actions taken under the Library Regulations.
 - vi. Disciplinary actions taken under the Residences Regulations.
 - vii. Decisions to terminate the registration of a student.
 - viii. Decisions to terminate the registration of a student on a research studies programme.
 - ix. Regulations and procedures for upgrade from MPhil to PhD.
 - x. Decisions of Examination Boards (Academic Appeals).
 - xi. Decisions relating to student bursaries, scholarships and grants administered by the College.

2.112. In all cases, the outcome resulting from the procedure is final and is not varied until the appeal process is completed and, if successful, results in an alternative decision.⁵

Definitions

Outcome of a procedure in the College Appeal Regulations refers to a decision, result or other outcome from the relevant procedures and regulations.

Academic appeals in the College Appeal Regulations refers to a request for a review of an examination board decision.

Principal's nominee is a designated Vice Principal or other appropriate person to whom the Principal has delegated authority for the final review of appeals.

Authority and Delegations

2.113. Academic Board is responsible for the approval of the College Appeal Regulations.

2.114. The Principal has overall responsibility and authority for the operation of the College's regulations. The Principal normally delegates his/her authority for the operation of the College Appeal Regulations (CAR) to a Vice Principal. The Principal may authorise a substitute where any person referred to in these regulations is unable to act.

2.115. The Academic Secretary may delegate his/her authority to a senior member of administrative staff.

2.116. Academic Board may appoint Deputy Appeal Board Chairs who have the authority to act in the absence of the Chair, or where the Chair has a conflict of interest and/or where the Chair requests the Deputy Chair to act.

Grounds for appeal

2.117. A student may appeal on one or more of the following grounds:

- i. Procedural error where the process leading to the decision being appealed against was not conducted in accordance with the College's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error includes alleged administrative/clerical error and bias in the operation of the procedure.
- ii. That exceptional circumstances, illness or other relevant factors had, for good reason, not been made known at the time or had not been taken into account properly.

2.118. 'Good reason' requires a student to demonstrate circumstances outside his/her control that prevented the relevant factors being disclosed at the appropriate time. Personal embarrassment, or an unwillingness to disclose personal circumstances, does not count as 'good reason' for the purposes of these Regulations.

⁵ For example; if a student has been excluded from the College due to academic failure, the student is not reinstated until the appeal process is complete and the outcome of the appeal results in an amendment of the original decision. Similarly, students who have been issued with a notice to quit their room in the Halls of Residence must leave College accommodation on the prescribed date, an extension to the notice period will not be granted and students will be re-housed only in the event of the notice to quit being revoked as a result of the appeal process.

- 2.119. All appeals will be considered on their merit, but the following are not considered to be legitimate grounds for appeal; any appeals based exclusively on one or more of these grounds will be rejected automatically:
- i. Appeals against the academic judgment of internal or external examiners.
 - ii. Appeals that are based on the informal assessment of a student's work by members of academic staff.
 - iii. The retrospective reporting of extenuating circumstances that might have been reasonably made known at the time.
 - iv. Marginal failure to attain a higher class of degree.
 - v. In the case of disciplinary matters, the provision of an apology by the student for their actions is not reason for an appeal to be heard.
 - vi. Lack of awareness by the student of the relevant procedure/regulations.
 - vii. Vexatious appeals.

Appeal Panel Composition

- 2.120. The Appeal Panel membership is as follows:
- i. Chair, appointed by Academic Board for the relevant category of appeal.
 - ii. One member of academic staff drawn from a panel appointed for this purpose by Academic Board.
 - iii. One student member, normally the President of the Students' Union or his/her nominee.
 - iv. One external member who may be either a lay member of Council drawn from a pool nominated by the Council for this purpose, or another external person drawn from a pool approved by Academic Board for this purpose.
- 2.121. In the case of appeals against a decision of the Student Disciplinary and Fitness to Practise Committee for students undertaking a primary medical or dental qualification, including Foundation Year 1, an additional member is appointed who is drawn from the Postgraduate Deanery or is a senior member of another Medical or Dental School. This additional member will be a registered practitioner of the profession in question.
- 2.122. In all cases, members of the Appeal Panel should not have been involved in making the original decision that is being appealed against.
- 2.123. Chairs and Deputy Chairs of Appeals Panels are appointed by Academic Board, normally for a period of 3 years. Academic Board appoints Chairs and Deputy Chairs to the following categories:
- i. Academic Appeals (requests for a review of an examination board decision).
 - ii. Student Disciplinary and Fitness to Practise for students registered for primary qualifying medical and dental qualifications and Foundation Year One doctors.
 - iii. Student Disciplinary Committee.
 - iv. Student Complaints Procedure.
 - v. Examination Offences.
 - vi. Research degrees: decisions to exclude a student and/or decisions resulting from the MPhil/PhD upgrade process.
 - vii. Decisions arising from the application of regulations other than those detailed above.

2.124. With the exception of the appropriate Chair, and Appeals against decisions of the Student Disciplinary and Fitness to Practice Committee, Appeals Panels are individually constituted for each case or group of cases by the Chair on the advice of the Academic Secretary drawing on the categories of membership identified in 2.153 above.

Appeal Panel Terms of Reference

2.125. The terms of reference of the Appeal Panel are:

- i. To hear the student's submission.
- ii. To hear the College's submission.
- iii. To consider and determine whether or not the grounds for appeal have been met
- iv. To:
 - a. uphold the original decision, or
 - b. refer it back to the relevant body for reconsideration, or
 - c. To uphold the appeal and decide the appropriate course of action in the student's case. For cases that involve a decision where a choice of penalties was available to the original decision-making body, the Appeal Panel may not impose a more severe penalty than that which was originally imposed.

Procedure for appeal requests

Making a request for appeal

2.126. The student must submit a request for an appeal, in writing, to the Academic Secretary, or nominee. An appeal request must normally be made within 14 days of the formal notification of the decision that is being appealed against. Usually this will be the date given on the decision letter. The Academic Secretary has the discretion to consider and allow late requests where the student is able to demonstrate good reason for the delay.

2.127. The student must detail in the request for an appeal the grounds on which their appeal is based, outlining the supporting evidence that will be submitted and stating whether the student requests an interview with the Academic Secretary. Supporting evidence should be submitted by the student within 7 days and be of a form that provides proof of the points covered in the written request for appeal (e.g. a medical certificate). The Academic Secretary has the discretion to allow late submission of evidence where the student is able to demonstrate good reason for the delay.

2.128. In the request for an appeal, the student must provide his or her full name, programme and year of study, student number, details of the decision being appealed against and the ground(s) on which the appeal is made.

Actions on receipt of a request for appeal

2.129. On receipt of the appeal request, the Academic Secretary or nominee will make such enquiries into the request for appeal that he/she considers necessary. These enquiries may involve interviewing the student, consulting documentation from the process leading to the original decision, and discussion with the relevant person/body responsible for the original decision.

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- 2.130. The Academic Secretary and appointed Chair of the relevant College Appeal Panel will consider the case to determine if the grounds for an appeal have been met and whether the appeal should be heard.
- 2.131. Any appeal request may be rejected on the grounds that there is clearly no case to be heard:
- i. Where the appeal is determined to be vexatious or frivolous; or
 - ii. Where the evidence submitted by the student discloses no grounds for appeal; or
 - iii. Where no information is provided to explain why extenuating circumstances were not disclosed originally or if the appeal relies on reasons that were considered in making the original decision.
- 2.132. The student will be notified as to whether or not the appeal should be heard within 28 days of receipt of the submission of the student's supporting evidence.

Actions where there is evidence that the grounds of appeal are met or that the appeal should be heard

- 2.133. Where it is determined that there is clear evidence that the grounds of appeal are met and the grounds are either of an administrative or regulatory nature, the Academic Secretary and appropriate Chair may take action to remedy the situation without referral of the case to an Appeal Panel or referral back to the original decision making body.
- 2.134. Where there is substantive evidence that extenuating circumstances were not considered appropriately or, for good reason, could not be made known at the time of the original decision, the Academic Secretary and appropriate Chair may refer to the case back to the body that made the original decision for reconsideration.
- 2.135. Where the case is more complex or where the Academic Secretary and appropriate Chair cannot agree on a course of action, the case is referred to the Appeal Panel for consideration.

Appeal Panel Procedure

- 2.136. The student will receive at least 10 days' notice in writing of the date, time and location of the meeting of the Appeal Panel.
- 2.137. The Appeal Panel will receive the original documentation considered by the decision-making committee and any additional relevant documentation relating to the appeal, including the written appeal request and any response to the request by the College.
- 2.138. The student will receive the same set of documentation as the Appeal Panel.
- 2.139. All papers and proceedings are confidential.
- 2.140. The student may be accompanied, or represented, by any one person of his/her choosing. A College representative will put the College's case to the Panel.
- 2.141. The Appeal Panel meeting normally follows the following format:
- The student and/or representative accompanying person addresses the Appeal Panel. The student and College representative may remain present throughout. The

Appeal Panel members will ask the student questions that are deemed to be relevant to the case.

- The College representative puts the College's case. The Appeal Panel asks the College representative questions relevant to the case.
- Additional witnesses may present to the Appeal Panel where the Chair permits it.
- The Appeal Panel meets alone to consider its decision.

2.142. The Appeal Board informs the student of its decision and the reasons for it. As a minimum this will be within 3 working days of the meeting and the decision will be confirmed in writing within 7 days of the meeting. This letter is known as the College's Completion of Procedures letter.

2.143. For Academic Appeals, where the decision is referred back to the original Examination Board, the Chair of the Examination Board consults with the relevant internal examiner and the Academic Secretary. If the decision is beneficial to the student, i.e. less harsh than the original decision, Chair's action may be taken. In other cases, the Examination Board is reconvened to consider the student's case.

Final Review by the Principal's nominee

2.144. A student who is dissatisfied with the outcome of a request for appeal may appeal to the Principal's nominee solely on the grounds that the procedure set out in the College Appeal Regulations was not followed.

2.145. On receipt of such a final appeal the Principal's nominee will consider the case and decide either that the appeal was conducted according to the regulations or that it was not conducted according to the regulations.

2.146. Where the Principal's nominee, decides that the Appeal was not conducted according to the regulations, it is referred back to the Academic Secretary for reconsideration through the appeal process.

2.147. The review by the Principal's nominee is the final stage of the College's procedures. Once completed, the Academic Secretary will issue the student with a further completion of procedures letter to indicate that this final review has taken place.

Review by the Office of the Independent Adjudicator for Higher Education

2.148. The student may request the case to be reviewed by the OIA once the completion of procedures letter has been issued to confirm that the College's procedures have been completed. Information about the OIA scheme and its processes can be found at www.oiahe.org.uk.

Approved:

Academic Board agreed on 16 June 2009 that the full regulations be approved by Chairman's action for implementation for 2009-10.

Approved by Chairman of Academic Board: 5 February 2010

Academic Regulations 2009/10
Part 3 – Regulations for the conduct of assessment

Academic Regulations
Part 3 – Regulations for the Conduct of Assessment,
excluding Research Degrees

Scope

- 3.1. These regulations apply to all taught modules and programmes of study of the College and to those students enrolled and registered on them. These regulations also apply to students registered as associated students of the College. Ordinance D1 specifies those individuals considered students of the College.

Applicability

- 3.2. These regulations take effect from 1 September 2009 and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment are in force.

General

- 3.3. The structure, learning aims and outcomes, the type and format of assessment and re-assessment (including relevant weightings) for a module is set out in the approved module specification and regulations that are approved by Academic Board or its delegated authority.
- 3.4. Students are informed of the arrangements for teaching and learning, the module syllabus, and the assessment and re-assessment requirements at the start of the academic year and in accordance with the approved module specification and regulations.
- 3.5. Normally, for modules that are no longer taught, the assessment is only offered for one year after the discontinuation date. After that point, Subject Examination Boards may impose an alternative form of assessment.
- 3.6. All material submitted for assessment, including assessment that does not count towards the final mark for the module, shall be the student's own work (except where group work specifically forms part of the assignment). Quotations from the published or unpublished work of other persons must always be attributed, both at the appropriate point in the text, and in the bibliography at the end.
- 3.7. If an examiner or invigilator suspects a student of committing an assessment offence, the allegation will be investigated in accordance with the Regulations for Assessment Offences, contained in Part 2 of the Academic Regulations.

Invigilated Examinations

Setting of Examination Papers

- 3.8. Academic Board, or its delegated authority, approves the minimum prescribed standards for the production and security of examination papers and provides operational detail in support of this regulation. Examination question papers, including front pages, are produced to meet the prescribed minimum standard agreed by Academic Board or its delegated authority.

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- 3.9. The Head of Department is responsible for ensuring appropriate mechanisms are in place for the production of examination papers. The procedures for the setting, scrutiny and security of examination papers are the responsibility of the relevant Subject Examination Board Chair. The internal examiner or module organiser is responsible for the production of the specific examination paper(s) for his/her module(s).
- 3.10. All examination papers are approved by the relevant internal and external examiners as well as the Chair of the SEB or his/her delegated authority.
- 3.11. The Chair of the relevant SEB, as well as the individual internal examiner for each examination, is responsible for ensuring the security of examination papers. Students are prohibited from seeing any examination paper before it has been sat. Any breach of this regulation will be an Assessment Offence and dealt with under the Regulations for Assessment Offences.

Examination Timetable

- 3.12. The College will make available an examination timetable to each student detailing the date, time and location of all invigilated examinations for the modules they are registered for. The College will publish the full exam timetable at least 3 weeks before the first examination takes place. Any necessary amendments may be made to the published timetable and will be published alongside.
- 3.13. Students are responsible for informing themselves of the time and place of their examinations, for checking the details of their personal timetable, to make enquiries as to any possible errors, omissions and to check for any amendments to the full examination timetable.
- 3.14. Forgery of an exam timetable produced by the College is an assessment offence and as such will be considered under the Regulations for assessment offences.
- 3.15. Where an examination clash occurs and cannot be resolved, any affected student will sit both examinations on the same day, but will be kept in quarantine during the interim period.

Invigilation and the presence of internal examiners

- 3.16. A senior invigilator will be assigned to each examination venue plus an additional invigilator for every additional 50 students. Students must be under continuous supervision for the duration of the examination.
- 3.17. In the event of any queries from students, the internal examiner may provide clarification through the senior invigilator. Clarification of questions is limited to the correction of misprints or typographical errors, which should be announced to all students. Under no circumstances should an examiner or invigilator seek to elucidate a question. If an internal examiner is not present in the examination venue, students must log any queries by using a Student Report Form, which will then be attached to their answer script. The senior invigilator will also note any queries in their report.
- 3.18. All incidents or abnormalities that occur during an examination will be noted by the senior invigilator using the appropriate pro-forma.

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Special Arrangements

- 3.19. Students can apply to sit their examinations under special arrangements. Any such application is considered by the Disability and Dyslexia Service, which will agree the arrangements and notify the student, the academic department and Academic Registry. Only students whose application has been approved by the Disability and Dyslexia service may be permitted to sit their examination(s) under special arrangements.

Arrival and Departure

- 3.20. Students should arrive at the examination venue in good time to be able to consult the seating lists displayed outside the venue. Students will normally be admitted to the room five minutes before the scheduled start time so they can find their desks. Students must only sit at the desk allocated.
- 3.21. The examination will start at the prescribed time. If for any reason this is not possible, the senior invigilator will record this in his/her report. Once the examination has commenced, students are under examination conditions until an invigilator has terminated the examination, or a student has completed his/her attempt at the examination and has left the venue.
- 3.22. Students are allowed admittance to the examination venue up to 30 minutes after the start of the examination. After this period, a student can only be admitted to the venue if no other student for the same examination has left. No additional time will be given to latecomers.
- 3.23. Students are not permitted to leave the examination venue unaccompanied within the first 30 minutes or the final 15 minutes of the examination. In exceptional circumstances an invigilator may permit a student to leave the room within these periods, on the grounds of illness or similar unexpected cause and where they are accompanied by an invigilator. The senior invigilator records any such cases in his/her report.

Equipment and personal items

- 3.24. With the exception of writing materials, students may only bring to their examination desk equipment that is authorised in the rubric of the question paper. Bags, coats, jackets and non religious headwear shall be left in a space within the room designated by the senior invigilator. Wallets, purses, mobile phones and other electronic entertainment devices (e.g. mp3 players) may be placed underneath the student's desk for the duration of the exam, but may not be kept in pockets.
- 3.25. Regardless of location, mobile phones, communication devices and electronic entertainment devices (e.g. mp3 players) must be switched off for the duration of the examination so they cannot be used or cause a disturbance. Any device causing a disturbance will be confiscated by the senior invigilator, who will record the incident in his/her report. The owner will be informed that the incident will be investigated under the assessment offence regulations.
- 3.26. The College accepts no responsibility for the loss or theft of student's personal belongings during an examination and therefore students are advised not to bring unnecessary valuable items to an examination.

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- 3.27. For the purposes of identity checks, students are required to wear clothing that shows their full head and face. There must be no head or face covering unless it is worn for religious beliefs or medical reasons.
- 3.28. Students are required to bring with them all writing aids and drawing materials necessary for the examination. These must be loose on their desk or be contained in a clear plastic bag or pencil case.
- 3.29. Any item brought into the examination venue may be inspected by an invigilator in the presence of the student. Students may also be required to empty their pockets on the request of an invigilator or room attendant. Any refusal to co-operate will be recorded by the invigilator and treated as an assessment offence.

Start of an Examination

- 3.30. At the start of the examination a senior invigilator will make the required announcements to students as published by the College.

Identification of Students

- 3.31. Students must place their Student Identity Cards face up on their desks as instructed by the senior invigilator during each examination, so that identity checks can be conducted and the attendance list can be checked. The invigilator may check the identity of any student by comparing the photograph on his/her student identity card to his/her face.
- 3.32. Students unwilling to prove their identity may be prevented from continuing with the examination.
- 3.33. Students not in possession of a Student Identity Card will not be permitted to sit an invigilated examination, unless issued with a temporary examination permit by Academic Registry on production of alternative photographic identification.
- 3.34. Students are only required to write their exam number on their answer scripts, they should not write their name or student ID number. Any exceptions will be clearly stated on the answer script and will be announced by the senior invigilator at the start of the examination and repeated when necessary.

During the Examination

- 3.35. Students may not make use of, or have in their possession, any book, manuscript, dictionary, calculator or other extraneous aid or materials not specifically mentioned in the rubric of the examination paper. Any student in possession of, or using, unauthorised materials at any time whilst under examination conditions (even if not physically in the examination venue) will be considered under the Assessment offences regulations.
- 3.36. Mathematical tables will be provided where appropriate. The use of electronic calculators may be permitted in certain examinations, and students are informed in advance where this applies as well as on the rubric of the question paper. Students are required to comply with any requirements specified regarding the type of calculator that may be used. Where no specific guidance is given on this matter, calculators must be of the hand-held type, quiet in operation and compact, and must have their own power supply. Students are responsible for ensuring that their

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machines are in working order, and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. When students use electronic calculators at examinations they must state clearly on their examination answer scripts the name and type of machine used. The use and/or possession of prepared programs and stored information is not allowed in examinations. The unauthorised use and/or possession of material stored in a pre-programmable memory will constitute an examination offence. The rubric on the examination paper may specify the models of calculators that can be used. Any calculator used and/or in the possession of a student during an examination must not form a part of a communications or electronic entertainment device e.g. mobile phone or mp3 player.

- 3.37. Except for medical reasons, students may not bring food or drink other than bottled still water into an examination room.
- 3.38. Students must do all their work, including rough work, on the stationery provided. Work that is not intended to be assessed should be clearly crossed through.
- 3.39. Unless directed by the rubric students should not write their answers on the question paper.
- 3.40. Students must write legibly. Illegible handwriting will not be transcribed, nor will a student be permitted to dictate the contents. Any part of a script that is considered by an examiner to be illegible will be awarded no marks. Correction fluid should not be used.
- 3.41. All answers must be written in English except where specifically required by the question paper. The use of English-foreign language dictionaries is prohibited except where this is specifically authorised in the rubric of the question paper.
- 3.42. Students must not communicate, or attempt to communicate with any person other than an invigilator or a member of staff who has been invited to do so by the invigilator. A student wishing to attract the attention of an invigilator must do so without causing a disturbance.
- 3.43. Any student who causes unnecessary disturbance in an examination room may be required to leave the venue. Such an incident will be recorded by the senior invigilator in his/her report and will be treated as an assessment offence.
- 3.44. Students may not leave their seats without the permission of an invigilator. Students who complete their attempt at the examination before the end are permitted to leave the venue quietly after their answer script is collected, except during the first 30 minutes and the final 15 minutes of the examination.
- 3.45. Students who wish to leave the room temporarily may do so with the permission of an invigilator, provided they are accompanied.
- 3.46. Students may not remove any examination stationery, used or unused, from the examination venue. Question papers may not be taken out of the examination room by any student.

