

Undergraduate Regulations

1. Admissions requirements
2. Recognition of Prior Learning
3. Registration
4. Enrolment
5. Nomenclature of awards
6. Structure of programmes
7. Period of study
8. Transfer of programme
9. Registration for courses
10. Attendance and submission of work
11. Methods and conduct of course assessment
12. Part A: Entry for assessment and re-assessment - for students who first commenced their studies prior to September 2015
Part B: Entry for assessment and re-assessment - for students who first commenced their studies in or after September 2015
13. Outcomes of course assessment
14. Extenuating circumstances
15. Part A: Conditions for progression to the next stage - for students who first commenced their studies prior to September 2015
Part B: Conditions for progression to the next stage - for students who first commenced their studies in or after September 2015
16. Failure to progress
17. Consideration for the award
18. Calculation of the stage average
19. Classification of candidates
20. Field of study
21. Release of award classification results
22. Failure to meet the requirements for the award
23. Academic grounds for termination of registration
24. Formal warning procedure
25. Appeals against the outcomes of Boards of Examiners
26. Appeals against the termination of registration through the formal warning procedure
27. Programme of extramural study
28. Credit transfer

ADMISSION TO THE COLLEGE

1. Admissions requirements

- (1) In order to be admitted as a student of the College, an applicant must:
 - (a) be at least 16 years of age on the published start date of the programme;
 - (b) satisfy or be exempted from the General Entrance Requirements set out in the College Course Finder or in the case of collaborative provision set out in the equivalent document of the partner institution;

- (c) be demonstrably proficient in spoken and written English to the satisfaction of the College before commencing the programme of study;
- (d) satisfy or be exempted from additional entrance requirements where prescribed for individual programmes.

Qualifications presented for consideration must be in approved subjects, and there may be restrictions against the combination of certain overlapping subjects. An applicant who has already obtained an Honours Degree or an Integrated Masters Degree will only be admitted to a programme which the College has judged to be sufficiently different from that already completed.

- (2) Applicants who do not possess the normal qualifications for entry or applicants with qualifications or credit at tertiary level, or other relevant qualifications or experience may be considered for admission under the provisions of Section 2.
- (3) Applicants will be asked to give details of any disability or Specific Learning Difficulty so that the College, or in the case of collaborative provision the partner institution, can advise them provisionally on the level of support available. Information provided for this purpose will play no part in assessing an application for admission to the College.
- (4) Applicants are required to declare all unspent criminal convictions. Applicants for admission to programmes leading to the award of a professional qualification or membership of a professional body may also be required to meet further conditions including the declaration of spent convictions as specified in the relevant programme specification. The decision on whether to accept an applicant will be based firstly on academic requirements, and secondly on the risk posed to staff and students. Applicants admitted to the College who have failed to disclose unspent criminal convictions will be subject to disciplinary action as will those who fail to disclose any criminal convictions which arise during their programme of study.
- (5) A contract is formed between the College and the applicant as soon as the offer of admission to the College has been accepted. Acceptance of an offer is expressly subject to the terms of this contract, which include the requirement that students will comply with the conditions of enrolment with the College. In the case of collaborative arrangements there may also be a contract between the partner institution and the applicant.
- (6) Any person, including students of other universities, may seek admission to the College as a Visiting Student to follow an agreed diet of courses which does not lead to an academic award. The rights of Visiting Students to attend classes, submit work for assessment and use College facilities will be stated either in an exchange agreement between the College and the student's home institution or in the student's formal offer of admission.

2. Recognition of Prior Learning

- (1) In assessing an applicant who do not possess the normal qualifications for entry, the College will seek evidence that s/he:
 - (a) can study at the required level;
 - (b) has achieved the specific learning outcomes, including professional competencies and proficiency in spoken and written English, required for admission to the programme;
 - (c) has a broad general education.

The College may set qualifying examinations where it is not satisfied that prior learning has been verified through reliable and valid assessment.