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Emergency Evacuation

- 3.47. In the event of an emergency evacuation of an examination venue, students are to remain under examination conditions at all times, to enable the examination to recommence. Students will leave their question papers and answer scripts as well as any personal items in the examination venue. Upon evacuation the examination venue is to be locked by the senior invigilator and students escorted and supervised by invigilators to the nearest assembly point.
- 3.48. In the event that the disruption lasts for more than 15 minutes, or there is only 25 per cent of the examination time remaining, then the examination will be terminated early. Once it is deemed safe to do so the invigilator(s) will collect the question papers and answer scripts before permitting students to return to the room to collect personal belongings. For interruptions of less than 15 minutes, the examination can be resumed. The decision to resume or end an examination will be made by the Chief Invigilator. The decision to reschedule an examination which has been terminated early will be made by the Chief Invigilator in consultation with the Academic Secretary.

End of the Examination

- 3.49. At the end of the examination, students must stop writing promptly when directed, and remain quietly in their seats until all the answer scripts and question papers have been collected and they have been given permission to leave.
- 3.50. Students are responsible for ensuring:
- i. That all their answer scripts are clearly labelled with their exam number or name (as directed), and are firmly tied together.
 - ii. That all answers are clearly labelled with the number of the question.
 - iii. That the information required on the front cover of the answer script(s) is given in full.
 - iv. That all completed answer scripts are handed to the invigilator: any script or part thereof that is not handed in by the end of the examination will not normally be marked.

Suspected Assessment Offences in Examinations

- 3.51. If any invigilator suspects a student of committing an assessment offence, she/he will inform the student, endorse the student's answer script with his/her initials, and a brief note of the circumstances, and impound any prohibited material or item. The student will be permitted to continue the examination, using a new answer script if necessary. The invigilator will prepare a written report of the incident as soon as possible after the end of the examination. The allegation will be investigated in accordance with the Regulations for Assessment Offences.

Illness and extenuating circumstances in relation to invigilated examinations

- 3.52. Students who are unwell should not sit an examination but instead, using the appropriate pro forma, submit a claim for extenuating circumstances with appropriate documentary evidence (such as a medical certificate) relating to the claim. It is the student's responsibility to submit any extenuating circumstances claims at least 24 hours before the meeting of the relevant Examination Board for the module(s).

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- 3.53. Where a student is taken ill during the course of an examination the senior invigilator will record this in the report. In such cases, a student must still submit an extenuating circumstances claim with supporting documentary evidence at least 24 hours before the meeting of the relevant Examination Board if they wish the circumstances to be considered.

Invigilated examinations using a virtual learning environment (VLE)

- 3.54. Any PC being used for the purpose of an invigilated examination must be in 'kiosk mode' so a student cannot access the internet or any resources on the PC other than the examination itself, and any relevant permissible materials. Accessing or using any prohibited sources of information is considered an assessment offence and will be treated as such under the Regulations for Assessment Offences.
- 3.55. Internal examiners are required to provide any necessary instructions for invigilated examinations using a VLE.
- 3.56. Internal examiners are required to provide a paper copy of the question paper for any students who are unable to sit the exam at a PC and in the event of PC failure so that the examination can continue using paper.

Coursework⁶

- 3.57. The design and setting of coursework assessment is the responsibility of the relevant internal examiner/module organiser in accordance with the approved module specification and regulations. Where required, coursework will also be subject to approval of the relevant Subject Examination Board and External Examiner.
- 3.58. Students are informed of the arrangements, dates and deadlines for coursework assessment at the start of each semester.
- 3.59. Students are required to adhere to any published dates and deadlines for coursework assessment.
- 3.60. The relevant academic department responsible for the module will inform students of any penalties applied to the late submission of coursework.
- 3.61. Any student who due to medical or other reason outside of their control, is unable to complete coursework by or on a set date should submit a claim for extenuating circumstances supported by relevant documentary evidence.

Practical assessment⁷

- 3.62. The design and setting of practical assessment is the responsibility of the relevant internal examiner/module organiser in accordance with the approved module specification and regulations. Where required practical assessment will also be

⁶ Coursework includes assessment that must be submitted by a set deadline (essays, reports etc), as well as assessment that is taken on a specific date (e.g. tests, orals etc). Therefore, the term 'non-completion' is used to refer to both non-submission and non-attendance.

⁷ Practical assessment includes, but is not limited to; laboratory work, computer work, performances, fieldwork, Organised Structured Clinical Examinations and oral assessments in languages.

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subject to approval of the relevant Subject Examination Board and External Examiner.

- 3.63. Students are informed of the arrangements for and the rules under which such assessment will be conducted, at least three weeks in advance.
- 3.64. Students are required to adhere to any published dates and deadlines for practical assessments.
- 3.65. Any student who due to medical or other reason outside of their control, is unable to take part in any practical assessment on the set date should submit a claim for extenuating circumstances supported by relevant documentary evidence.

Oral Examinations (Viva Voce examinations)

- 3.66. Where an oral examination is part of the formal assessment for a module it must be conducted by at least two examiners. Students may only bring authorised material with them to the examination. The use of any unauthorised material will be an assessment offence. Regulations covering oral examinations for Research students can be found in part 6 of the Academic Regulations.
- 3.67. Where an oral examination is not part of the formal assessment for a module the examination can be conducted by one examiner

Projects and Dissertations⁸

- 3.68. The design and setting of project and dissertation assessment is the responsibility of the relevant internal examiner/module organiser in accordance with the approved module specification and regulations. Where required, this will also be subject to approval of the relevant Subject Examination Board and External Examiner.
- 3.69. Students are informed of the arrangements, dates and deadlines for project and dissertation assessment at the start of each academic year.
- 3.70. Students are required to adhere to any published deadlines for project and dissertation submission.
- 3.71. Any student who due to medical or other reason outside of their control, is unable to submit a project or dissertation by a set deadline should submit a claim for extenuating circumstances supported by relevant documentary evidence.

Professional Capability

- 3.72. The design of assessment to measure professional capability is the responsibility of the relevant internal examiner/module organiser in accordance with the approved module specification and regulations. Where required, this will also be subject to approval of the relevant Subject Examination Board, External Examiner(s) and Professional Body.
- 3.73. Students are required to adhere to any published deadlines or dates for assessment to measure professional capability.

⁸ An extended piece of independent study that is assessed by the output report or long essay. To include but not limited to: dissertations, research projects and project reports.

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- 3.74. Any student who due to medical or other reason outside of their control, is unable to submit or sit assessment designed to measure should submit a claim for extenuating circumstances supported by relevant documentary evidence.

Extenuating Circumstances

- 3.75. Extenuating circumstances are unforeseen and unplanned circumstances that have had a negative impact on a student's ability to undertake or complete any assessment.
- 3.76. Students are responsible for submitting coursework on time, for presenting themselves for written examinations at the appropriate time and place, and for submitting information on extenuating circumstances. Excuses such as misreading the timetable, forgetting to set the alarm clock, or misjudging the time needed to revise are not extenuating circumstances
- 3.77. The occurrence of a series of examinations in close succession cannot be considered as an extenuating circumstance as this is bound to occur with 1000 examinations timetabled over 6 weeks.
- 3.78. A student must present extenuating circumstances, in writing, as soon as possible after the assessment (if not known in advance) and in any case no less than 24 hours before the meeting of the relevant Examination Board. **Submissions by staff or other students cannot be accepted on behalf of a student.** The submission must be supported by documentary evidence; where evidence is awaited, the board can defer a decision, and authorise its Chair to act.
- 3.79. Where an undergraduate student is unable to meet the requirements for progression due to non completion of assessment⁹ and there are valid, accepted extenuating circumstances, the Subject Examination Board can award a first sit in the affected module(s) to be taken during the late summer examination period.
- 3.80. Where a student is unable to meet the requirements for award due to non completion of assessment and there are valid, accepted extenuating circumstances, the Subject Examination Board can award a first sit or retake in the affected module(s) be taken during the following academic year or request a suspension of regulations to allow a first sit(s) in the late summer examination period.
- 3.81. Where a student has met the requirements for award but due to valid, accepted extenuating circumstances was unable to complete all of his/her final year assessment, the Subject Examination Board may recommend to the Degree Examination Board not to award the degree but to permit first sit(s) or retake(s) to be taken at the next available opportunity.

Approved:

Academic Board agreed on 16 June 2009 that the full regulations be approved by Chairman's action for implementation for 2009-10.

Approved by Chairman of Academic Board: 5 February 2010

⁹ Non completion of assessment refers to absence from an invigilated examination or practical assessment, or non submission of coursework or a dissertation/project.

Academic Regulations
Part 4 - Regulations for Undergraduate and Graduate
Programmes

Scope

- 4.1. These regulations apply to all undergraduate and graduate programmes of study and modules of the College and all students registered for undergraduate and graduate programmes and modules of the College. Undergraduate and graduate programmes lead to an award of the College or the University of London.
- 4.2. The processes of enrolment and registration confirm a student's acceptance of the College's charter, statutes, ordinances, regulations, rules and other policies/codes of practice. This forms the basis of the contract between the College and its students.
- 4.3. The awards covered by these regulations are as follows:

University of London Awards

Certificate of Higher Education (Cert HE)
Diploma of Higher Education (Dip HE)
Foundation Degree in Arts (FdA)
Foundation Degree in Science (FdSc)
Bachelor of Arts (BA)
Bachelor of Dental Surgery (BDS)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Medical Science (BMedSci)
Bachelor of Medicine and Bachelor of Surgery (MB,BS)
Bachelor of Science (BSc)
Bachelor of Science (Economics) (BSc (Econ))
Bachelor of Science (Engineering) (BSc (Eng))
Master of Engineering (MEng)
Master of Science (MSci)
Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)

College Awards - Undergraduate

Foundation Certificate
Certificate of Higher Education (Cert HE)
Diploma of Higher Education (Dip HE)

College Awards – Graduate

Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)
Pre-Masters Diploma

Applicability

- 4.4. These regulations are applicable to those students registering for the first year of a programme from 1 September 2009 with the exception of the following:
 - i. Students admitted with advanced standing to a subsequent (e.g. second) year of a programme. The regulations for the cohort joined apply to students joining with advanced standing.

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- ii. Students transferred from another programme within the College to a subsequent (e.g. second) year of a different programme. The regulations for the cohort transferred to apply to internal transfer students.
- iii. Students changing programme duration (e.g. from a 4 year programme to a 3 year programme). The regulations for the cohort joined apply to students who have changed duration and may be different from these regulations.
- iv. Where the programme has existing approved special regulations.
- v. Where it is specified otherwise in these Regulations

Academic credit

- 4.5. A module worth 15 points of academic credit represents one eighth of one developmental year of an undergraduate and graduate programme with the exception of the Graduate Certificate whereby one 15 credit module represents one quarter of the programme. Normally the dissertation/research project module comprises 30 points of academic credit.

General requirements

- 4.6. Students are enrolled with the College and registered for a programme and for modules in accordance with the requirements set out in Part 2 of the Academic Regulations. Students will have met all other general requirements as set out in Part 2 of the Academic Regulations.
- 4.7. Students are expected to have undertaken an approved programme of study, or approved combination of modules under the programme regulations and met the compulsory and core elements for progression from one developmental year to the next and for award.
- 4.8. A student who has been awarded a qualification of the College or the University may not subsequently present him/herself for re-examination for that award in the same subject or branch of study.

Normal duration of a programme of study

- 4.9. Each programme of study has an approved normal duration that relates to the mode(s) of study available for the programme. Where the normal duration is not specified at approval, it is deemed to be the minimum period of time in which the programme can be completed if a full module load is taken according to the mode of study.

Minimum and Maximum registration periods

- 4.10. Normally, a student is required to be registered for a minimum of one third of the normal duration of the programme of study in order to be eligible for award
- 4.11. Normally, a student may not be registered for a programme of study for a period longer than double the normal duration for the programme of study.

Developmental years

- 4.12. The term 'developmental year' refers to a year of full time study or the equivalent workload where the study is not full time. Where the study is not full time, a developmental year may be taken over a longer period of time than one academic year.
- 4.13. A developmental year comprises modules to the value of 120 points of academic credit. The progression points within programmes of study normally occur at the end of each developmental year.
- 4.14. Students take modules to a value of 120 credits in a full-time academic year.

Compulsory Year Abroad and Compulsory Placement Year

- 4.15. Where a programme includes a compulsory year abroad or compulsory placement year, this year has a credit value of 120, unless otherwise stated in the approved programme regulations. The credit awarded contributes towards the classification of the degree.

Marks for student performance in individual modules and grades awarded

- 4.16. Module marks are awarded for student performance in individual modules as follows:

70% to 100%	Grade A
60% to 69%	Grade B
50% to 59%	Grade C
45% to 49%	Grade D
40% to 44%	Grade E
0% to 39%	Fail

- 4.17. Other grades may be awarded where there are, for example, accepted extenuating circumstances or proven assessment offences.

Requirements to pass a module

- 4.18. For all undergraduate awards, except for MB,BS and BDS, the pass mark for all forms of assessment and for an undergraduate module is 40%. The pass mark for MB,BS and BDS for all forms of assessment and for an undergraduate module is 50%.
- 4.19. A module may comprise a number of elements of assessment and requirements that must be completed in order to pass. The Module Regulations specify the elements of assessment that must be passed, those that must be taken and those that are not compulsory.
- 4.20. In order to pass a module, a student is required to undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a module mark of 40% or more, or 50% or more for MBBS and BDS.

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- 4.21. Where the module comprises more than one element of assessment, the marks for these elements of assessment are normally aggregated to one overall mark for the module and may be weighted as specified in the approved module regulations. Where a student is required to pass an element of assessment, then the pass mark is the same as that for the module, unless specified otherwise in the approved module regulations.

Number of attempts

- 4.22. A maximum of three attempts is permitted to pass a module: a first attempt or first sit, and two resit attempts for all awards except for LLB, MBBS and BDS.
- 4.23. For LLB there is a maximum of four attempts: a first attempt or first sit and three resit attempts.
- 4.24. For MB,BS and BDS there is a maximum of two attempts: one first attempt and one resit attempt; exceptionally, a third attempt may be permitted at the discretion of the Subject Examination Board or Degree Examination Board.
- 4.25. In all cases, the relevant Examination Board must agree failure before any resit takes place.

Failure of a module

- 4.26. A student who does not achieve the requirements to pass a module has failed that module. In most cases, this will be because the module mark is lower than the pass mark of 40% or 50% for the MBBS or BDS.
- 4.27. In some cases, it may be possible to achieve a module mark higher than the pass mark but fail the module where not all of the requirements, as set out in the approved module regulations, are met. In this instance if the module mark should be recorded as 39% (or 49% for MBBS or BDS).
- 4.28. Where a student fails to take an element of assessment required for a module (whatever its form), the mark for that element is 0. This mark is used and aggregated according to the prescribed method to determine the module mark.
- 4.29. In all cases where the requirements for award are met the award is made. There is no further opportunity for a student to resit any failed module in an attempt to achieve a higher mark.

Resits

- 4.30. A resit does not involve attendance at classes and does not count towards the value of academic credit for which a student is registered during that academic year. The module mark for the resit in question is counted towards the developmental year in which the module was initially taken and not in the developmental year in which the resit was taken.
- 4.31. Except for LLB, where the resit results in a pass, the module mark, is capped at the minimum pass mark regardless of the standard achieved by the student. For LLB results are not capped and the mark achieved stands.

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Part 4 - Undergraduate Programmes

- 4.32. Except for the LLB, in the event of failure in all attempts the highest module mark ('best fail') is used.
- 4.33. In the event of failure the Subject Examination Board has the discretion to determine an alternative form of assessment for the resit.
- 4.34. Students due to resit must do so at the next available opportunity unless the Subject Examination Board specifies otherwise. Interruption or deferral of resits is not permitted. Students are required to register for resits by the published deadline and in accordance with the relevant procedure.
- 4.35. Where a student fails to resit at the next available opportunity the missed resit counts as one of the permitted attempts, regardless of whether the student formally registers. Additionally, the Subject Examination Board may recommend a student's registration and enrolment be terminated when he/she does not register to resit at the first available opportunity.
- 4.36. A student is not permitted to resit elements of assessment that have been passed. Where the module has been passed but some elements of assessment have failed, a student is not permitted to resit any element of assessment.

First sits

- 4.37. Where a student has submitted evidence of extenuating circumstances that have impacted negatively on his/her performance, and these are accepted, the Subject Examination Board may grant a first sit in the affected assessments. Where a student attempts an element of assessment as a first sit, the mark achieved stands; a first sit module mark is not capped.
- 4.38. It is possible for a resit attempt to be a first sit resit. In any such cases, resit provisions apply, including capped marks where the regulations require this.
- 4.39. A first sit replaces one of the attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances.

Retakes

- 4.40. A Subject Examination Board may recommend to the Degree Examination Board that a student retake a module(s). A retake involves attendance at classes and completion of all elements of assessment whether previously failed or not. Except for LLB, MBBS and BDS, where a student retakes a module it counts towards the value of academic credit for which she/he is registered during that academic or developmental year (120 credits).
- 4.41. The mark for a module that has been retaken following failure is not capped at the pass mark; the mark achieved stands. A retake counts as one of the attempts permitted for the module, with resit provisions operating as though the module was taken for the first time during the retake.
- 4.42. With the exception of BDS, LLB and MBBS, where a module is retaken the mark achieved in the retake stands and is a mark for the developmental year in which the retake occurs. The mark for the original take becomes 0 and counts for the developmental year in which the module was originally taken. The classification of

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the award includes both the mark of 0 for the original take and the retake module mark.¹⁰

- 4.43. Where a student has submitted a claim of extenuating circumstances that have impacted on his/her attendance and performance which have been accepted by the Subject Examination Board and the student is unable to progress, the Degree Examination Board may agree that the student can retake those modules affected, which may require the student to be enrolled on a part time basis. In such cases, the mark for the retake replaces the original mark for that module.
- 4.44. Where a retake is granted the student must retake the same module(s), no substitution is permitted except where the module(s) has been discontinued or there has been and approved change to the title or code of the module.
- 4.45. For LLB, MBBS and DBS, permission to retake normally requires a student to retake an entire academic year. Permission to retake is approved by the Subject Examination Board or Degree Examination Board.
- 4.46. Where a student fails to retake at the next available opportunity the missed retake counts as one of the permitted attempts, regardless of whether the student formally registers. Additionally, the Subject Examination Board may recommend a student's registration and enrolment be terminated when he/she does not register to retake at the first available opportunity.

Drapers' Skills Award

- 4.47. The Drapers' Skills Award is a level six module that has a value of 15 academic credit points and is regulated for as such in accordance with the Academic Regulations. A student may register for the Drapers' Skills Award and take it in addition to the number of modules normally permitted for an undergraduate programme. The Drapers' Skills Award is assessed in accordance with the requirements set out in the Module Proposal and approved by Academic Board or its delegated authority.
- 4.48. Students passing the module will receive the Award. The module does not count towards the requirements for any other award of the College or University unless specified in the programme regulations or special regulations for that programme. The Award appears on a student's transcript.

Aegrotat Provisions

- 4.49. The Subject Examination Board may recommend an aegrotat award to a student who has taken the full number of modules required for the award and was absent from the final assessment for the programme due to illness or other cause judged to be sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the examinations but considers that his/her performance was adversely affected by illness or other cause judged to be sufficient by the Subject Examination Board or the student has died.
- 4.50. A student who has met the requirements for the award for which he/she is registered cannot be considered for an aegrotat award. Where the award is to be classified, the

¹⁰ ??? refers to where a student is **required** to retake a module as the assessment requires attendance (e.g. lab or fieldwork) and the module therefore cannot be taken as a resit. This would occur whether or not the student progresses.