- (2) Applicants with accredited prior learning deemed acceptable to the College may be admitted directly to the second stage of a three or four stage undergraduate programme of study or the third stage of an MSci programme of study.
- (3) Except in exceptional circumstances or as part of an institutional agreement applicants will not normally be considered for direct admission to the third stage of a three or four stage programme.
- (4) The College will not consider applicants for direct admission to the final stage of an MSci programme.
- (5) The College will consider the recognition of prior learning and the recording of such learning as exemption from part of a programme subject to the following conditions:
 - (a) credit will be recognised only for learning which has been verified through reliable and valid assessment, unless otherwise specified as part of an institutional agreement;
 - (b) the College will only consider for the purposes of recognition of prior learning and exemption information on courses and examination results provided and certified by the appropriate officer at the institution responsible for the delivery of those courses;
 - (c) credit will not normally be recognised for learning undertaken over five years before the published start of the programme at the College. Programmes which are accredited by Professional, Statutory or Regulatory Bodies may place further restrictions on the recognition of prior learning;
 - (d) applications for recognition of prior learning will be considered in the context of approved courses and programmes of the College. Applications for direct entry to the second stage of an undergraduate programme of study are subject to approval by the relevant department, while other applications are subject to the approval of the College Board of Examiners' Executive Committee or the Faculty Dean and Collaborative Provisions Committee in the case of an institutional agreement. To this end:
 - (i) credit will only be recognised for learning in subjects and at a level appropriate to the programme;
 - (ii) the courses and/or course assessment to be recognised, and the courses to be followed at the College, must together equate to an approved programme in terms of the amount and level of work and the coverage of topics, including any mandatory elements.
- (6) Applicants who have already been awarded a Certificate or Diploma of Higher Education from the College and who wish to complete their undergraduate studies will be considered for admission subject to the following conditions:
 - (a) the award was not made as a result of failure to progress to the next stage of undergraduate study;

- (b) no more than five years has lapsed since award of the Certificate or Diploma of Higher Education was made.

Applicants will be required to surrender the Certificate or Diploma prior to the award of a higher qualification being made.

REGISTRATION AND ENROLMENT

3. Registration

- (1) To be eligible for registration as a student of the College, or in the case of collaborative provision by the partner institution a candidate must have applied for and been formally offered admission, and have satisfied the academic and other conditions of admission.
- (2) Registration with the College is subject to the following general restrictions:
 - (a) no student may normally register concurrently for more than one programme for which the requirements of the final award have not been completed, unless special provision has been made in the programme specification(s);
 - (b) no student may normally register concurrently as a student of another institution, unless s/he has been admitted as a Visiting Student or as part of an institutional agreement;
 - (c) Visiting Students may not register for programmes which lead to an academic award.
- (3) Students who register with the College retain their registration status until they graduate, withdraw permanently from their programme or have their registration terminated. Students are required to give notice in writing to the Academic Registrar before withdrawing. In cases of collaborative provision students are also required to give notice in writing to the partner institution.
- (4) A student's registration with the College may be terminated at any time on academic grounds under the provisions of Sections 23 and 24.
- (5) Communications sent from the College, the University of London or in the case of collaborative provision from the partner institution, to an individual student must be regarded as applying to that student only.

4. Enrolment

- (1) Save for the provisions of Section 7 (3), students must enrol each year by paying, or making arrangements acceptable to the College to pay, the tuition fees and any outstanding debts, and by completing the Online Sign-Up process. In the case of collaborative provision students may have these obligations to the partner institution rather than the College.
- (2) It is a condition of enrolment that students agree to abide by and submit to the College Statutes, Regulations and Rules, as amended from time to time by the Academic Board and Council. Without prejudice to the generality of that statement, these include the academic regulations, the fee regulations, the library and computing regulations, arrangements for hearing appeals and grievances, codes of discipline, fitness to practice regulations, safety rules, and arrangements in respect of the Data Protection Act. In the case of collaborative provision students may be subject

to additional statutes, regulations or rules and/or those statutes, regulations or rules in force at the partner institution. Failure to comply with any relevant statutes, rules or regulations may result in the termination of the student's registration with the College.