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Subject Examination Board will proceed to determine the classification in the normal way but may use its discretion to take account of the circumstances of the student when doing so.

- 4.51. Where a student has not taken the full quota of credit, the Subject Examination Board considers the evidence available from other assessments to determine the likelihood of the student achieving the required standard for the award. If the Subject Examination Board agrees that the student would have achieved the required standard, a recommendation of aegrotat award is made.
- 4.52. Aegrotat awards are unclassified honours degrees.
- 4.53. Where a student is offered an aegrotat award, he/she may accept the offer, and the award will be conferred, or decline the offer and take the missed or failed assessments as first sits, where applicable. A student who chooses to take the assessments ceases to be eligible for an aegrotat award. A student who chooses to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.

Progression and award regulations for BA, BSc, BSc(Econ), BEng, BSc(Eng)

Progression

- 4.54. In order to progress from one developmental year to the next, a student is required to meet any programme/pathway requirements and take and pass modules as follows:
 - i. Foundation year to developmental year one: take modules to a value of 120 credits and pass modules to the value of 90 credits.
 - ii. Developmental year one to developmental year two: take modules to a value of 120 credits and pass modules (excluding modules at academic level 3) to the value of 90 credits from developmental year one.
 - iii. Developmental year two to developmental year three: take modules to the value of 120 credits and pass modules (excluding modules at academic level 3) to the value of 180 credits from developmental years one and two.
- 4.55. For programmes that include a compulsory year abroad, or compulsory placement year, the progression requirement from the year abroad/placement year to the next developmental year is to take and complete modules to the credit value prescribed in the Programme Regulations.
- 4.56. A student who has met the progression requirement but has failed modules up to the value of 30 credits (or exceptionally 45 credits) is permitted to resit those failed modules in order to improve the mark achieved while studying for the next developmental year (the maximum module mark achievable being the minimum pass mark).
- 4.57. For relevant programmes with an associated MEng/MSci, the SEB may recommend the transfer of students to these programmes where the approved requirements have been met.

Failure to meet requirements for progression

- 4.58. A student who fails to progress is permitted to resit failed modules as approved by the SEB, up to the permitted number of attempts, or retake modules as approved by the DEB.
- 4.59. A student who has passed the required value of academic credit, but has not met the programme or pathway requirements for progression due to failure in a core module, may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Resit the required modules during the following academic year.
 - iii. Retake the required modules as a part of the 120 credits required for full time study the following year.
- 4.60. Exceptionally, at the discretion of the Subject Examination Board, a student who has passed modules to the value of 75 credits at the end of developmental year one and modules to the value of 165 credits at the end of developmental year two, may be permitted to progress and resit while studying for the next developmental year.

Eligibility for awards

- 4.61. To be eligible for the award of BA, BSc, BSc (Econ), BEng or BSc (Eng) a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Taken the required total credit value for the award (see credit requirements below).
 - iv. Met the minimum credit value at the level of the award (see credit requirements below).
 - v. Not exceeded the maximum credit value at the lowest level for the award (see credit requirements below).
 - vi. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Academic credit requirements for awards

- 4.62. To be eligible for award of BA, BSc, BSc (Econ), BEng or BSc(Eng) students are required to:
- i. take modules to a total value of 360 credits, equivalent to 120 credits per developmental year,
 - ii. take modules to a minimum value of 90 credits at academic level 6,
 - iii. take modules to a maximum value of 150 credits at level 4, of which 30 credits may be at level 3,
 - iv. pass modules to the value of 270 credits (excluding modules at level 3).
- 4.63. To be eligible for the award, students registered for a programme that includes a compulsory year abroad or compulsory placement year are required to;

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- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year,
 - ii. take modules to a minimum value of 90 credits at academic level 6,
 - iii. take modules to a maximum value of 150 credits at level 4, of which 30 credits may be at level 3,
 - iv. pass modules to the value of 390 credits (excluding modules at level 3).
- 4.64. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.

Classification of awards

- 4.65. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 4.66. The College Mark provides a weighted average across the modules taken by a student. In all cases, the College Mark is calculated as though the required value of academic credit was taken.
- 4.67. The College Mark is calculated by one of the following methods:

Award/ Department		Weighting of each developmental year (% weightings)		
		Year 1	Year 2	Final
i.	BA BEng BSc(Eng)	1 (14.28%)	2 (28.57%)	4 (57.15%)
ii.	BSc BA Geography BEng / BSc(Eng) Electronic Engineering BSc(Econ)	1 (10%)	3 (30%)	6 (60%)

- iii. **BA programmes in modern languages**
Developmental year one; two; compulsory year abroad; four, weighted 1:2:2:4 (11.11%; 22.22%; 22.22%; 44.45%)
 - iv. **BSc Computer Science with Industrial Experience**
Developmental year one; two; compulsory placement year; four, weighted 1:3:3:6 (7.69%; 23.08%; 23.08%; 46.15%)
- 4.68. The College Mark is calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board as such.
- 4.69. The classification of honours is made according to the following scale:
- | | |
|---------------------------------|--------------------------------------|
| College Mark of 70.0% to 100.0% | First Class Honours |
| College Mark of 60.0% to 69.9% | Second Class Honours, Upper Division |
| College Mark of 50.0% to 59.9% | Second Class Honours, Lower Division |
| College Mark of 45.0% to 49.9% | Third Class Honours |
| College Mark of less than 45.0% | Pass |

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- 4.70. A student who has passed the required value of academic credit, but has not met the programme or pathway requirements for award due to failure in a core module, may, subject to the approval of the Subject Examination Board:
- i. Be awarded the degree for which he/she has met the requirements.
 - ii. Resit the required modules during the following academic year.
 - iii. Retake the required modules as a part of the 120 credits required for full time study the following year.

Pass Degree

- 4.71. For a student whose performance was affected by accepted, valid extenuating circumstances the SEB may recommend the award of a pass degree only when the student has taken modules to the value of 360 credits and passed 240 credits (not including level 3 modules) and achieved a College Mark of 40.0% or above.
- 4.72. A student who has not achieved the academic credit requirements for award of an honours degree but has been offered a pass degree may elect to resit or retake failed modules, provided the maximum number of attempts has not been exhausted, in order to achieve an honours degree.

Failure to meet requirements for awards

- 4.73. A student who has not met the requirements for BA, BSc, BSc (Econ), BEng or BSc (Eng) but has met the requirements for a lower level award of either a Diploma or Certificate of Higher Education may be conferred the award for which the requirements have been met.

Field of study - applicable only to students who enrolled in September 2007 or earlier

- 4.74. The field of study is the title of award made to the student, based on the modules taken and completed. Field of study normally applies to those students who enrolled, or joined a cohort who enrolled, in 2007 or earlier.
- 4.75. The field of study or title of award for a given programme and, where applicable, pathway within that programme, is the title approved by Academic Board or its delegated authority.
- 4.76. For joint programmes offered through the course unit scheme, the field of study includes a maximum of two subjects and is specified as follows:
- 4.77. Where modules in each of the two subjects have been taken in proportions where one subject has no less than 8 modules or one third of the curriculum whichever is less, the conjunction 'and' will be used, provided that this includes one or more final year modules.
- 4.78. Where modules in each of the two subjects are taken in differing proportions where the main subject has a minimum of 12 modules, or one half of the curriculum, whichever is the less; and the supporting subject has a minimum value of 6 modules, or one-quarter of the curriculum which ever is less, the conjunction 'with' is used, provided that this includes one or more final year modules.

Progression and award regulations for MEng and MSci

Progression

- 4.79. In order to progress from one developmental year to the next, a student is required meet any programme/pathway requirements and to accumulate credits as follows:
- i. Foundation year to Developmental year one: take modules to the value of 120 credits and pass modules to the value of 90 credits.
 - ii. Developmental year one to developmental year two: take modules to a value of 120 credits and pass modules (excluding modules at academic level 3) to the value of 105 credits from developmental year 1.
 - iii. Developmental year two to developmental year three: take modules to the value of 120 credits and pass modules (excluding modules at academic level 3) to the value of 210 credits from developmental years 1 and 2.
 - iv. Developmental year three to developmental year four:
 - a. for MEng, take modules to the value of 120 credits and pass modules (excluding modules at academic level 3) to the value of 315 credits from developmental years one, two and three and meet any approved threshold requirement that specifies a higher average level achievement than the pass mark;
 - b. for MSci, take modules to the value of 120 credits and pass 300 credits from developmental years one, two and three and meet any approved threshold requirement that specifies a higher average level achievement than the pass mark.
- 4.80. A student who has met the progression requirement but has failed modules up to the value of 30 credits is permitted to resit those failed modules in order to improve the mark achieved while studying for the next developmental year (the maximum module mark achievable being the minimum pass mark).
- 4.81. Where a student meets the progression requirements for an associated bachelors programme and has transferred to MEng or MSci, the progression requirements for the programme on which the student was registered are deemed to be sufficient up to the point of transfer.

Failure to meet requirements for progression

- 4.82. A student who fails to progress is permitted to resit failed modules as approved by the Subject Examination Board, up to the permitted number of attempts, or retake modules as approved by the Degree Examination Board.
- 4.83. A student who has passed the required value of academic credit, but has not met the programme or pathway requirements for progression due to failure in a core module, or failed to meet the threshold requirements for the programme may, subject to the approval of the Subject Examination Board and Degree Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Resit the required module(s) during the following academic year,

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- iii. Retake the specific module(s) that is required as a part of the 120 credits required for full time study the following year.
- 4.84. Exceptionally, at the discretion of the Subject Examination Board, a student who has met the credit requirements for progression but has failed to meet the threshold requirement may be permitted to progress as long as he/she has achieved a mean of 40% over all modules for the current developmental year.

Transfer to BEng, BSc (Eng), or BSc

- 4.85. The SEB may recommend transfer to BEng, BSc (Eng) or BSc where a student has not met the progression requirement for MEng or MSci but has met the approved requirements for BEng, BSc (Eng) or BSc. Transfer may result in some modules being discounted for the purpose of meeting the requirement of the programme transferred to.

Award of BEng, BSc (Eng), or BSc

- 4.86. The SEB may recommend the award of BEng, BSc (Eng), or BSc to those students who have not met the requirement for progression from developmental year three to the final developmental year but have met the requirement for the award of BEng, BSc (Eng) or BSc.
- 4.87. A student in developmental year three may request to exit with BEng, BSc (Eng), or BSc. This may result in some modules being discounted for the purpose of meeting the requirement of the programme transferred to.
- 4.88. Students joining the third year with advanced standing of an MEng/MSci programme who fail to progress at the end of developmental year three are not normally eligible for award of BEng, BSc(Eng), or BSc.

Eligibility for awards

- 4.89. To be eligible for the award of MEng or MSci a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Taken the required total credit value for the award.
 - iv. Met the minimum credit value at the level of the award.
 - v. Not exceeded the maximum credit value at the lowest level for the award.
 - vi. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Academic credit requirements for awards

- 4.90. To be eligible for the award of MEng or MSci, students are required to;
- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year,
 - ii. take modules to a minimum value of 90 credits at academic level 7,

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- iii. take modules to a maximum value of 150 credits at level 4, of which 30 credits may be at level 3,
 - iv. pass modules to the value of 420 credits (excluding modules at level 3).
- 4.91. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.

Classification of awards

- 4.92. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 4.93. The College Mark provides a weighted average across the modules taken by a student. In all cases, the College Mark is calculated as though the required value of academic credit was taken.
- 4.94. The College Mark is calculated by one of the following methods:

Award/ Department	Weighting of each developmental year (% weightings)			
	Year 1	Year 2	Year 3	Final
i. MEng Materials Engineering (SEMS)	1	2	3	4
MSci Chemistry (SBCS)	(10%)	(20%)	(30%)	(40%)
ii. MSci Computer Science (EECS)	1	3	6	6
MSci Physics	(6.25%)	(18.75%)	(37.5%)	(37.5%)
iii. MSci Mathematical Sciences	1	2	4	4
	(9.09%)	(18.19%)	(36.36%)	(36.36%)
iv. MEng Engineering (SEMS)	1	2	4	5
	(8.3%)	(16.6%)	(33.4%)	(41.7%)
v. MEng Electronic Engineering (EECS)	0.8	1.6	3.2	4.4
	(8%)	(16%)	(32%)	(44%)

- 4.95. The College Mark is calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board as such.
- 4.96. The classification of honours is made according to the following scale:

College Mark of 70.0% to 100.0%	First Class Honours
College Mark of 60.0% to 69.9%	Second Class Honours, Upper Division
College Mark of 50.0% to 59.9%	Second Class Honours, Lower Division
College Mark of 45.0% to 49.9%	Third Class Honours
College Mark of less than 45.0%	Pass Degree

Pass Degree

- 4.97. For a student whose performance was affected by accepted, valid extenuating circumstances the SEB may recommend the award of a pass degree only when the student has taken modules to the value of 360 credits and passed 240 credits (not including level 3 modules) and achieved a College Mark of 40.0% or above.
- 4.98. A student who has not achieved the academic credit requirements for award of an honours degree but has been offered a pass degree may elect to resit or retake failed

modules, provided the maximum number of attempts has not been exhausted, in order to achieve an honours degree.

Lower level award

- 4.99. A student who has not met the requirements for MEng or MSci but has met the requirements for a lower level award of either BSc, BEng, BSc(Eng), Diploma of Higher Education or Certificate of Higher Education may be conferred the award for which the requirements have been met.

Progression and award regulations for LLB

- 4.100. These regulations apply to the following programmes leading to the award of LLB or, in the case of Law and Politics, BA (the 'undergraduate law programmes'):
- i. Bachelor of Laws (LLB)
 - ii. Bachelor of Laws in English and European Law (LLB English and European Law)
 - iii. Bachelor of Laws Senior Status (LLB Senior Status)
 - iv. Bachelor of Arts in Law and Politics (BA Law and Politics).
- 4.101. The Undergraduate Law Examination Board combines the functions of a Subject Examination Board and a Degree Examination Board and is referred to as the 'Examination' Board throughout these regulations.

Resits

- 4.102. A student who, in the view of the Examination Board, fails to attend without good reason one or more examinations in the main examination period shall not be allowed to resit in the following late summer examination period and will be required to resit all modules in the main examination period of the following year.
- 4.103. Where a resit is passed which entitles the student to progress or which satisfies the criteria for eligibility for award:
- i. the module mark is not pegged at the minimum pass mark
 - ii. previous marks for the module(s), whether passed or failed, are disregarded for the purposes of classification.
- 4.104. Where a module is assessed only by a dissertation, resit means resubmission of the dissertation through reworking. The Examination Board may, in exceptional circumstances, require the student to submit a dissertation on a new topic. In the latter case, the student will be required to retake the module the following academic year. The retake will be treated as a resit for progression and award purposes.
- 4.105. Where a student is required to resit a module which is assessed in part by examination and in part by coursework, the student may elect to carry forward marks obtained for the coursework component (whether or not a pass mark is obtained for that component) to be aggregated with the marks obtained at a second or subsequent attempt at the examination component.

Referrals

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- 4.106. In relation to the undergraduate law programmes, a referral means an opportunity to resit modules up to 30 credits at the next available opportunity. A referral is an exception to the requirement that all modules taken in a developmental year must be passed in one sitting. Referrals do not count towards the maximum number of attempts.
- 4.107. A student in developmental year one of the LLB Senior Status or in developmental year one or two of the other undergraduate law programmes who has failed modules to a value of no more than 30 credits may be referred in the failed module(s) if:
- i. the mark obtained in the failed module (or where two modules are failed the average mark) is at least 30% and
 - ii. no module mark in the relevant developmental year is below 20% and
 - iii. the Examinations Board agrees there is sufficient countervailing strength in the passed modules and
 - iv. the module has been failed on no more than two previous occasions.

First sits

- 4.108. First sits in the undergraduate law programmes are available in the following circumstances.
- i. Where a student in developmental year one of the LLB Senior Status or in developmental year one or two of the other undergraduate law programmes has not attempted the prescribed assessment in one or several modules due to valid extenuating circumstances, the Examination Board may grant a first sit in only the affected assessments provided that at least 60 credits have been passed in the relevant developmental year.
 - ii. Where a student has not attempted the prescribed assessment in modules to a value of more than 60 credits due to valid extenuating circumstances, the Examination Board will grant a first sit in all modules and student shall have been deemed not to have attempted any module at that sitting.

Progression

- 4.109. In order to progress from one developmental year to the next on the undergraduate law programmes, a student is required to meet any programme requirements and to take and pass modules to the value of 120 credits in each developmental year (135 credits for LLB Senior Status).
- 4.110. All modules taken in a developmental year must be passed in one sitting. (This is subject to the provisions relating to referrals).
- 4.111. For LLB English and European Law, to progress from developmental year three (the year abroad) to developmental year four students are required to pass a programme of study at the exchange institution, approved by that institution and the Head of Department of Law or his/her nominee.
- i. Developmental year three of this programme has a credit value of 120 credit points.
 - ii. The courses of study and examinations at the host institution shall be governed by the regulations of that institution rather than the present regulations.

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4.112. Students who fail the year abroad are automatically transferred from the LLB English and European Law programme to the final developmental year of the LLB programme.

Eligibility for award

4.113. To be eligible for award of LLB, LLB English and European Law and BA Law and Politics, students are required to:

- i. take modules to the value of 360 credits (or 480 for LLB English and European Law) equivalent to 120 credits per developmental year and
- ii. either
 - a. pass modules to the value of 360 credits (480 for LLB English and European Law) or
 - b. pass modules to the value of at least 330 credits (450 credits for the LLB in English and European Law), obtain an aggregate mark of no less than 30% in the remaining modules and no mark lower than 20% in any module provided that, in the view of the Examination Board, there is sufficient countervailing strength in the passed modules in the final developmental year.

4.114. To be eligible for award of LLB Senior Status, students are required to:

- i. take modules to the value of 270 credits, equivalent to 135 credits per developmental year and
- ii. either
 - a. pass modules to the value of 270 credits or
 - b. pass modules to the value of at least 240 credits, obtain an aggregate mark of no less than 30% in the remaining modules and no mark lower than 20% in any module provided that, in the view of the Examination Board, there is sufficient countervailing strength in the passed modules in the final developmental year.

4.115. A final year student who fails to meet the requirements for award must resit or retake failed module(s) at the next available opportunity, provided he/she has not exhausted all attempts.

Classification of awards

4.116. For the purposes of classification **modules marks** are considered according to the following scale:

70% to 100%:	First class
60% to 69%:	Upper second class
50% to 59%:	Lower second class
45% to 49%:	Third
40% to 44%:	Pass
0 % to 39%:	Fail

4.117. A student is classified when the requirements for award are met.

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- 4.118. The classification of awards is primarily based on the prevailing quality of a student's performance as reflected in the classes to which relevant module marks belong and the overall profile of those marks.
- i. For LLB and BA Law and Politics, the classification of the award is based on the modules taken in the second and third developmental years.
 - ii. For LLB Senior Status, the classification is based on modules taken in both developmental years.
 - iii. For LLB English and European Law, the classification is based on modules taken in the second and fourth developmental years.
- 4.119. The College Mark may also be considered. The College Mark provides a weighted average across all the modules taken by a student. The College Mark is calculated to one decimal place and presented to the Examination Board as such.
- 4.120. The College Mark shall be based on the developmental years specified above which shall be weighted equally. All other developmental years shall be weighted at 0.
- 4.121. The minimum profile of module marks needed to obtain classifications are set out in the following table for students on the LLB, LLB English and European Law and BA Law and Politics programmes:

CLASS OF AWARD	NORMAL MINIMUM MODULE MARK PROFILE
First	(i) Firsts in 120 credits unless there are particularly poor marks in other modules or (ii) Firsts in 90 credits and no mark below 60% in any module or (iii) Firsts in 90 credits and Upper Seconds in 30 credits in the final developmental year, provided that over the final two developmental years (a) there are no more than 30 credits below 60% and (b) no module mark is below 50%
Upper Second	(i) Upper Seconds in 120 credits unless there are particularly poor marks in other modules or (ii) Upper Seconds in 90 credits in the final developmental year and a profile of marks which in the Undergraduate Law Examinations Board's discretion merits the award of Upper Second Class Honours
Lower Second	(i) Lower Seconds in 120 credits unless there are particularly poor marks in other modules or (ii) Lower Seconds in 90 credits in the final developmental year and a profile of marks which in the Undergraduate Law Examinations Board's discretion merits the award of Lower Second Class Honours.
Third	(i) Thirds in 120 credits or (ii) Thirds in 90 credits in the final developmental year
Pass	In all other cases

- 4.122. The minimum profile of module marks needed to obtain classifications is set out in the following table for students on the LLB Senior Status:

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CLASS OF AWARD	NORMAL MINIMUM MODULE MARK PROFILE
First	(i) Firsts in 120 credits unless the student presents a particularly poor performance in other modules or, (ii) Firsts in 105 credits and no mark below 60% in any module or (iii) Firsts in 105 credits and Upper Seconds in 30 credits in the final developmental year, provided that over the both developmental years (a) there are no more than 30 credits below 60% and (b) no module mark is below 50%
Upper Second	(i) Upper Seconds in 120 credits unless the student presents a particularly poor performance in other modules (ii) Upper Seconds in 105 credits 90 of which are in the final developmental year and a profile of marks which in the Undergraduate Law Examinations Board's discretion merits the award of Upper Second Class Honours
Lower Second	(i) Lower Seconds in 120 credits unless the student presents a particularly poor performance in other modules (ii) Lower Seconds in 105 credits 90 of which are in the final developmental year and a profile of marks which in the Undergraduate Law Examinations Board's discretion merits the award of Lower Second Class Honours
Third	(i) Thirds in 120 credits unless the student presents a particularly poor performance in other modules (ii) Thirds in 105 credits 90 of which are in the final developmental year
Pass	In all other cases

- 4.123. In applying the minimum module profiles, the Examination Board may use its discretion and take into account the following when agreeing classification:
- i. A significant improvement in the module marks achieved in the final developmental year
 - ii. A College Mark close to, or higher than, the borderline of the class indicated by the module profile
 - iii. In relation to the LLB English and European Law, a strong performance in the year abroad
 - iv. That one or more modules (up to 30 credits) were failed in the final developmental year
 - v. That one or more module marks in the relevant years were obtained on a resit.
- 4.124. The Examination Board may depart from the minimum module profiles when exercising its discretion in cases of extenuating circumstances.
- 4.125. When a student is eligible for an aegrotat degree, the student may elect instead to sit the examinations at the next available opportunity.

Award regulations for Bachelor of Medical Science (BMedSci)

- 4.126. The award BMedSci is made to students who successfully complete an intercalated programme of study. The programme leading to BMedSci is only available to those students who are currently registered for MB,BS, BDS or BVetMed degrees of the University of London or equivalent programmes at other institutions in the UK and European Union, where there is no break in studies between the other programme and the BMedSci. Additional admissions requirements may also apply to students wishing to enter the BMedSci; these are approved by Academic Board or its delegated authority.
- 4.127. Students are required to have completed modules to the value of at least 240 credits of the MB,BS, BDS or BVetMed.

Eligibility for award

- 4.128. To be eligible for the award of BMedSci, a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Taken the required total credit value for the award.
 - iv. Met the minimum credit value at the level of the award.

Academic credit requirements for award

- 4.129. In order to be eligible for the award of BMedSci students are required to;
- i. take modules to the value of 120 credits over a period of one academic year,
 - ii. take a minimum of 90 credits at academic level 6,
 - iii. take a maximum of 30 credits at academic level 4, modules at academic level 3 do not count for the purpose of meeting the requirement for award,
 - iv. pass modules to the value of 90 credits.

Classification of award

- 4.130. The classification of award is based on the College Mark. The College mark provides a weighted average across all the modules taken by a student. In all cases, the College Mark is calculated as though the required value of academic credit has been taken.
- 4.131. The College Mark is calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board as such.
- 4.132. The classification of honours is made according to the following scale:

College Mark of 70.0% to 100.0%	First Class Honours
College Mark of 60.0% to 69.9%	Second Class Honours, Upper Division
College Mark of 50.0% to 59.9%	Second Class Honours, Lower Division
College Mark of 45.0% to 49.9%	Third Class Honours
College Mark of less than 45.0%	Pass Degree

Progression and award regulations for BDS

These regulations are also approved by the General Dental Council (GDC).

Definitions

4.133. The following definitions apply to the award of BDS.

Stage refers to a discrete period of the programme of study. There are 3 Stages in the programme that leads to BDS. Stage one is the first three months of the programme; stage 2 is the next four calendar years and stage 3 is the final six months of the programme.

Part refers to a constituent part of the examinations and assessment leading to the degree of BDS.

Section refers to the component of the Part and is either Section A or Section B.

Core studies refers to compulsory elements of the BDS programme, which are organised as modules and threads

Module is a discrete portion of the programme within a stage.

Thread refers to a subject discipline which relates closely to the practice of dentistry.

Selected study modules and electives (SSMs) refers to modules which provide opportunities for choice of study area, for study in depth and for study periods spend outside the school. The range of SSMs available may vary from year to year. SSMs are assessed as part of continuous assessment.

Elective refers to a period of up to two weeks of selected study related to the programme.

Continuous assessment refers to in-course assessment and assessed course work.

Programme requirements for award

4.134. Students are required to take, complete and pass all stages of the programme and to pass all five Parts of the BDS degree. The programme extends over a minimum period of 56 months.

Exemptions

4.135. A student who has pursued in this or another university or institution in the United Kingdom, a programme of study which covers the material contained in Stage 1, Stage 2A and Stage 2B and has passed the examinations for these stages may be admitted directly to the remainder of Stage 2.

4.136. No exemptions are permissible for Stages 2C, 2D and Stage 3 or Parts 3, 4 or 5.

4.137. Students who enter the Graduate Entry Programme are exempt from Part 1 of the BDS but are required to complete continuous assessment in the first year in accordance with the programme regulations for the GEP.

Attendance and professional attitude and conduct

- 4.138. Students are required to attend all classes and clinical practice, and to submit work by the prescribed deadlines.
- 4.139. Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.
- 4.140. Professional attitude and conduct may be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme or be referred for counseling or health care, or be required to repeat a Stage of the programme to demonstrate improved performance.
- 4.141. Students whose attendance, professional attitude and conduct and/or quality of work are formally assessed as unsatisfactory may have their registration terminated.

Structure of examinations

- 4.142. Examinations for the award of BDS are in five Parts. Each Part is in two Sections: Section A and Section B. Each section comprises one or more compulsory assessments.

Compensation

- 4.143. Limited compensation may be permitted in elements in each Section A or B. The mark scheme for the relevant Part will state whether compensation may apply and gives details of the mechanism for weighting and combining marks from Section A Papers or Section B sub-sections. A threshold mark must be achieved in all examination papers for limited compensation to be permissible. Where one paper only has a mark between threshold and the pass standard and the mark for Section A overall is a pass, then Section A is '*passed by compensation*'.
- 4.144. Compensation between Section A and Section B is not permitted in any part of the BDS programme.

Requirements to pass a Section, Part and Stage

- 4.145. The requirements to pass a Part are set out in the mark scheme for that part which specifies:
- i. The minimum requirements for satisfactory performance in continuous assessment.
 - ii. Whether limited compensation is permitted between any or all of the sections of Section A or B and the mechanism for such compensation.
 - iii. The requirements for re-sit examinations in the event of failure.
- 4.146. **To pass Section A**, students are normally required to pass separately in each written paper and in continuous assessment

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- 4.147. **To pass Section B**, students are normally required to pass the examinations for the Section which may be divided into sub-sections with weighted marks. Section B normally does not comprise continuous assessment.
- 4.148. A student who fails to reach the threshold of the continuous assessment sub section fails that component and fails the whole part. Incomplete assessment may also lead to failure. Any such failure may lead to exclusion from the Section A and B examinations for that Part. A student who has been excluded from the examinations for the non-completion or failure of continuous assessment may be required to repeat the Part or Stage, with attendance, or may have his/her registration terminated.
- 4.149. Where a student has been unable to complete the required continuous assessment due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:
- i. The student having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material.
 - ii. The quality of the completed in-course assessments being of a satisfactory standard; and
 - iii. The student passing any specified course work or written element.

Progress Review

- 4.150. A progress review is conducted in December of each year. The progress review considers each individual student in terms of his/her academic progress, professional standards and clinical practice. A student whose performance is considered to be unsatisfactory at the progress review will be warned and, if performance does not improve, may be withdrawn from the programme.

Progression for BDS

- 4.151. Progression takes place at the end of each Part.
- 4.152. To progress from Part 1 to Part 2 a student is required to pass Section A and Section B of Part 1.
- 4.153. To progress from Part 2 to Part 3 a student is required to pass Section A and Section B of Part 2. A student who fails Part 2 may, at the discretion of the Subject Examination Board, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations but will not be permitted to progress further until he/she has passed Part 2.
- 4.154. To progress from Stage 3 to Stage 4 a student is required to pass Section A and Section B of Part 3. A student who fails Part 3 may, at the discretion of the Subject Examination Board, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations but will not be permitted to progress further until he/she has passed Part 3.
- 4.155. To progress from Stage 4 to Stage 5 a student is required to pass Section A and Section B of Part 4. A student who fails Part 4 may, at the discretion of the Subject Examination Board, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations but will not be permitted to progress further until he/she has passed Part 4.

Eligibility for award

- 4.156. To be eligible for the award of BDS a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the Stage and Part requirements for the award.
 - iv. Met the progression requirements at the end of each Part and be in Part 5 which is the final year.
- 4.157. A student who fails Part 5 may be permitted to re-sit any examination or assessment that has been failed. Permission to resit is granted by the Subject Examination Board and is subject to the student following additional studies as required by the Subject Examination Board. A student who fails the resit for Part 5 may exceptionally be permitted to re-sit all, or individual, Part 5 elements on one further occasion at the next opportunity (with or without further attendance) or may be required to withdraw from the programme.

Classification of award

- 4.158. The Subject Examination Board may award the degree 'with Honours'.
- 4.159. Honours are awarded on the basis of the aggregate marks achieved for each part of the Degree. A student who has a failure in any Part of the BDS programme is not eligible for distinction.
- 4.160. Merits and Distinctions are awarded in any Part to a student who achieves an aggregate mark of 60%/70% or more for the Part. Limited compensation may be permitted in Section A only for some parts of the BDS. The mark scheme for the relevant Part will state whether compensation may apply and gives details of the mechanism for weighting and combining marks. A threshold mark must be achieved in all examination papers for limited compensation to be permissible. Where one paper only has a mark between threshold and the pass standard and the mark for Section A overall is a pass, then Section A is '*passed by compensation*'.
- 4.161. Compensation between Section A and Section B is not permitted in any part of the BDS programme.

Professional registration

- 4.162. A student who has been awarded BDS will be recommended for full registration by the General Dental Council only when he/she has successfully met the criteria for professional development and undergraduate study that the College regards as acceptable.

Progression and award regulations for MB,BS

These regulations are also to be approved by the General Medical Council (GMC).

Definitions

- 4.163. The following definitions apply to the award of MB,BS

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Stage refers to a discrete period of the programme of study. There are 4 Stages in the programme that leads to MB,BS: Stage 1 is Year 1; Stage 2 is Year 2; Stage 3 is Years 3 and 4; and Stage 4 is Year 5 of the programme. Each full year of study has a progression point at the end of the year.

Part refers to a constituent part of the examinations and assessment leading to MB,BS. There are 5 Parts to the MBBS.

Section refers to the component of the Part, and is either Section A, B, C, D or E.

Each Section broadly assesses the following:

- i. Section A is continuous and in-course assessment, and any other requirements for in-course performance, as specified in the Mark Schemes.
- ii. Section B assesses core knowledge and its application.
- iii. Section C assesses data interpretation (including image recognition) and related core
- iv. knowledge.
- v. Section D assesses clinical, communication and practical skills.
- vi. Sections B, C and D comprise the end-of-year examinations.
- vii. Section E is the annual hurdle for the successful completion of non-core, Student-Selected Components of the programme.

Core studies refers to elements of the MB,BS programme studied by all students, which are organised as studies of biomedical systems and of people and populations.

System refers to subjects and study of clinical medicine and its related disciplines. The 5 systems are: cardio-respiratory; metabolism; locomotor; human development; and brain and behaviour. Some elements of the programme may combine systems with other subjects/disciplines for integrated study.

People and populations refers to subjects/disciplines that relate to individuals and communities. People and population studies may be included within systems' modules and/or delivered separately.

Student-Selected Components (SSCs) refer to short periods of study which are selected by students and provide for in-depth study. SSCs may occupy no more than 30% overall of the five-year curriculum, and SSCs may contribute to each year and Stage. Normally one specified SSC may comprise up to six weeks of selected study related to the programme, which may be undertaken elsewhere in the UK or abroad.

Scheme for selected study refers to the guidelines for, and organisation of, SSCs across the whole programme of study.

Continuous assessment refers to in-course assessment and assessed course work, which may be scored or graded. In addition, continuous assessment will require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance.

Progress test is a single, knowledge-based assessment administered approximately simultaneously to students in various years of the programme. Progress tests occur periodically (typically twice per year). Progress testing provides students with a measure of

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their development during the course, by using expected performance on graduation as a benchmark. If introduced, such tests may be formative or summative and may contribute to Section A assessment, or replace a Section B examination, in any Part of the Degree.

Programme requirements for award

- 4.164. Students are required to take and complete all four Stages of the programme and to pass all five Parts of the MB,BS degree.

Programme Duration

- 4.165. The programme extends over a minimum period of 56 months.

Exemptions

- 4.166. A student who has pursued, in this or another university or institution in the United Kingdom, a programme of study which covers the material contained in the first two academic years (that is, Stages 1 and 2) of the MB,BS and has passed the examinations for this, may be admitted directly to the third year at the start of Stage 3.
- 4.167. A dentist who has Diploma Membership of the Joint Dental Faculties of the Royal College of Surgeons of England (MJDF), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of England (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Edinburgh and Glasgow (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Ireland (MFD), may be admitted directly to the third year at the start of Stage 3. Such students may be required to undertake additional elements of study and assessment, if their prior educational experience deems this necessary.
- 4.168. A graduate, at a standard acceptable to the College, from an appropriate programme at an overseas university with which the College has established a memorandum of understanding, may be admitted directly to the third year at the start of Stage 3.
- 4.169. A student whose performance in Part 5: Section A meets the criteria specified in the Mark Scheme may, at the discretion of the examiners, be granted exemption from any or all of the end-of-year examinations in Part 5: Sections B, C and/or D. Alternatively, the examiners may require all students to sit all end-of-year examinations.
- 4.170. With the exception of 4.168, no exemptions are permissible for Parts 3, 4 and 5.

Attendance and professional attitude and conduct

- 4.171. Students are expected to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Students are also required to demonstrate the highest standards of professional attitude and conduct throughout the programme.
- 4.172. Professional behaviour encompasses honesty, integrity, avoidance of plagiarism, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene. The professional conduct of students is

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expected to be in accordance with the General Medical Council guidance; 'Medical Students: professional behaviour and fitness to practice'.

- 4.173. Professional attitude and conduct will be monitored throughout the programme by using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour or compliance with the programme requirements is deemed to be unsatisfactory may be required to attend a specific remedial programme or be recommended to undertake counselling or health care, or be required to repeat a year of the programme to demonstrate improved performance.
- 4.174. Students whose attendance, professional attitude and conduct and/or quality of work are formally assessed as unsatisfactory, may have their registration and enrolment terminated. Students who fail to comply with any policy put in place by the School that applies to them may have their registration and enrolment terminated.

Structure of examinations

- 4.175. Examinations for the award of MB,BS are in five Parts. Each Part examines core studies and also requires passes in all SSCs covered by the Part.
- 4.176. Each Part is in five Sections. Section A, Section B, Section C and Section D assess core studies. Each of Sections A, B C and D comprises one or more compulsory assessments. Section E is the annual progression hurdle for SSCs.

Compensation

- 4.177. No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.
- 4.178. For Section A, which comprises continuous and in-course assessment, the Mark Scheme will specify the requirements for a pass, which may be determined by aggregate marks from all assessments, or by separate passes in each and all elements of assessment, or by a combination of aggregate and separate passes. The Mark Scheme will further specify which elements of the course or assessments require compliance with requirements rather than a passing score (for example: portfolio work and appraisal; attitude and conduct measures; formative assessments such as Progress testing), and will specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

Requirements to pass a Section, Part and Stage

- 4.179. The pass mark for the MBBS is 50%, following standard-setting and marks' adjustment.
- 4.180. The requirements to pass a Part are set out in the Mark Scheme for that Part, which specifies:
- i. The minimum requirements for satisfactory performance in Section A.
 - ii. The consequences of failure to meet the requirements for Section A, which may include: barring from the first sitting (and failure) in Sections B, C and D; a requirement for successful completion of remedial work to complete Section A before taking Sections B, C and D; a recommendation for deregistration from the programme.

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- iii. The nature and number of papers/examinations for Sections B and C.
 - iv. Any requirements for a pass in Section D in addition to an overall passing score and, if Section D is subdivided into sub-sections, the nature and number of sections and weighting of sections.
 - v. The requirements for re-sit examinations in the event of failure in Sections B, C and D.
 - vi. The requirements for the SSC programme. Normally these will include the successful completion of all SSCs covered in the Part. For successful completion of any Section E, SSCs must either be passed outright, or remedial work (or additional assessment) completed by the date of the re-sit Subject Examination Board.
- 4.181. Where a student has been unable to complete the requirements for any Section A due to acceptable extenuating circumstances, the Subject Examination Board has the discretion to waive the minimum requirement subject to:
- i. The student having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material;
 - ii. The quality of the completed in-course assessments being of a satisfactory standard; and
 - iii. The student passing any specified coursework or written element.

Number of attempts

- 4.182. Students, on successful completion of Section A, will normally be allowed two attempts at examinations in Sections B, C and D, one first attempt or first sit and one resit attempt.

Resits

- 4.183. Failure of any element at re-sit examinations will normally lead to deregistration from the programme. Resit marks will normally be capped at the pass mark.
- 4.184. The Subject Examination Board may recommend remedial work following any failure at the first sitting. This work must be satisfactorily completed before a student may take any resit. This may mean that a student will have a re-sit deferred until remediation is completed.

First sits

- 4.185. Where the Subject Examination Board accepts a student's extenuating circumstances the Board may allow the student to retain their current 'sit status' for the next sitting of the examinations in Sections B, C or D.
- 4.186. Where a student has submitted evidence of extenuating circumstances that have impacted negatively on his/her performance, and these are accepted, the Subject Examination Board may grant a first sit for the next sitting of the examinations in Sections B, C or D. Where a student attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not capped.
- 4.187. Similarly, where the Subject Examination Board accepts extenuating circumstances for a re-sit examination, the Board may grant a re-sit for the next sitting of the examinations in Sections B, C and D. Where a student attempts an element of assessment as a re-sit, the mark achieved is capped.

Retake

- 4.188. In exceptional circumstances the Subject Examination Board may give further consideration to any student who is to be deregistered, or at risk of deregistration, from the programme, as follows:
- 4.189. Where a student, otherwise in good standing, has failed to pass any or all Sections of a Part within the permitted number of attempts and has a well-documented record of severe difficulties during the year, the Board may permit the student to retake the year without penalty with resit provisions operating as if the student is taking the year for the first time. Marks achieved during the retake year will not be capped.
- 4.190. In a very limited number of cases, where a student has failed to pass any or all Sections of a Part at the second attempt and does not meet the requirements of i, above, but is deemed to have sufficient potential to succeed, the Board may permit the student to re-take the year for a third and final attempt with strict conditions imposed by the Subject Examination Board¹¹. Such students will be closely monitored and unsatisfactory performance may lead to deregistration at any point in the year. On passing the Part, such students will not have their marks capped to the pass mark.
- 4.191. Normally a student will be permitted to re-start and/or retake a year, only once during the programme of study.

Assessment of Student-Selected Components

- 4.192. Individual SSCs may be assessed by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. Students who fail to complete the assessment for each SSC by the end of the timetabled period of that SSC will normally be failed in that SSC.
- 4.193. Performance in an SSC is graded on the scale of A to E, where A to C are passing grades, grade D is a marginal fail, and grade E is a clear fail.
- 4.194. At the discretion of the Subject Examination Board, students who fail an SSC may re-submit coursework or repeat the assessment at a subsequent offering, with attendance if required, or may elect to take a different SSC as an alternative ~ this notwithstanding the requirements to pass Section E (the annual SSC hurdle) given in 3.169vi, above.
- 4.195. Re-sit examinations are not normally held for SSC assessments.
- 4.196. Where a student's has submitted extenuating circumstances which are acceptable to the Board, the Subject Examination Board has the discretion to waive the SSC requirements for the purposes of progression only, subject to a student having not more than one SSC outstanding at any point in the programme.
- 4.197. The examiners may require a student to make use of the six-week SSC, normally undertaken elsewhere in the UK or abroad, to remedy any deficit in other SSCs, or to remedy any deficit in core studies for Part 5.

¹¹ Such conditions will be to retake all elements (including those passed) in full attendance and take and pass all assessments in Sections A, B, C, D and E as required by the Mark Scheme.

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4.198. For each student awarded the Degree of MB,BS, a transcript of the SSCs successfully completed, giving the grades attained, will be provided.

Progression

4.199. To progress from Stage 1 to Stage 2, a student is required to pass Sections A, B, C, D and E of Part 1.

4.200. To progress from Stage 2 to Stage 3, a student is required to pass Sections A, B, C, D and E of Part 2.

4.201. To progress from Stage 3 to Stage 4, a student is required to pass Sections A, B, C, D and E of Parts 3 and 4. A student is also required to pass Sections A, B, C, D and E of Part 3 to progress from Year 3 to Year 4 within Stage 3.

Eligibility for award

4.202. To be eligible for the award of MB,BS a student must have:

- i. Met the requirements for the approved programme for which the student is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the Year, Stage and Part requirements for the award.
- iv. Met the progression requirements at the end of each Stage, and be in Stage 4, which is the final year.

Classification of award

4.203. The Subject Examination Board may award the degree 'with Distinction', and passes at each Part may be awarded 'with Merit'

4.204. Distinctions are cited on the Degree certificate because they may form a part of the University of London award. Merits are not cited on the Degree certificate because they do not form a part of the University of London award.

4.205. A student who has a failure in any assessment used to calculate the award of Distinction is not eligible for that Distinction.

4.206. The criterion for Distinction is sustained excellence over a defined period of time. The standards required for the award of Distinctions are determined by the Final MB,BS Degree

4.207. Examination Board. The Board will only use marks obtained at first sittings, and will apply either a criterion-referencing or ranking system to target the top decile of the cohort for the award.

4.208. The following Distinctions may be awarded to a student:

- i. Distinction in Medical Sciences for excellence in Parts 1 and 2.
- ii. Distinction in Clinical Science for excellence in Parts 3 and 4.
- iii. Distinction in Clinical Practice for excellence in Part 5.

4.209. A Merit may be awarded to a student for any Part (1 to 5) of the MB,BS programme. Merits will be awarded by the Degree Examination Board for the relevant Part of the

MB,BS degree. The Board will only use marks obtained at first sittings, and will apply either a criterion-referencing or ranking system to target the top quartile of the cohort for the award.

Award of BSc in Medical Sciences ('exit with grace')

- 4.210. The award of BSc in Medical Sciences is an unclassified Honours degree which may be awarded to a student who has passed Parts 1, 2 and 3 of Years 1 to 3 of the MB,BS, and who withdraws from the programme before meeting the requirements for MB,BS

Progression and Award regulations for FdA and FdSc

Progression

- 4.211. In order to progress from developmental year one to the two, a student is required to meet any programme/pathway requirements and take and pass modules to the value of 120 academic credits.
- 4.212. Exceptionally, at the discretion of the Subject Examination Board, a student who has passed modules to the value of 105 credits may be permitted to progress from developmental year one to developmental year two and resit the failed modules while studying for the next developmental year.
- 4.213. A student who fails to progress, is permitted to resit failed modules as approved by the SEB, up to the permitted number of attempts, or retake failed modules as approved by the DEB.
- 4.214. A student who fails a module on three occasions is deemed to have failed the programme and cannot achieve the award.

Eligibility for award

- 4.215. To be eligible for the award of FdA or FdSc a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the total credit value for the award.
 - iv. Met the minimum credit requirements at the level of the award.
 - v. Not exceeded the maximum credit value at the lowest level for the award.
 - vi. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Academic credit requirements for awards

- 4.216. To be eligible for award of FdA or FdSc students are required to:
- i. Take modules to a total value of 240 credits, equivalent to 120 credits per developmental year,
 - ii. Take modules to a minimum value of 90 credits at academic level 5,

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- iii. Take modules to a maximum value of 150 credits at level 4, of which 30 credits may be at level 3,
 - iv. Pass modules to the value of 240 credits (excluding modules at level 3).
- 4.217. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit is reduced accordingly.

Classification of award

- 4.218. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 4.219. The College Mark provides a weighted average across all the modules taken by a student. In all cases the College Mark is calculated as though the required value of academic credit was taken.
- 4.220. The College mark is calculated by the following weighting:
Developmental years two, one: 2:1.
- 4.221. The College Mark is calculated to one decimal place and presented to the SEB and DEB as such.
- 4.222. The classification of the foundation degree is made according to the following scale:
- | | |
|--------------------------------|-------------|
| College Mark of 70.0% to 100% | Distinction |
| College Mark of 65.0% to 69.9% | Merit |
| College Mark of 40.0% to 64.9% | Pass |

Failure to meet requirements for award

- 4.223. A student who has not met the requirements for FdA or FdSc but has met the requirements for a lower level award of Certificate may be conferred the award where the requirements have been met.

Progression to honours degree programmes

- 4.224. A student who has achieved merit or distinction in the FdA or FdSc will be offered admission to the appropriate developmental year of an associated honours degree programme.

Award Regulations for Diploma of Higher Education and Certificate of Higher Education

- 4.225. Diploma of Higher Education and Certificate of Higher Education are normally interim awards which may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.
- 4.226. A student may request to exit from the College with Diploma of Higher Education or Certificate of Higher Education where he/she does not intend to continue with the degree programme. In such cases some modules may be discounted for the purpose of meeting requirements for award.

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4.227. Where a programme is approved leading to Diploma of Higher Education or Certificate in Higher Education as its highest award, the requirements set out below apply.

Diploma of Higher Education - Progression

4.228. In order to progress from one developmental year to the next, a student is required to meet any programme/pathway requirements and take and pass modules as follows:

- i. Foundation year to developmental year one: take modules to the value of 120 credits and pass modules to the value of 90 credits.
- ii. Developmental year one to developmental year two: take modules to the value of 120 credits and pass modules to the value of 90 credits from developmental year one (excluding modules at academic level 3).

4.229. Exceptionally, at the discretion of the Subject Examination Board, a student who has passed modules to the value of 75 credits taken in developmental year one, may be permitted to progress and resit the failed module(s) while studying for developmental year two.

4.230. A student who fails to progress, may resit failed modules, up to the permitted number of attempts, as approved by the SEB or retake failed modules as approved by the DEB.

4.231. A student who has passed the required value of academic credit, but has not met the programme or pathway requirements for progression due to failure in a core module, may, subject to the approval of the Subject Examination Board:

- i. Transfer to another pathway or programme for which he/she has met the requirements.
- ii. Resit the required modules during the following academic year
- iii. Retake the required modules as a part of the 120 credits required for full time study the following year.

4.232. A student who has met the progression requirement but has failed modules up to the value of 30 academic credits is permitted to resit or retake those failed modules in order to improve the mark achieved as approved by the SEB or DEB (the maximum module mark achievable being the minimum pass mark).

Diploma of Higher Education - Eligibility for award

4.233. To be eligible for the award of Diploma of Higher Education a student must have:

- i. Met the requirements for the approved programme for which the student is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the total credit value for the award.
- iv. Met the minimum credit requirements at the level of the award.
- v. Not exceeded the maximum credit value at the lowest level for the award.
- vi. Met the progression requirements at the end of each developmental year and be in the final developmental year.

Academic credit requirements for Diploma of Higher Education

- 4.234. To be eligible for award of Diploma of Higher Education students are required to;
- i. Take modules to a total value of 240 credits, equivalent to 120 credits per developmental year,
 - ii. Take modules to a minimum value of 90 credits at academic level 5,
 - iii. Take modules to a maximum value of 150 credits at level 4, of which 30 credits may be at level 3,
 - iv. Pass modules to the value of 180 credits (excluding modules at level 3).
- 4.235. Provisions for advanced standing may apply to Diploma of Higher Education students where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit is reduced accordingly.

Certificate of Higher Education - eligibility for award

- 4.236. To be eligible for the award of Certificate of Higher Education a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the total credit value for the award.
 - iv. Met the minimum credit requirements at the level of the award.
 - v. Not exceeded the maximum credit value at the lowest level for the award.

Academic credit requirements for Certificate of Higher Education

- 4.237. To be eligible for award of Certificate of Higher Education students are required to;
- i. Take modules to a total value of 120 credits during one developmental year,
 - ii. Take modules to a minimum value of 90 credits at academic level 5,
 - iii. Take modules to a maximum value of 120 credits at level 4, of which 30 credits may be at level 3,
 - iv. Pass modules to the value of 90 credits (excluding modules at level 3).

Classification of awards

- 4.238. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 4.239. The College Mark provides a weighted average across all the modules taken by a student. In all cases the College Mark is calculated as though the required value of academic credit was taken.
- 4.240. For DipHE developmental years two: one are weighted as follows: 2:1.
- 4.241. The College Mark is calculated to one decimal place and presented to the SEB and DEB as such.
- 4.242. The classification of the CertHE and Dip HE is made according to the following scale:

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College Mark of 70.0% to 100%	Distinction
College Mark of 65.0% to 69.9%	Merit
College Mark of 40.0% to 64.9%	Pass

Failure to meet requirements for award of DipHE

- 4.243. A student who does not meet the requirements for DipHE is entitled to a resit or retake may elect to exit with the award of CertHE where the requirements for that award are met. Any such student will then not be eligible to resit or retake the any failed modules in order to meet the requirements for the DipHE.
- 4.244. A student for the DipHE who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of CertHE is conferred the award for which he/she is qualified.

Progression and award regulations for Foundation Certificate

Eligibility for award

- 4.245. To be eligible for the award of Foundation Certificate a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the total credit value for the award.
 - iv. Met the minimum credit requirements at the level of the award.
 - v. Not exceeded the maximum credit value at the lowest level for the award.

Academic credit requirements

- 4.246. To be eligible for award of Foundation Certificate students are required to;
- i. Take modules to a total value of 120 credits during one developmental year,
 - ii. Take modules to a maximum value of 120 credits all of which must be at level 3,
 - iii. Pass modules to the value of 90 credits.

Classification of award

- 4.247. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 4.248. The College Mark provides a weighted average across all the modules taken by a student. In all cases the College Mark is calculated as though the required value of academic credit was taken.
- 4.249. The College Mark is calculated to one decimal place and presented to the SEB and DEB as such.
- 4.250. The classification of the Foundation Certificate is made according to the following scale:

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College Mark of 70.0% to 100%	Distinction
College Mark of 65.0% to 69.9%	Merit
College Mark of 40.0% to 64.9%	Pass

Progression and award regulations for Graduate Certificate and Graduate Diploma

Progression

4.251. The individual programme regulations may specify any progression and review points.

Eligibility for award

4.252. To be eligible for the award of Graduate Certificate or Graduate Diploma a student must have:

- i. Met the requirements for the approved programme for which the he/she is registered.
- ii. Met the requirements for the duration of registration.
- iii. Taken the required total credit value for the award.
- iv. Met the minimum credit value at the level of the award.
- v. Not exceeded the maximum credit value at the lowest level of the award.

Academic credit requirements for award of Graduate Certificate

4.253. To be eligible for award of Graduate Certificate students are required to;

- i. Take modules to a total value of 60 credits during one developmental year.
- ii. Take modules to a minimum value of 45 credits at academic level 6.
- iii. Take modules to a maximum value of 15 credits at level 4.
- iv. Pass modules to the value of 45 credits.

Academic credit requirements for award of Graduate Diploma

4.254. To be eligible for award of Graduate Diploma students are required to;

- i. Take modules to a total value of 120 credits during one developmental year.
- ii. Take modules to a minimum value of 90 credits at academic level 6.
- iii. Take modules to a maximum value of 30 credits at level 4.
- iv. Pass modules to the value of 90 credits.

Classification of award

4.255. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.

4.256. The College Mark provides a weighted average of all modules taken by a student. In all cases, the College Mark is calculated as though the required value of academic credit was taken.

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4.257. The College Mark is calculated to one decimal place and presented to the SEB and DEB as such.

4.258. The classification of the Graduate Certificate and Graduate Diploma is made according to the following scale:

College Mark of 70.0% to 100%	Distinction
College Mark of 65.0% to 69.9%	Merit
College Mark of 50.0% to 64.9%	Pass

Failure to meet requirements for award of Graduate Diploma

4.259. A student for the Graduate Diploma who does not meet the requirements for award but meets the requirements for award of Graduate Certificate may be offered or conferred the award for which the requirements have been met.

4.260. A student for Graduate Diploma who does not meet the requirements for award but is entitled to a resit may elect to exit with the award of Graduate Certificate where the requirements for award have been met. Any such student will then not be eligible to resit any failed modules in order to meet the requirements for the Graduate Diploma.

4.261. A student for Graduate Diploma who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of Graduate Certificate is conferred for the award for which he/she is qualified.

Progression and award regulations for Pre-Masters Diploma

Eligibility for award

- 4.262. To be eligible for the award of Pre-Masters Diploma a student must have:
- Met the requirements for the approved programme for which he/she is registered.
 - Met the requirements for the duration of registration.
 - Taken the required total credit value for the award.
 - Met the minimum credit value at the level of the award.
 - Not exceeded the maximum credit value at the lowest level of the award.

Academic credit requirements

- 4.263. To be eligible for award of Pre-Masters Diploma students are required to;
- Take modules to a total value of 120 credits during one developmental year.
 - Take modules to a minimum value of 90 credits at academic level 6.
 - Take modules to a maximum value of 30 credits at level 4.
 - Pass modules to the value of 90 credits.

Classification of award

4.264. The classification of award is based on the College Mark. The College Mark provides a weighted average of all modules taken by a student. In all cases, the College Mark is calculated as though the required value of academic credit was taken.

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4.265. The College Mark is calculated to one decimal place and presented to the SEB and DEB as such.

4.266. The classification of the Pre-Masters Diploma is made according to the following scale:

College Mark of 70.0% to 100%	Distinction
College Mark of 65.0% to 69.9%	Merit
College Mark of 50.0% to 64.9%	Pass

Approved:

Academic Board agreed on 16 June 2009 that the full regulations be approved by Chairman's action for implementation for 2009-10.

Approved by Chairman of Academic Board: 5 February 2010

Academic Regulations
Part 5 - Assessment Regulations for Postgraduate
Programmes

Scope

- 5.1. These regulations apply to all postgraduate programmes of study and modules of the College and all students registered for postgraduate programmes and modules of the College except research students.
- 5.2. The processes of enrolment and registration confirm a student's acceptance of the College's charter, statutes, ordinances, regulations, rules and other policies/codes of practice. This forms the basis of the contract between the College and its students.
- 5.3. The awards covered by these regulations are as follows:

University of London Awards – Postgraduate

Postgraduate Certificate (PG Cert)
Postgraduate Diploma (PG Dip)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Clinical Dentistry (MCLinDent)
Master of Laws (LLM)
Master of Research (MRes)
Master of Science (MSc)
Masters degree designated EuroMasters

College Awards –Postgraduate

Postgraduate Certificate (PG Cert)
Postgraduate Diploma (PG Dip)
Certificate in Learning and Teaching (CILT)

Applicability

- 5.4. These regulations are applicable to those students registering for the first year of a programme from 1 September 2009 with the exception of the following:
 - i. Students entering with advanced standing: the regulations for the cohort joined apply to students who have changed duration or interrupted.
 - ii. Where the programme has existing approved special regulations.

General requirements

- 5.5. Students are enrolled with the College and registered for a programme and for modules in accordance with the requirements set out in Part 2 of the Academic Regulations. Students will have met all other general requirements as set out in Part 2 of the Academic Regulations.
- 5.6. Students are expected to have undertaken an approved programme of study and met any compulsory and core elements for progression and award.

- 5.7. A student who has been awarded a qualification of the College or the University may not subsequently present him/herself for re-examination for that award in the same subject or branch of study.

Normal duration of a programme of study

- 5.8. Each programme of study has an approved normal duration that relates to the mode(s) of study available for the programme. Where the normal duration is not specified at approval, it is deemed to be the minimum period of time in which the programme can be completed if a full module load is taken according to the mode of study.

Minimum and Maximum registration periods

- 5.9. Normally, a student is required to be registered for a minimum of one third of the normal duration of the programme of study in order to be eligible for award.
- 5.10. Normally, a student may not be registered for a programme of study for a period longer than double the normal duration for the programme of study.

Academic credit

- 5.11. A module worth 15 points of academic credit represents the following:
- i. For an MA, MSc or LLM, one twelfth of the master's degree and one eighth of the taught component, normally the dissertation/research project comprises 60 credits.
 - ii. One eighth of the postgraduate diploma.
 - iii. One quarter of the postgraduate certificate.

Taught component

- 5.12. The term 'taught component' refers to those elements of a postgraduate programme that comprise approved modules which are not a research project or dissertation. The taught component normally comprises modules to the value of 120 credits, except for MSc/MA Research and MRes programmes where it normally comprises modules to the value of 60 or less credits.

Research project/ dissertation

- 5.13. The term 'research project/ dissertation' refers to the approved module(s) of a postgraduate programme that comprises independent study and the production of a project/ dissertation. The project/ dissertation module normally has a value of 60 credits except for MSc/MA Research and MRes degrees where it normally has a value of 120 credits.

Marks for student performance in individual modules and grades awarded

- 5.14. Module marks are awarded for student performance as follows:

70% to 100%	Distinction
65% to 69% (for LLM, 60%-69%)	Merit

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50% to 64%
0% to 49%

Pass
Fail

Requirements to pass a module

- 5.15. The pass mark for a module for a postgraduate programme is 50%. This is irrespective of the academic level of the module.
- 5.16. A module may comprise a number of elements of assessment and requirements that must be completed in order to pass. The pass mark for any element of assessment for a postgraduate module is 50%. The Module Regulations specify those elements of assessment that must be passed, those that must be taken and those that are not compulsory.
- 5.17. In order to pass a module, a student is required to undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a mark of 50% or more. Where the module comprises more than one element of assessment, these elements of assessment are normally aggregated to one overall mark for the module. The elements of assessment may be weighted as specified in the module regulations.

Number of Attempts

- 5.18. A maximum of two attempts are permitted to pass a module: a first attempt, first sit or first take and one resit attempt.
- 5.19. Failure must be agreed by the Subject Examination Board before any resit takes place.

Failure of a Module

- 5.20. A student who does not achieve the requirements to pass a module will have failed that module. In most cases, this will be because the module mark is lower than the pass mark of 50%.
- 5.21. In some cases, it may be possible to achieve a module mark higher than the pass mark of 50% but fail the module where not all of the requirements, as set out in the approved module regulations, are met. In this instance the module mark is recorded as 49%.
- 5.22. Where a student fails to complete an element of assessment required for a module (whatever its form), the mark for that element is 0%. This mark is used and aggregated according to the prescribed method to determine the module mark.
- 5.23. In all cases where the requirements for award are met the award is made. There is no further opportunity for a student to resit a failed module in an attempt to achieve a higher mark.

Condoned Failure

- 5.24. The examination board is permitted to condone failure in the taught component of modules up to the value of 30 credits where;
- i. the student has achieved a Module Mark of 30% or more,

and

- ii. where the average achieved across all modules is 50% or greater.
- 5.25. This outcome is known as 'fail condoned, academic credit awarded'.
- 5.26. The exception to this is where the regulations for the award or special regulations do not permit condoned failure or specify a different requirement.
- 5.27. Condoned failure is not permitted for the research project/dissertation.

Resits

- 5.28. Where a student fails a module, the student may resit on one further occasion the failed elements of assessment for that module, as determined by the Subject Examination Board.
- 5.29. A resit does not involve attendance at classes and will not count towards the total value of academic credit for which a student is registered during that academic year.
- 5.30. Except for LLM, the mark for any element of assessment that a student resits, and the module mark, will be capped at the minimum pass mark of 50% regardless of the standard of achievement by the student. For LLM, resits are not capped and the mark achieved stands.
- 5.31. Except for the LLM, in the event of failure in all attempts the highest module mark ('best fail') is used.
- 5.32. In the event of failure the Subject Examination Board has the discretion to determine an alternative form of assessment for the resit.
- 5.33. Students due to resit must do so at the next available opportunity unless the Subject Examination Board specifies otherwise. Interruption or deferral of resits is not permitted. Students are required to register for resits by the published deadline and in accordance with the relevant procedure.
- 5.34. Where a student fails to resit at the next available opportunity the missed resit counts as one of the permitted attempts, regardless of whether the student formally registers. Additionally, the Subject Examination Board may recommend a student's registration and enrolment be terminated when he/she does not register to resit at the first available opportunity.
- 5.35. A student is not permitted to resit elements of assessment that have been passed. Where the module has been passed but some elements of assessment have been failed, a student is not permitted to resit any element of assessment.

First sits

- 5.36. Where a student has submitted a claim, with supporting evidence, for of extenuating circumstances which has impacted negatively on his/her performance, and this is accepted, the Subject Examination Board may grant a first sit in the affected assessment. Where a student attempts an element of assessment as a first sit, the module mark achieved stands; a first sit mark is not capped

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- 5.37. It is possible for a resit attempt to be a first sit resit. In any such cases, resit provisions apply, including capped marks where the regulations require this.
- 5.38. A first sit replaces one of the two attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances.

Retakes

- 5.39. A Subject Examination Board may require a student to retake a module. A retake involves attendance at classes and completion of all elements of assessment whether previously failed or not. Where a student retakes a module, it counts towards the value of academic credit for which a student is registered during that academic year.
- 5.40. With the exception of LLM the mark for a module that has been retaken following failure is capped at the pass mark. A retake counts as one of the two attempts permitted for the module.
- 5.41. Where a student fails to retake at the next available opportunity the missed retake counts as one of the permitted attempts, regardless of whether the student formally registers. Additionally, the Subject Examination Board may recommend a student's registration and enrolment be terminated when he/she does not register to retake at the first available opportunity.

First take

- 5.42. Where a student has submitted evidence of extenuating circumstances that have affected his/her performance and attendance, and this is accepted by the Subject Examination Board, the retake may be granted as a first take. Where a student is granted a first take of a module, it counts towards the number of modules for which he/she is registered during that academic year.
- 5.43. A first take replaces one of the two attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances. The mark for a first take is not capped.

Aegrotat Provisions

- 5.44. The Subject Examination Board may recommend an aegrotat award to a student who has taken the full number of modules required for the award and was absent from the final examinations for the programme due to illness or other cause judged to be sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the examinations but considers that his/her performance was adversely affected by illness or other cause judged to be sufficient by the Subject Examination Board.
- 5.45. A student who has met the requirements for the award for which he/she is registered cannot be considered for an aegrotat award. Where the award is to be classified, the Subject Examination Board will proceed to determine the classification in the normal way but may use its discretion to take account of the circumstances of the student when doing so.

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- 5.46. Where a student has not taken the full number of modules, the Subject Examination Board considers the evidence available from other assessments to determine the likelihood of the student achieving the required standard for the award. If the Subject Examination Board agrees that the student would have achieved the required standard, a recommendation of aegrotat award is made.
- 5.47. Aegrotat awards are unclassified honours degrees.
- 5.48. Where a student is offered an aegrotat award, he/she may accept the offer and the award will be conferred or decline the offer and take the missed or failed assessments as a first sit where applicable. A student who chooses to take the assessments ceases to be eligible for an aegrotat award. A student who chooses to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.

Progression and Award Regulations for MA, MSc, MBA

Progression

- 5.49. The individual programme regulations may specify that the taught component must be taken and passed before a student progresses to the dissertation/project. Where this is the case, progression is considered and agreed by the relevant Subject Examination Board.
- 5.50. In all cases where a formal progression point is a part of the programme regulations:
- i. A student who fails to progress, may resit or retake failed modules, up to the permitted number of attempts.
 - ii. The requirement for progression is normally the requirement for the award of Postgraduate Diploma.

Failure to meet progression requirements

- 5.51. A student who has met the requirement for progression based on the value of academic credit taken and passed, but has not met the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Resit the required modules during the following academic year.
 - iii. Retake the required modules as a part of the 120 credits required for full time study the following year.
- 5.52. A student who has met the progression requirement but has failed modules up to the value of 30 credits is permitted to resit or retake those failed modules during the following academic year in order to improve the mark achieved provided that the requirements for award have not been met.

Eligibility for award

- 5.53. To be eligible for the award of MA, MSc or MBA a student must have:

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- i. Met the requirements for the approved programme for which the student is registered.
- ii. Met the requirements for the duration of registration.
- iii. Met the progression requirements where they exist.
- iv. Met the total credit value for the award.
- v. Met the minimum credit requirements at the level of the award.
- vi. Not exceeded the maximum credit value at the lowest level for the award.

Academic credit requirements for awards

- 5.54. To be eligible for the award of MA, MSc or MBA students are required to;
- i. Take modules to the value of 180 credits, normally comprising a dissertation/project of 60 credits and taught component of 120 credits, during one developmental year.
 - ii. Take modules to a minimum value of 150 credits, including the dissertation/project, at academic level 7.
 - iii. Take modules to a maximum value of 15 credits at level 5,
 - iv. Pass modules to the value of 180 credits including the research project/dissertation.
- 5.55. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.
- 5.56. Any modules not at academic level 7 must be at academic level 5 or 6.

Classification of award

- 5.57. A student is classified when the requirements for award are met. The classification of award is based on the College Mark and achievement in the dissertation/project.
- 5.58. The College Mark provides a weighted average across all the modules taken by a student up to the maximum number of modules for the programme. In all cases, the College Mark is calculated as though the required value of academic credit was taken.
- 5.59. The College Mark is calculated to one decimal point and presented to the SEB and DEB as such.
- 5.60. The classification of the degree is made according to the following scale:
- | | |
|---|-------------|
| College Mark of 70.0% to 100.0% and a Module Mark of 65.0% or more in dissertation/ project | Distinction |
| College Mark of 65.0% or more | Merit |
| College Mark of 50.0% to 64.9% | Pass |
- 5.61. Programmes are permitted to approve special regulations that provide a variation of this scheme as follows:
- | | |
|---|-------------|
| College Mark of 70.0% to 100.0% and a Module Mark of 70.0% or more in the dissertation/ project | Distinction |
| College Mark of 65.0% or more and a Module Mark of 65.0% or more in dissertation/project | Merit |

College Mark of 50.0% or more

Pass

Failure to meet requirements for award

- 5.62. A student for MSc, MA or MBA who does not meet the requirements for award but is entitled to a resit or retake may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate where the requirements for that award are met. Any such student will then not be eligible to resit or retake the any failed modules in order to meet the requirements for the MSc, MA or MBA.
- 5.63. A student for MSc, MA or MBA who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of Postgraduate Diploma or Postgraduate Certificate, is conferred the award for which he/she is qualified.

Progression and Award Regulations for LLM

Progression

- 5.64. Students are required to undertake the required assessment for all taught modules for which they are registered before submitting a dissertation in fulfilment of any dissertation module.

Dissertation component

- 5.65. The dissertation is normally one module of a value of 45 credits. The dissertation is normally 15,000 words. It may be possible for a student to take more than one dissertation module.

Condoned Failure

- 5.66. The Examination Board is permitted to condone failure in modules (including the dissertation) up to a value of 45 credits where;
- i. the student has achieved a Module Mark of 45% or more,
 - and
 - ii. where the average achieved across all modules is 50% or greater.

Eligibility for award

- 5.67. To be eligible for the award of LLM a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the progression requirements where they exist.
 - iv. Met the total credit value for the award.
 - v. Met the minimum credit requirements at the level of the award.
 - vi. Not exceeded the maximum credit value at the lowest level for the award..

Academic Credit requirements for award

- 5.68. To be eligible for the award of LLM students are required to;

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- i. Take modules to the value of 180 credits normally where each module has a value of 45 credits, during one developmental year.
 - ii. Take modules to a minimum value of 150 credits, including the dissertation/project, at academic level 7.
 - iii. Where modules are not at academic level 7, take only a maximum value of 15 credits at level 5 or 6,
 - iv. Pass modules to the value of 180 credits including the research project/dissertation.
- 5.69. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.
- 5.70. Any modules not at academic level 7 must be at academic level 5 or 6.

Classification of award

- 5.71. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 5.72. The College Mark provides a weighted average across all the modules taken by a student up to the maximum number of modules for the programme. In all cases, the College Mark is calculated as though the required value of academic credit was taken.
- 5.73. Where a student resits or retakes one or more modules, the College Mark is calculated using the actual mark achieved in the resit or retake assessment(s).
- 5.74. The College Mark is calculated to one decimal point and presented to the SEB and DEB as such.
- 5.75. The classification of the degree is made according to the following scale:

College Mark of 70.0% to 100.0%	Distinction
College Mark of 60.0% to 69.9%	Merit
College Mark of 50.0% to 59.9%	Pass

Failure to meet requirements for award

- 5.76. A student for LLM who does not meet the requirements for award of LLM but is entitled to a resit may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate where the requirements for that award are met. Any such student is then not eligible to resit any failed modules in order to meet the requirements for the LLM.
- 5.77. A student for LLM who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of Postgraduate Diploma or Postgraduate Certificate, is conferred the award for which he/she is qualified. In such instances, the classification is determined according to the same scale as the LLM.

Progression and Award Regulations for MRes

Progression

- 5.78. The individual programme regulations may specify that the taught component must be taken and passed before a student progresses to the dissertation/project. Where this is the case, progression is considered and agreed by the relevant Subject Examination Board.
- 5.79. In all cases where a formal progression point is a part of the programme regulations:
- i. The requirement for progression is normally the requirement for the award of postgraduate diploma.
 - ii. A student who fails to progress may resit or retake failed modules, up to the permitted number of attempts as agreed by the SEB.
- 5.80. A student who has met the academic credit requirement for progression, but has not met the programme or pathway requirements for progression due to failure in a core module may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Resit the failed module(s) during the following academic year.
 - iii. Retake the specific module(s) that is required as a part of the 120 credits required for full time study the following year.
- 5.81. A student who has met the progression requirement but has failed modules up to the value of 30 credits is permitted to resit or retake those failed modules during the following academic year, in order to improve the mark achieved, provided that the requirements for award have not been met.

Eligibility for award

- 5.82. To be eligible for the award of MRes a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the progression requirements where they exist.
 - iv. Met the total credit value for the award
 - v. Met the minimum credit requirements at the level of the award.
 - vi. Not exceeded the maximum credit value at the lowest level for the award.

Academic Credit requirements for award

- 5.83. To be eligible for the award of MRes, students are required to;
- i. Take modules to the value of 180 credits during one developmental year.
 - ii. Take modules to a minimum value of 150 credits, including the dissertation/project, at academic level 7.
 - iii. Take modules to a maximum value of 15 credits at level 5,
 - iv. Pass modules to the value of 180 credits including the research project/dissertation.
- 5.84. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.

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5.85. Any modules not at academic level 7, must be at academic level 5 or 6.

Classification of award

5.86. A student is classified when the requirements for award are met. The classification of award is based on the College Mark and achievement in the dissertation/project.

5.87. The College Mark provides a weighted average across all the modules taken by a student up to the maximum number of modules for the programme. In all cases, the College Mark is calculated as though the required value of academic credit was taken.

5.88. The College Mark is calculated to one decimal point and presented to the SEB and DEB as such.

5.89. The classification of the degree is made according to the following scale:

College Mark of 70.0% to 100.0% and a module mark of 70% or more in dissertation/project	Distinction
College Mark of 65.0% or more	Merit
College Mark of 50.0% to 64.9%	Pass

5.90. Programmes are permitted to approve special regulations that provide a variation of this scheme where for award of merit, a minimum of 65% must be achieved in the dissertation/project in addition to the College Mark.

Failure to meet requirements for award

5.91. A student for MRes who does not meet the requirements for award but is entitled to a resit or retake may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate where the requirements for that award are met. Any such student will then not be eligible to take the any failed modules in order to meet the requirements for the MRes.

5.92. A student for MRes who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of Postgraduate Diploma or Postgraduate Certificate, is conferred the award for which he/she is qualified.

Progression and Award Regulations for MClInDent

Advanced standing

5.93. A student who has obtained an MSc degree in the same specialist area of Dentistry of the University of London or elsewhere which contains taught and dissertation components equivalent to those for the MClInDent may be admitted with advanced standing equivalent to the first year and part 3. Any such student will be required to complete part 2 of the programme.

5.94. In other cases considered appropriate by the Dental Dean, advanced standing may be granted for up to 25% of the taught element of the programme, normally part 1 and part 2.

Period of study

- 5.95. The normal period for full time study is a minimum of two calendar years or the equivalent period of part time study.
- 5.96. There are three parts to the MClinDent programme as follows:
- Part 1:** the scientific basis of dental care
 - Part 2:** combined dental and other dental therapy
 - Part 3:** assessment of a report or dissertation of up to 20,000 words.
- 5.97. Part 1 of the MClinDent is taken during the first year and consists of modules to the value of 120 credits. Marks for part 1 modules are not included in the calculation of the College Mark.
- 5.98. Parts 2 and 3 are taken during the second year and consist of modules to the value of 240 credits.

Condoned Failure

- 5.99. Condoned failure is not permitted on the MClinDent.

Progression

- 5.100. In order to progress from year one (part 1) to year two (parts 2 and 3) a student is required to meet any programme/pathway requirements and take and pass modules to the value of 120 credits.

Failure to meet progression requirements

- 5.101. A student who fails to progress may resit or retake failed modules, up to the permitted number of attempts.
- 5.102. A student who has met the requirement for progression based on the value of academic credit taken and passed, but has not met the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:
- i. Transfer to another pathway or programme for which he/she has met the requirements.
 - ii. Resit the required modules during the following academic year.
- 5.103. Retake the required modules as a part of the 120 credits required for full time study the following year.

Eligibility for award

- 5.104. To be eligible for the award of MClinDent a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the period of study.
 - iii. Met the total credit value for the award.

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- iv. Met the minimum credit requirements at the level of the award.
- v. Not exceeded the maximum credit value at the lowest level for the award.
- vi. Met the progression requirements.
- vii. Passed all modules and parts of the programme.

Academic credit requirements for award

- 5.105. To be eligible for the award of MClintDent students are required to:
- i. Take modules to the value of 360 credits
 - ii. Take modules to a minimum value of 330 credits at academic level 7.
 - iii. Where modules are not at academic level 7, take only a maximum value of 30 credits at level 5 or 6,
 - iv. Pass modules to the value of 360 credits.
- 5.106. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.
- 5.107. Any modules not at academic level 7 must be at academic level 5 or 6.

Classification of award

- 5.108. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.
- 5.109. The College Mark provides a weighted average across the modules taken in parts 2 and 3 by a student up to the maximum number of modules for the programme. In all cases, the College Mark is calculated as though the required value of academic credit was taken.
- 5.110. The College Mark is weighted as follows: Part 2: Part 3 85:15
- 5.111. The College Mark is calculated to one decimal point and presented to the SEB and DEB as such.
- 5.112. The classification of the degree is made according to the following scale:

College Mark of 70.0% to 100.0%	Distinction
College Mark of 65.0% to 69.9%	Merit
College Mark of 50.0% to 64.9%	Pass

Failure to meet requirements for award

- 5.113. A student for the MClintDent who does not meet the requirements for award but is entitled to a resit or retake may elect to exit with the award of MSc, Postgraduate Diploma or Postgraduate Certificate where the requirements for that award are met. Any such student will then not be eligible to resit or retake any failed modules in order to meet the requirements for the MClintDent.
- 5.114. A student for the MClintDent who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of MSc,

Postgraduate Diploma or Postgraduate Certificate, is conferred the award for which he/she is qualified.

Progression and Award Regulations for Masters Degree designated Euromasters

Period of study

5.115. The normal for full time study is a minimum of two academic years or the equivalent period of part time study.

Condoned failure

5.116. The examination board is permitted to condone failure in the taught component modules up to the value of 30 credits where;

- i. a Module Mark of 30% or more has been achieved,
and
- ii. the average achieved across all modules is 50% or greater.

5.117. Failure in the dissertation/project cannot be condoned.

5.118. This outcome is known as 'fail condoned, academic credit awarded'.

Progression

5.119. In order to progress from developmental year one to the two, a student is required to meet any programme/pathway requirements and take and pass modules to the value of 120 academic credits.

Failure to meet progression requirements

5.120. A student who fails to progress, may resit or retake failed modules, up to the permitted number of attempts.

5.121. A student who has met the requirement for progression based on the value of academic credit taken and passed, but has not met the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:

- i. Transfer to another pathway or programme for which he/she has met the requirements.
- ii. Resit the required modules during the following academic year.
- iii. Retake the required modules as a part of the 120 credits required for full time study the following year.

5.122. A student who has met the progression requirement but has failed modules up to the value of 30 credits is permitted to resit or retake those failed modules during the following academic year, in order to improve the mark achieved; provided that the requirements for award have not been met (the maximum Module Mark achievable will be the minimum pass mark).

Eligibility for award

- 5.123. To be eligible for the award of Masters Degree designated Euromasters a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration.
 - iii. Met the progression requirements where they exist.
 - iv. Met the total credit value for the award.
 - v. Met the minimum credit requirements at the level of the award.
 - vi. Not exceeded the maximum credit value at the lowest level for the award.

Academic credit requirements for award

- 5.124. To be eligible for the award of Masters Degree designated Euromasters students are required to;
- i. Take modules to the value of 240 credits, normally comprising a research project/dissertation of 90 credits and taught component of 150 credits, during two developmental years.
 - ii. Take modules to a minimum value of 210 credits, including the dissertation/project, at academic level 7.
 - iii. Take modules to a maximum value of 15 credits at level 5,
 - iv. Pass modules to the value of 240 credits including the research project/dissertation.
- 5.125. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.
- 5.126. Any modules not at academic level 7 must be at academic level 5 or 6.

Classification of award

- 5.127. A student is classified when the requirements for award are met. The classification of award is based on the College Mark and achievement in the dissertation/project.
- 5.128. The College Mark provides a weighted average across all the modules taken by a student up to the maximum number of modules for the programme. In all cases, the College Mark is calculated as though the required value of academic credit was taken.
- 5.129. The College Mark is calculated to one decimal point and presented to the SEB and DEB as such.
- 5.130. The classification of the degree is made according to the following scale:
- | | |
|---|-------------|
| College Mark of 70% to 100% and a Module Mark of 65% or more in dissertation/ project | Distinction |
| College Mark of 65% or more | Merit |
| College Mark of 50% to 64.9% | Pass |

Academic Regulations 2009/10 Part 5 – Postgraduate Programmes

5.131. Programmes are permitted to approve special regulations that provide a variation of this scheme as follows:

College Mark of 70% to 100% and a Module Mark of 70% or more in the dissertation/ project	Distinction.
College Mark of 65% or more and a Module Mark of 65% or more in dissertation/project	Merit
College Mark of 50% or more	Pass

Failure to meet requirements for award

5.132. A student for Masters Degree designated Euromasters who does not meet the requirements for award but is entitled to a resit or retake may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate where the requirements for that award are met. Any such student will then not be eligible to take the any failed modules in order to meet the requirements for the Masters Degree designated Euromasters.

5.133. A student for Masters Degree designated Euromasters who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of Postgraduate Diploma or Postgraduate Certificate, is conferred the award for which he/she is qualified.

Progression and Award Regulations for PgCert and PgDip

5.134. Postgraduate Diploma or Postgraduate Certificate are normally interim awards which may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.

5.135. A student may request to exit from the College with a Postgraduate Diploma or Postgraduate Certificate where he/she does not intend to continue with the degree programme. In such cases some modules may be discounted for the purpose of meeting requirements for award.

5.136. Where the Postgraduate Diploma or Postgraduate Certificate is offered or conferred as an interim award then only those modules to the value of academic credit required, are considered for meeting the requirements for award and for classification

5.137. Where a programme is approved leading to a Postgraduate Diploma or Postgraduate Certificate as its highest award, the requirements set out below apply

Taught component

5.138. For Postgraduate Certificate, all the modules taken are part of the taught component.

5.139. For Postgraduate Diploma the modules taken may comprise either the taught component of a master's programme or a combination of taught modules and the research project/dissertation

Condoned Failure for Postgraduate Certificate

Academic Regulations 2009/10
Part 5 – Postgraduate Programmes

- 5.140. The Examination Board is permitted to condone failure in the taught component, of modules up to the value of 15 credits where;
- i. a module mark of 30% or more has been achieved
and
 - ii. the average mark over all taught modules is 50% or more.

5.141. This outcome is known as 'fail condoned, academic credit awarded'.

Condoned Failure for Postgraduate Diploma

- 5.142. The Examination Board is permitted to condone failure in the taught component, of modules up to the value of 30 credits where;
- i. a module mark of 30% or more has been achieved
and
 - ii. the average mark over all taught modules is 50% or more.

5.143. This outcome is known as 'fail condoned, academic credit awarded'.

Progression

- 5.144. The individual programme regulations may specify any progression and review points.

Eligibility for awards

- 5.145. To be eligible for the award of Postgraduate Certificate or Postgraduate Diploma a student must have:
- i. Met the requirements for the approved programme for which the student is registered.
 - ii. Met the requirements for the duration of registration
 - iii. Met the progression requirements where they exist.
 - iv. Met the total credit value for the award.
 - v. Met the minimum credit requirements at the level of the award.
 - vi. Not exceeded the maximum credit value at the lowest level for the award.
 - vii. Met the progression requirements.

Academic Credit requirements for award of Postgraduate Certificate

- 5.146. To be eligible for the award of Postgraduate Certificate students are required to;
- i. Take modules to the value of 60 credits.
 - ii. Take modules to a minimum value of 45 credits at academic level 7.
 - iii. Where modules are not at academic level 7, take only a maximum value of 15 credits at level 5 or 6,
 - iv. Pass modules to the value of 60 credits.
- 5.147. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.

5.148. Any modules not at academic level 7 must be at academic level 5 or 6.

Academic Credit requirements for award of Postgraduate Diploma

5.149. To be eligible for the award of Postgraduate Diploma students are required to;

- i. Take modules to the value of 120 credits.
- ii. Take modules to a minimum value of 90 credits at academic level 7.
- iii. Where modules are not at academic level 7, take only a maximum value of 15 credits at level 5 or 6,
- iv. Pass modules to the value of 120 credits.

5.150. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the value of academic credit required is reduced accordingly.

5.151. Any modules not at academic level 7 must be at academic level 5 or 6.

Classification of awards

5.152. A student is classified when the requirements for award are met. The classification of award is based on the College Mark.

5.153. The College Mark provides a weighted average across all modules taken by a student. In all cases the College Mark is calculated as though all modules have been taken.

5.154. The College Mark is calculated to one decimal point and is present to the SEB and DEB as such.

5.155. The classification of Postgraduate Diploma and Postgraduate Certificate is made according to the following scale:

College Mark of 70.0% to 100.0%	Distinction
College Mark of 65.0% or more	Merit
College Mark of 50.0% to 64.9%	Pass

Failure to meet requirements for award of Postgraduate Diploma

5.156. A student for the Postgraduate Diploma who does not meet the requirements for award but is entitled to a resit or retake may elect to exit with the award of Postgraduate Certificate where the requirements for that award are met. Any such student will then not be eligible to resit or retake the any failed modules in order to meet the requirements for the Postgraduate Diploma.

5.157. A student for Postgraduate Diploma who does not meet requirements for award and has exhausted all attempts, but who meets the requirements for award of Postgraduate Certificate, is conferred the award for which he/she is qualified.

Approved:

Academic Regulations 2009/10
Part 5 – Postgraduate Programmes

Academic Board agreed on 16 June 2009 that the full regulations be approved by Chairman's action for implementation for 2009-10.

Approved by Chairman of Academic Board: 5 February 2010

Academic Regulations
Part 6 – Regulations for Research Degrees

Scope

- 6.1. These regulations take effect from September 2009 and apply to all research studies programmes and all students registered for a research studies programme at QMUL. A student who enters for examination is examined¹² in accordance with the regulations in place at the time of examination entry or re-entry.
- 6.2. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.
- 6.3. The Academic Regulations for Research Degrees take account of the University of London Regulations for the Degrees of MPhil, PhD and Regulations for the Degree of MD(Res). Research degrees awarded by Queen Mary, University of London are awards of the University of London.
- 6.4. These regulations also apply to students registered as an associate student of the College undertaking study that is part of a research studies programme.
- 6.5. The awards covered by these regulations are:

University of London Awards

Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)
Doctor of Medicine (Research) (MD(Res))
Master of Dental Surgery (MDS)
Doctor of Professional Studies (DrPS)

- 6.6. All references to 'Academic Regulations' include 'research studies programme regulations'.
- 6.7. The College reserves the right to amend the Academic Regulations as it considers appropriate.

Research Studies Programme Regulations

- 6.8. Research Studies Programme Regulations are those regulations that apply to research students and research programmes at Sector Graduate School and Department/School/Institute or subject level. Research Studies Programme Regulations are a sub-set of the Academic Regulations. Research Studies Programme Regulations do not diverge from the standard Academic Regulations; they are intended to provide a greater level of detail and amplify the Academic Regulations. Where Research Studies Programme Regulations are silent in any regard, default to the Academic Regulations normally occurs.

¹² This regulation is derived from the University of London regulations

Admission

- 6.9. The normal minimum entry requirement for admission to a research studies programme is an upper second class honours degree, a registrable qualification in Medicine, Dentistry or veterinary science or postgraduate degree of a UK university or an overseas qualification of an equivalent standard. At its discretion, the College may accept candidates with alternative qualifications or an appropriate level of research experience gained in the workplace or similar environment.
- 6.10. The College may require a qualifying examination in English and/or evidence of an appropriate level of competence in written and spoken English.
- 6.11. In addition, for MD(Res) and MDS, the minimum entry requirement also includes a requirement that the student must either:
- i. have obtained an MB,BS degree of the University of London or some other registrable primary qualification in Medicine and be eligible for full registration or hold limited registration with the General Medical Council.
- Or
- ii. have obtained a BDS degree of the University of London and/or be eligible for registration with the General Dental Council.
- 6.12. Exceptionally, a student may be permitted to enrol as an associate student and undertake a period of guided study and/or research for a period of up to six months with specified conditions to be met for admission to the research studies programme. This period does not count towards the minimum period of study required for award. Where the conditions of admission to the research studies programme are not met, the student is normally required to terminate his/her studies at the end of the period of registration as an associate student.

Registration

General

- 6.13. A student is required to enrol with the College at the start of his/her research degree programme and register for the research studies programme. Students are required to re-enrol each academic year for the duration of the programme of studies regardless of the mode of attendance. Failure to re-enrol results in termination of registration.

Associate Students

- 6.14. An associate student enrolls with the College for a specified period to undertake a specified activity that does not lead to an award of the College or the University.

PhD and MPhil

- 6.15. A PhD student registers for a programme of research study leading to MPhil/PhD from the outset. The period of study for which the student initially registers is three years or the approved duration for that programme of research studies, or part time equivalent. In the first instance, the registration is for MPhil. A student who passes the transfer of registration process (upgrade to PhD) changes his/her registration to PhD.

- 6.16. An MPhil student registers only for MPhil.
- 6.17. The start date for the duration of the research studies programme is the date of initial enrolment with the College and registration for the research programme of studies. Exceptionally, the date of registration may be backdated where a student has already engaged in research prior to enrolment. Any such backdating must not exceed three months.

MD(Res) and MDS

- 6.18. A student registers for a three year programme of research study leading to MD(Res) and MDS from the outset or part time equivalent.
- 6.19. The student's research proposal must be approved prior to the registration for the MD(Res) and MDS. The period of registration counts from the point of initial registration, not enrolment, where there is a previous period where the research proposal is being developed.

DrPS

- 6.20. A student registers for a three year programme of research study leading to DrPS from the outset or part time equivalent.

Transfer from another institution

- 6.21. A candidate registered for a research degree at another institution may transfer his or her registration at the discretion of Academic Board or its delegated authority and be exempted from part of the research studies programme at the College. Where this occurs, the period of registration at the College must be at least 12 months full time or 24 months part time.
- 6.22. On transfer of registration, the registration for the original degree will lapse.

Mode of attendance

- 6.23. The following modes of attendance are available to students:
- i. Full time
 - ii. Part time (50% of the workload of a full time student per year)
- 6.24. A student is expected to continue in the same mode of study for which he/she originally registered. Transfer between full time and part time study may be permitted by Academic Board or its delegated authority. In such cases, the minimum period of study is that for part time study.

Writing up status

- 6.25. A student may transfer to 'writing up' status with the approval of Academic Board or its delegated authority provided that he or she has completed the minimum period of study and not exceeded the maximum period of study. In order to transfer to writing up status, a student is required to have completed all experimental work or collection of material related to his/her thesis and, in the judgement of the supervisor, be in a position to submit the thesis within 12 months.

Academic Regulations 2009/10
Part 6 - Research Degrees

- 6.26. A student registered for MPhil/PhD can only be transferred to writing up status if he/she has completed the transfer process from MPhil to PhD.
- 6.27. A student must enrol during the period of writing up and pay any fee applicable during this period.
- 6.28. The maximum period for 'writing up' is one calendar year regardless of the mode of attendance of the student. In exceptional circumstances the writing up period may be extended. A penalty charge may be applied if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.
- 6.29. Writing up status ends on the date of submission of the thesis.

Teaching studentships

- 6.30. A student who is undertaking a teaching studentship registers for a full time degree. The regulations as relevant to full time students apply in all cases.

Interruption

- 6.31. A student may be permitted to interrupt a research studies programme for up to two years, or a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Academic Board or its delegated authority. Interruption for a longer period is only permitted in very exceptional circumstances with the approval of Academic Board or its delegated authority.
- 6.32. The period of interruption does not count towards the minimum or maximum registration period for the research studies programme.
- 6.33. A student is not required to pay fees during the period of interruption.

Minimum and Maximum periods of study

- 6.34. The period of study starts on the date of a student's initial enrolment and registration with the College for the research studies programme. Periods of interruption do not count towards the minimum and maximum periods of study.
- 6.35. The period of study ends on the date of submission of the thesis or termination of registration.
- 6.36. The College terminates the registration of any student who exceeds the maximum period of study.

Minimum period of study

- 6.37. The minimum period of full time study for the awards of MPhil, PhD, MD(Res) and MDS and DrPS is two calendar years.
- 6.38. The minimum period of part time study for the awards of MPhil, PhD, MD(Res) and MDS and DrPS is four calendar years.
- 6.39. The minimum period of study for a student who has transferred from another institution/programme under regulation 6.21 above is as specified in the regulation.

Maximum period of study

- 6.40. The maximum period of study includes any period where the student is registered as writing up.
- 6.41. The maximum period of full time study for the awards of MPhil, PhD, MD(Res), MDS and DrPS is 4 calendar years.
- 6.42. The maximum period of part time study for the awards of MPhil, PhD, MD(Res), MDS and DrPS is 7 calendar years.

Exceptions

- 6.43. Exceptionally, Academic Board or its delegated authority may approve a suspension of regulations to permit a student to submit either before the minimum period of study, or after the maximum period of study, or to extend the writing up period. All exceptions must be recommended by the Director of the Graduate School.

Attendance

Attendance requirements

- 6.44. In addition to the general attendance requirements of the College attendance refers to the College's expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with his/her supervisor, undertakes training and other specified activities that may also include the completion of taught modules.
- 6.45. A full time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of his/her supervisors.

Vacations

- 6.46. A student is normally permitted to take up to six weeks vacation in a year. The timings of vacations are agreed by the student's supervisor.

Termination of Registration

- 6.47. Academic Board or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where his/her general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
- 6.48. Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the general regulations on attendance (see **XX**).
- 6.49. Termination of registration means that enrolment is also terminated and the individual is no longer a student of the College.
- 6.50. A student for whom registration is terminated may appeal against this decision using the College Appeal Regulations.

Studentships and scholarships

- 6.51. Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these regulations to those students in receipt of the studentship or scholarship.

Research Ethics

- 6.52. All students must familiarise themselves with the QMUL Policy on Research Ethics and ensure that their research conforms to it.

Title of thesis

MPhil and PhD

- 6.53. Upon registration, a student identifies the topic of his/her research and the research studies programme to be followed. Academic Board or its delegated authority approves title of the thesis at the point notifying entry for examination.

MD(Res) and MDS

- 6.54. Academic Board or its delegated authority approves the title of the thesis prior to registration for the research studies programme.

DrPS

- 6.55. Academic Board or its delegated authority approves the title of the thesis after the equivalent of one year's full time study on the research studies programme.

Change of title

- 6.56. In all cases, Academic Board or its delegated authority approves any change to the title of the thesis in accordance with the required procedure.

Supervision

- 6.57. The College Code of Practice for Postgraduate Research Studies sets out the requirements for supervision.
- 6.58. Supervisors are appointed to the role by Academic Board or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

Progress Monitoring

- 6.59. Progress monitoring is a formal review process that takes place at least once per academic year in accordance with the requirements approved by Academic Board, or its delegated authority. Progress monitoring informs progression.

Progression

- 6.60. Progression is a formal process that permits a student to continue to the next stage/period of his/her research studies programme.
- 6.61. Academic Board or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full time student occur between 12 to 24 months and 36 months where examination entry has not occurred. For a part time student the normal progression points occur between 24 months to 48 months and 72 months where examination entry has not occurred.
- 6.62. Progression decisions are made in accordance with procedures established by Academic Board or its delegated authority.
- 6.63. Academic Board or its delegated authority terminates the registration of a student who fails to meet the progression requirements for his/her research studies programme. A student may appeal against the termination of registration using the College Appeal Regulations.

Transfer of Registration from MPhil to PhD

- 6.64. A student registered for a research studies programme leading to the award of MPhil/PhD may transfer his/her registration to PhD. The transfer process normally takes place between 12 to 24 months for a full time student and 24 to 48 months for a part time student.
- 6.65. The transfer process is undertaken in accordance with the approved requirements for the research studies programme which include the submission of written work and an oral examination. The oral examination is conducted by a panel of examiners that comprises at least two members. The examiners for transfer from MPhil to PhD may include the supervisor and one further examiner, knowledgeable in the field, who is not connected with the student's research.
- 6.66. Where a student is successful and transfers his/her registration, the date of initial registration for the research studies programme continues to apply for the purpose of determining maximum and minimum registration periods.
- 6.67. Where a student is unsuccessful and does not transfer, he/she may remain registered as MPhil and be examined for that award or submit for transfer on one further occasion.
- 6.68. A student registered for a research studies programme leading to the award of MD(Res) and MDS may transfer his/her registration to PhD. The transfer process is the same as that for MPhil to PhD.
- 6.69. A student may appeal against the decision of the examiners for transfer using the College Appeal Regulations.

Examination Entry

- 6.70. Examination entry is the formal process by which a student notifies the College of his/her intention to submit the thesis and be examined for the degree for which

he/she is registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for Examination entry is approved by Academic Board or its delegated authority.

- 6.71. A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated College body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to six months after examination entry. After six months, if the thesis has not been submitted, a new entry form is required.
- 6.72. For a student to be entered for examination, the College must confirm that he/she has completed the research degree programme in accordance with the relevant regulations.
- 6.73. Examination entry cannot occur more than six months prior to completion of the minimum registration period.
- 6.74. A student is required to submit with his/her entry form a short description of the content of the thesis no longer than 300 words to inform the appointment of examiners.

Submission of thesis

- 6.75. A student is required to submit his/her thesis in a form that meets the requirements for a thesis. A student is required to submit two printed copies of his/her thesis in the approved format and a digital (PDF) file which is an exact electronic copy of the submitted thesis. A third copy of the thesis may be required where a third examiner is appointed.
- 6.76. The student is required to bring to the oral examination a copy of his/her thesis paginated in the same way as the copies submitted to the University.

Requirements for a Thesis

- 6.77. The thesis must meet the specific requirements for a thesis and requirements applicable to theses set out in the regulations of the University of London. The relevant extract is provided in Appendix 1 of these regulations.

Requirements for DrPS

- 6.78. The Requirements for a thesis for DrPS are the same as those set out in the Regulations of the University of London for MPhil. In addition to the thesis, the DrPS is examined through a broader range of methods than thesis and oral examination. The requirements for the award of DrPS are those approved by Academic Board or its delegated authority.

Word limits

- 6.79. The thesis must not exceed the following word limits:

PhD – 100,000 words
MPhil – 60,000 words

MD(Res) – 50,000 words
MDS – 50,000 words
DrPS – 60,000 words

[The bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.]

- 6.80. Academic Board or its delegated authority may approve lower word counts for specific research studies programmes.

Panel of Examiners

- 6.81. A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res) and MDS and DrPs.
- 6.82. The Panel of Examiners normally comprises two examiners appointed by Academic Board or its delegated authority:
- i. One internal examiner who is a member of QMUL or another College of the University of London.
 - ii. One external examiner who is external to the University of London.
- 6.83. Exceptionally, where the criteria for an internal examiner cannot be met a second external examiner is appointed; a third examiner is appointed in these circumstances. The appointed third examiner is an internal examiner from the broad subject area of the thesis.
- 6.84. In some cases, an independent chair may be appointed to the Panel of Examiners. In such cases, the responsibility of the Chair is to manage the process and ensure adherence to regulations but not to contribute to the decision whether or not the standards for award have been met.
- 6.85. The supervisor may be in attendance at the examination but must absent themselves when the decision regarding the outcome of the examination is to be made. If the candidate does not wish the supervisor to be present, he/she should make this clear at the time of examination entry.

Criteria for Examiners

- 6.86. Examiners for MPhil, PhD, MD(Res) and MDS and DrPS normally fulfil the following criteria:
- i. Examiners should be experts in the field of the thesis but not necessarily in all parts of the precise topic. The aim is to appoint two examiners who, between them, cover all aspects of the work to be presented by the candidate.
 - ii. At least one examiner normally has experience of examining for a research degree at the University of London although significant examining experience at other universities may be taken into account.
 - iii. Nominated examiners must have had no direct involvement in the candidate's research or any close connections with either the candidate or supervisor which might

inhibit a completely objective examination. They must not have taken an active role in considering student's transfer of status from MPhil to PhD.

- iv. An examiner should not be appointed more than once during a given year by members of the same Department/School/Institute.
- v. NHS Consultants or the equivalent in the NHS who are not College or University employees may be appointed as internal or external examiners but they should hold an Honorary Senior Lecturer or above contract with a College or University.
- vi. Individuals who were previously members of staff, students or other members of Queen Mary, University of London must not be appointed as an external examiner until a period of three years has elapsed.
- vii. Overseas examiners are appointed as external examiners only in exceptional circumstances and where it is considered that such an appointment is necessary.

Conduct of Examinations

- 6.87. The examination for MPhil, PhD, MD(Res) and MDS and DrPS is by submission of thesis and oral examination of the thesis.
- 6.88. The examination process is held in private; and is not a public examination. Normally, the oral examination is held in London.
- 6.89. All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis until such time the thesis is made available or any restrictions on access to the thesis are removed.
- 6.90. The examination is conducted in English (unless the Academic Board or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by the College and must bring with him/her an additional copy of the thesis that is paginated in the same way as that submitted for examination.
- 6.91. Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.
- 6.92. The examiners have the right to reject a thesis which they consider to be incomplete or unacceptable without conducting an examination. This does not prevent the candidate from submitting the thesis for examination on a subsequent occasion.
- 6.93. The examiners have a right to make comments in confidence to the Principal of the College in a separate report.
- 6.94. The examiners submit to the Academic Secretary copies of their preliminary reports and a joint final report that details their decision and the reason.
- 6.95. The supervisor is invited to attend the oral examination as an observer unless the student requests otherwise on his/her examination entry form. The supervisor must not participate in the examination but may contribute if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.

Decisions of the Panel of Examiners

Outcomes for PhD

- 6.96. Except as provided in paragraphs X and X the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant thereto.
- 6.97. A student is required to present themselves for oral, practical or written examinations at such place and times as the University may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in paragraph X above.
- 6.98. There are seven options open to examiners in determining the result of a first examination as follows:
- (a) if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the PhD degree.
 - (b) if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
 - (c) if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within 18 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.
 - (d) if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination (prescribed under Appendix 1 paragraph 7.3.1), the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination.
 - (e) if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
 - (f) if, after completion of the examination including the oral examination or re-examination for the PhD degree, the examiners determine that a candidate has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, they shall consider whether the thesis does or might be able to satisfy the criteria for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in

order for these criteria to be satisfied¹³. Thereafter the following conditions and procedures will apply:

Either

- (i) the candidate will be informed that he/she has been unsuccessful at the examination for the PhD degree, but that his/her examiners have indicated that he/she has reached the standard required for the award of the MPhil degree or with minor amendments to his/her thesis he/she will satisfy the criteria for the degree, and that he/she may be considered for the award of the MPhil degree if he/she indicates within two months that he/she wishes to be so considered. Any minor amendments required shall be made within three months and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
- (ii) a candidate who indicates that he/she wishes to be considered for the award of the MPhil degree under this Regulation will not be required to submit the thesis, as may be required under the Regulations for the MPhil degree or to undergo an oral examination thereon, but will be required to fulfil the requirements for the MPhil examination in all other respects.
- (iii) a candidate who has reached the standard for the award of the MPhil degree who does not indicate that he/she wishes to be considered for the award of that degree within the period given in paragraph (i) above will be informed that he/she has failed to satisfy the examiners for the PhD degree and that he/she may no longer be considered for the award of the MPhil degree.

or

- (iv) if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-present his/her thesis in a revised form within 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under these regulations has been permitted to re-present it in a revised form.
- (g) The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

6.99. If the examiners are unable to reach agreement, their reports shall be referred to the Director of the Graduate School, who shall determine the action to be taken. In the event that the Director of the Graduate School was involved in the student's supervision, the case is determined by either a deputy or by another Director of a Graduate School.

6.100. A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to a College to register for another course of study leading to the submission of a thesis on a different topic.

6.101. On re-examination, only options (a), (b), (f) and (g) are available to the examiners.

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In reporting they shall have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but shall have discretion to waive the thesis length for the MPhil degree if appropriate

Outcomes for MPhil, DrPS and MD(Res) and MDS

- 6.102. Except as provided in paragraphs XX and XX the examiners, after reading the thesis, shall examine the candidate orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant thereto.
- 6.103. Candidates are required to present themselves for oral, practical or written examinations at such place and times as the University may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in paragraph XX above.
- 6.104. There are six options open to examiners in determining the result of a first examination as follows:
- (a) if the thesis fulfils the requirements (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree.
 - (b) if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
 - (c) if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present his/her thesis in a revised form within the required timeframe: 12 months for MPhil; 18 months for MDRes or DrPS. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.
 - (d) if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the practical or written examination prescribed under paragraph 7.5.2, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months for MPhil or 18 months for MD(Res) and MDS and DrPS. The examiners may at their discretion exempt the candidate from taking a further oral examination.
 - (e) if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months for MPhil or 18 months for MD(Res) and MDS and DrPS.
 - (f) the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

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- 6.105. If the examiners are unable to reach agreement, their reports shall be referred to the Director of the Graduate School, who shall determine the action to be taken.
- 6.106. A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to a College to register for another course of study leading to the submission of a thesis on a different topic.
- 6.107. On re-examination, only options (a), (b) and (f) are available to the examiners.

Award of the degree

- 6.108. Academic Board or its delegated authority awards the degree under delegated authority from the University of London.
- 6.109. The award of the degree does not occur until the student has submitted two copies of the final thesis bound in accordance with the requirements and a digital file which is an exact electronic copy of the bound thesis.

Availability of Theses

- 6.110. It is a requirement for the award of the degree that one copy of a successful thesis be placed in the College Library. Students are required to sign a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2). The copies provided may be hard copy or digital copy format as specified at the time by the College.
- 6.111. A candidate may apply to the College for restriction of access, for a period not exceeding two years, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or in very exceptional circumstances and in accordance with the procedure adopted by the College for consideration of such applications.

Assessment Offences and Academic Misconduct

- 6.112. Assessment offences, including plagiarism, are dealt with in accordance with the procedure specified in the Assessment Offence Regulations that are provided in the Academic Regulations.
- 6.113. Academic misconduct during the course of a research studies programme is also dealt with using the Regulations on Examination Offences.
- 6.114. All assessment that is submitted for progress review, transfer or examination is subject to the Assessment Offences Regulations. Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the Assessment Offences Regulations.
- 6.115. A research student who is found to have plagiarised may also incur the following penalties:
- i. Change of registration from PhD to MPhil
 - ii. Termination of studies

- 6.116. Where plagiarism or fraud is established after an award has been made, the award may be revoked.
- 6.117. Research students may also be subject to the College policy and regulations on research misconduct.

Re-examination

- 6.118. Where the examiners have decided that the criteria for award are satisfied in part in some or all of the elements for examination [thesis, oral, practical etc] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. The College may charge a fee for re-entry. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The outcomes of re-examination are those that are specified for the award in question.
- 6.119. A student who does not re-enter within the prescribed time frame will have his/her registration terminated.
- 6.120. Where the student has failed to satisfy the examiners (ie failed), there is no right of re-examination.

Appeals

- 6.121. A student may appeal against a progression or transfer decision or a decision of a panel of examiners using the College Appeal Regulations.

Collaborative Arrangement

- 6.122. Collaborative arrangements for the supervision and award of research Degree programmes are approved in accordance with the policy and procedures established by Academic Board, or its delegated authority, for that purpose.
- 6.123. In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

Revocation of Award

- 6.124. The Council or Principal may revoke an award made under these regulations in accordance with the relevant procedures of the College and/or University.

Additional award requirements for European Doctorate

- 6.125. A PhD may be designated 'European Doctorate' where the approved research studies programme permits. As a minimum, a European Doctorate is required to fulfil the criteria approved by Academic Board or its delegated authority.

APPENDIX 1

Requirements for a thesis – MPhil and PhD

Extract from University of London Regulations for the Degrees of MPhil and PhD with effect from September 2008

4. Requirements of a Thesis

4.1. Thesis for the PhD degree

4.1.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study.

4.1.2. The thesis shall:

- (a) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

- (b) and form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

- (c) and be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- (d) and give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

- (e) and be written in English and the literary presentation shall be satisfactory, although the College may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the

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language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

- (f) and not exceed 100,000 words; the College may prescribe a lower number in certain subject areas, which shall be detailed in the relevant College regulations;

[*Note: the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.*]

- (g) and include a full bibliography and references;
- (h) and demonstrate research skills relevant to the thesis being presented;
- (i) and be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).
- i. In the field of Music a candidate may choose to submit research leading to a thesis submitted in accordance with the normal provisions, which may be accompanied by illustrative material in the form of recorded and/or live performance. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below).

Alternatively, candidates may choose to submit the main outcomes of their research in a practical format (as described at i) and ii) below). In the latter cases candidates shall submit a textual component as accompaniment to the practice-based material which should establish the research questions that govern the submission as a whole and also the manner of its presentation. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below). In all cases, the submitted components shall together fulfil the criteria for the PhD as set out above.

- (i) Candidates may submit a portfolio of compositions accompanied by a written commentary, components which together constitute the 'thesis'. The portfolio should show artistic skill, coherence and originality, and should bear relation to the research questions outlined in the written component. The portfolio should include recordings of as many of the works as possible. The written component should outline the compositionally-driven research questions governing the submission as a whole, and should reflect on the creative processes involved in producing the portfolio by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.

or

- (ii) Candidates may submit performance material (whether presented as a concert(s)/recital(s) or as recordings) accompanied by a written commentary or study, components which together constitute the 'thesis'. The performances should show artistic skill, insight and technical mastery, and should bear relation to the research questions outlined in the written component. All the performance material to be considered as part of the 'thesis' should be made available to the examiners and recorded for archiving with the written component. The written component should outline the performance-driven research questions governing the submission as a whole and make clear the significance of the performances by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.
- 4.1.4. In the fields of Anthropology, Arts and Computational Technology, Fine Art, Design and Media, and Sociology a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or* register for studio-based research/other audio-visual research/technological research as appropriate. In the latter case the thesis may include a portfolio, exhibition or other audio-visual display. This must be original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (*see paragraph 4.3.9. below*).
- 4.1.5. In the field of Drama and Theatre Studies, a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or* register to undertake original research in performance practice on the understanding that the material is submitted concurrently and is examined as an integrated whole. In the latter case the thesis should include evidence in the form of practical performance which exemplifies and illustrates the ideas contained in the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (*see paragraph 4.3.9. below*).
- 4.1.6. In the field of English, a candidate may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a candidate may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the candidate is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

4.2. Thesis for the MPhil degree

4.2.1. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study.

4.2.2. The thesis shall:

- (a) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

- (b) and be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

- (c) and be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- (d) and give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;

- (e) and be written in English and the literary presentation shall be satisfactory, although the College may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarize the main arguments of the thesis;

- (f) and include a full bibliography and references;

- (g) and shall not exceed 60,000 words; the College may prescribe a lower number in certain subject areas, which shall be detailed in the relevant College regulations.

[*Note:* the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

- 4.2.3. In the field of Music a candidate may choose to submit research leading to a thesis submitted in accordance with the normal provisions, which may be accompanied by illustrative material in the form of recorded and/or live performance. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below).

Alternatively, candidates may choose to submit the main outcomes of their research in a practical format (as described at i) and ii) below). In the latter cases candidates shall submit a textual component as accompaniment to the practice-based material which should establish the research questions that govern the submission as a whole and also the manner of its presentation. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below). In all cases, the submitted components shall together fulfil the criteria for the degree as set out above.

- (i) Candidates may submit a portfolio of compositions accompanied by a written commentary, components which together constitute the 'thesis'. The portfolio should show artistic skill, coherence and originality, and should bear relation to the research questions outlined in the written component. The portfolio should include recordings of as many of the works as possible. The written component should outline the compositionally-driven research questions governing the submission as a whole, and should reflect on the creative processes involved in producing the portfolio by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.

or

- (ii) Candidates may submit performance material (whether presented as a concert(s)/recital(s) or as recordings) accompanied by a written commentary or study, components which together constitute the 'thesis'. The performances should show artistic skill, insight and technical mastery, and should bear relation to the research questions outlined in the written component. All the performance material to be considered as part of the 'thesis' should be made available to the examiners and recorded for archiving with the written component. The written component should outline the performance-driven research questions governing the submission as a whole and make clear the significance of the performances by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.

- 4.2.4. In the fields of Anthropology, Arts and Computational Technology, Fine Art, Design and Media, and Sociology a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or* register for

studio-based research/other audio-visual research/technological research as appropriate. In the latter case the thesis may include a portfolio, exhibition or other audio-visual display. This must be original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below).

- 4.2.5. In the field of Drama and Theatre Studies, a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or* register to undertake original research in performance practice on the understanding that the material is submitted concurrently and is examined as an integrated whole. In the latter case the thesis should include evidence in the form of practical performance which exemplifies and illustrates the ideas contained in the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below).
- 4.2.6. In the field of English, a candidate may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a candidate may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the candidate is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

4.3 Requirements applicable to Theses submitted for the Degrees of MPhil and PhD

- 4.3.1. The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a student accepted under paragraph X there shall be allowance for the fact that the student commenced his/her registration at another institution.
- 4.3.2. A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.
- 4.3.3. A candidate may submit the results of work done in conjunction with his/her supervisor and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the supervisor (see also paragraph 4.3.6).
- 4.3.4. A candidate must have the title of his/her thesis approved in accordance with the procedures specified by the College.

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- 4.3.5. The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.
- 4.3.6. A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own (*see also paragraph 4.3.3*) and that the thesis presented is the one upon which the candidate expects to be examined.
- 4.3.7. A thesis must be presented for examination in a final form in typescript or print and be bound in accordance with the instructions issued by the College.
- 4.3.8. A request for the thesis to be submitted in A3 format and/or printed on both sides of the page shall be considered in accordance with procedures made by the College of registration and may be approved where there is a demonstrable need.
- 4.3.9. The form of the retainable documentation submitted by a candidate who is undertaking practice/performance research in accordance with paragraphs 4.1.3. to 4.1.5. or 4.2.3. to 4.2.5. above shall be approved by the College of registration in accordance with the procedures mentioned in the above paragraph.
- 4.3.10. After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the Research Degrees Office of the College, for lodging in the College Library, two copies of their theses, one hard-bound and one digital, if the copies of the theses submitted for examination did not conform with this specification.
- Every candidate is required to present a short abstract of his/her thesis of not more than 300 words and bound with each copy of the thesis submitted to the University.

APPENDIX 2

Requirements for a thesis – MD(Res) and MDS

Extract from the University of London Regulations for the Degree of MD(Res) and MDS with effect from September 2007.

5. Requirements of a Thesis

- 5.1 A thesis for the MD(Res) and MDS degree will deal with any branch of medicine, or surgery or medical or dental science.
- 5.2 It is a condition of the award of the degree that the clinical research involved in the thesis shall conform to high ethical standards. If the University is not satisfied on this point the degree will not be awarded irrespective of the merit of the thesis in other respects.
- 5.3 The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study.
- 5.4 The thesis shall:

viii. consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

ix. and form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

x. and be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of thesis.]

xi. and give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

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xii. and be written in English and the literary presentation to be satisfactory;

xiii. and not exceed 50,000 words;

[Note: the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

xiv. and include a full bibliography and references;

xv. and demonstrate research skills relevant to the thesis being presented;

xvi. and be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

- 5.5 The greater proportion of the work submitted in a thesis must have been done after the initial registration for the degree.
- 5.6 A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field of work which he/she has already submitted for a degree or comparable award for this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.
- 5.7 A candidate may submit the results of work done in conjunction with his/her supervisor and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the supervisor.
- 5.9 A candidate must have the title of his/her thesis approved in accordance with the procedures specified by the College.
- 5.9 The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.
- 5.10 A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own and that the thesis presented is the one upon which the candidate expects to be examined.
- 5.11 A thesis must be presented for examination in a final form in typescript or print and be bound in accordance with the instructions issued by the College.
- 5.12 After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the Research Degrees Office of the College, for lodging in the College Library, two copies of their theses, one hard-bound and one digital, if the copies of the theses submitted for examination did not conform with this specification.

- 5.13 Every candidate is required to present a short (final) abstract of his/her thesis of not more than 300 words and bound with each copy of thesis submitted to the University.

APPENDIX 2

Declaration on the availability of the thesis

Extract from University of London Regulations for the Degrees of MPhil and PhD and University of London Regulations for the Degree of MD(Res) and MDS and MDS with effect from September 2008

6.2 Subject to paragraph 6.3 below, candidates for the MPhil and PhD degrees will at the time of entry to the examination be required to sign a declaration in the following terms:

7.2 Subject to paragraph 7.3 below, candidates for the MD(Res) and MDS will at the time of entry to the examination be required to sign a declaration in the following terms:

- (a) I authorise that the thesis presented by me in [*year*] for examination for the MPhil/PhD degree of the University of London shall, if a degree is awarded, be deposited in the library or electronic institutional repository of the appropriate College and in Senate House Library and that, subject to the conditions set out in paragraph 6.2(d) below, my thesis be made available for public reference, inter-library loan and copying.
- (b) I authorise the College or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
- (c) I authorise the College and the University of London Libraries or their designated agents to make a microform or digital copy of my thesis for the purposes of electronic public access, inter-library loan and the supply of copies.
- (d) I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version:

The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.

- (e) I authorise the College and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.
- (f) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
- (g) I understand that in the event of my thesis not being approved by the examiners, this declaration will become void.

6.3/7.3 A candidate may apply to his/her College for restriction of access, for a period not exceeding two years, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or in very exceptional circumstances and in

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accordance with the procedure adopted by the College for consideration of such applications.

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Academic Board Delegations

Authority	Delegated to	Process
Regulations 1.12 – 1.16 Approval of regulations for programmes and modules	Faculty Boards	Programme and module approval processes
Regulation 1.17 Approval of special regulations	Quality Enhancement Committee on the recommendation of Faculty Boards and SMD Education Board	Programme and module approval processes
Regulation 1.19 Suspension of regulations	Vice Principal - Teaching and Learning on the recommendation of a DEB or Head of Department or School	Consideration of the DEB or HoD recommendation and informed by past decisions.
Regulation 1.23 Consideration of students' achievement, progression and conferment of awards	Subject Examination Boards and Degree Examination Boards	Examination Board processes and procedures.
Regulation 1.25 Establishment of sub-boards for Subject Examination Boards	Faculty Boards and SMD Education Board	Recommendation from the relevant SEB Chair
Regulation 1.26(i) and (ii) Appointment of Chairs and Deputy Chairs of Subject Examination Boards	Quality Enhancement Committee	Recommendation from the HoD collated by the Academic Secretariat
Regulation 1.38 Establishment of a combined SEB/DEB	Quality Enhancement Committee	Recommendation from the relevant department.
Regulation 1.44 Appointment of External Examiners and Intercollegiate Examiners	Quality Enhancement Committee, normally through Chair's action on the recommendation of the appropriate Academic Dean	External Examiner appointment procedure

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Authority	Delegated to	Process
Regulation 1.47 Work to be considered by External Examiners for a programme, and participation in oral and other examinations	Head of Department ¹⁴	Through discussion with the examiner and SEB Chair and Programme organiser
Regulation 1.47 Approval of External Examiner Guidance	Quality Enhancement Committee.	Consideration and approval of guidance document developed by the Academic Secretariat.
Regulation 2.11 Identification of health conditions that should be reported to the College by students in SMD.	SMD Faculty Board	Approval of a policy for this and communicated through the student handbook
Regulation 2.12 General entrance requirements for the College	Academic Board on the recommendation of QEC	Consideration of recommendations for this purpose.
Regulation 2.12 Admissions requirements for individual programmes	Faculty Boards for type of qualification and subjects required. Vice Principal - Teaching and Learning for entry grades required.	Through programme approval process. Through executive decision making, advised by the Admissions and Teaching Resource Planning Group.
Regulations 2.13, 2.14, 2.16 and 2.19 Admission of applicants with advanced standing	Admissions Tutor for the programme and for SMD, Associate Dean (Admissions).	Admissions process.
Regulation 2.22 Concurrent study elsewhere	Head of Department	Consideration on a case by case basis
Regulation 2.23 Termination of enrolment where a student is found to have falsified information in admissions.	Vice Principal - Teaching and Learning on the advice of the Head of Department.	Consideration on a case by case process. This may also involve the College disciplinary procedures.

¹⁴ Throughout 'Head of Department' also refers to Head of School and for SMD, Director of Institute

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Authority	Delegated to	Process
<p>Regulation 2.26 Permission for individuals not enrolled with the College to use College facilities.</p> <p>For associate students and those resitting out of attendance.</p>	<p>Vice Principal – Teaching and Learning on the advice of the Head of Department.</p> <p>Head of Department.</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.46 Permission for an individual student to change modes of study</p>	<p>Head of Department</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.63 Permission for an individual student to interrupt studies for a period up to 2 years.</p>	<p>Programme organiser</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.63 Permission for an individual student to interrupt studies for a period longer than 2 years.</p>	<p>Academic Secretary</p>	<p>Consideration on a case by case basis.</p>
<p>Regulation 2.78 Approval of procedures for study abroad and/or exchanges</p>	<p>Quality Enhancement Committee for generic college-wide policies</p> <p>Faculty Boards for specific policies relating to programmes for which they are responsible.</p>	<p>Consideration of recommendations made for these purposes.</p>
<p>Regulation 2.79 Processes for weighting results to bring them in line with the College's academic standards.</p>	<p>Faculty Boards and SMD Education Board</p>	<p>Module and programme approval processes</p>
<p>Regulation 3.3 Approval of module assessment</p>	<p>Faculty Board</p>	<p>Module approval process</p>
<p>Regulation 3.8 Approval of guidance on the security and standard of examination papers and other assessments</p>	<p>Examinations and Assessment Committee</p>	<p>Consideration and approval of recommendations developed for this purpose.</p>

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Authority	Delegated to	Process
Regulation 4.46 Approval of the Drapers Skills Award	The relevant Faculty Board	Module approval process.
Regulation 4.74 Approval of field of study	Faculty Boards	Programme and module approval process
Approval of title for individual students	Subject Examination Board	
Regulation 4.125 Admissions requirements for BMedSci and intercalated programmes	SMD Education Board	Programme approval process or consideration of a specific recommendation in relation to the entry requirements.

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