- (3) Enrolment gives students the right to attend classes, receive tuition or supervision and have access to relevant College facilities, subject to any particular arrangements as approved for Visiting Students and to particular arrangements set out in institutional agreements for collaborative provision.
- (4) The College, or partner institution in the case of collaborative provision, reserves the right not to enrol a student who arrives after the advertised dates without prior approval and in the absence of medical or other good cause deemed acceptable by the Academic Registrar.
- (5) Students are enrolled on a full-time or part-time basis. In order to qualify for full-time status, students must follow courses to the value of at least 75 credits in that academic year.
- (6) The amount of paid work undertaken by a student enrolled with the College, or in the case of collaborative provision with a partner institution, on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College or partner institution.

AWARDS AND PROGRAMMES

5. Nomenclature of awards

- (1) The College awards the following degrees of the University of London:

Honours Degrees

Bachelor of Arts (BA)
Bachelor of Music (BMus)
Bachelor of Science (BSc)
Bachelor of Science (BSc (Econ))
Bachelor of Laws (LLB)

Integrated Masters Degrees

Master in Science (MSci)

- (2) The College awards the following degrees of Royal Holloway and Bedford New College:

Honours Degrees

Bachelor of Arts (BA)
Bachelor of Music (BMus)
Bachelor of Science (BSc)
Bachelor of Science (BSc (Econ))

Integrated Masters Degrees

Master in Science (MSci)

- (3) The College awards the following certificates and diplomas of Royal Holloway and Bedford New College:

Higher Education Qualifications

Certificate of Higher Education (CertHE)
Diploma of Higher Education (DipHE)
Graduate Certificate (GradCert)
Graduate Diploma (GradDip)

Foundation-level Qualifications

College Certificate
College Diploma

6. Structure of programmes

- (1) Programmes leading to the award of BA, BMus, BSc and BSc (Econ) are aligned with the Framework for Higher Education Qualifications (FHEQ) level descriptors and are delivered in:
- (a) three stages, each comprising courses to the value of 120 credits: the second stage includes courses to the value of at least 90 credits at FHEQ Level 5 and the third stage includes courses to the value of at least 90 credits at FHEQ Level 6 and having none below FHEQ Level 5; or
 - (b) four stages, each comprising courses to the value of 120 credits, except the third stage, which is devoted to extramural study and comprises either:
 - (i) 30 credits, which for the purposes of award classification are counted in the fourth stage; or
 - (ii) 60 credits, which for the purposes of award classification are counted in the second stage;
and
the fourth stage including courses to the value of at least 90 credits at FHEQ Level 6 and having none below FHEQ Level 5.
 - (c) one third and final stage in the case of a top up Bachelors degree offered as part of an institutional agreement, comprising courses to the value of 120 credits, all of which are at FHEQ Level 6.
- (2) Programmes leading to the award of MSci are aligned with the Framework for Higher Education Qualifications (FHEQ) level descriptors and are delivered in either:
- (a) four stages, each comprising courses to the value of 120 credits, the third stage including courses to the value of at least 90 credits at FHEQ Level 6 and having none below FHEQ Level 5, and the fourth stage including courses to the value of at least 90 credits at FHEQ Level 7 and having none below FHEQ Level 6; or in one of (b) or (c);
 - (b) five stages, each comprising courses to the value of 120 credits, except the fourth stage which is devoted to extramural study and comprises 30 credits which for the purposes of the award classification are counted in the fifth and final stage. The third stage includes courses to the value of at least 90 credits at FHEQ Level 6 and having none below FHEQ

Level 5, and the fifth and final stage includes courses to the value of at least 90 credits at FHEQ Level 7 and having none below FHEQ Level 6;

- (c) five stages, each comprising courses to the value of 120 credits, except the third stage which is devoted to extramural study and comprises 30 credits which for the purposes of the award classification are counted in the (penultimate) fourth stage. The fourth stage includes courses to the value of at least 90 credits at FHEQ Level 6 and having none below FHEQ Level 5, and the fifth and final stage includes courses to the value of at least 90 credits at FHEQ Level 7 and having none below FHEQ Level 6.
- (3) Programmes leading to the award of Certificate or Diploma are aligned with the Framework for Higher Education Qualifications (FHEQ) level descriptors and are delivered as follows:
- (a) for the CertHE, in one stage comprising 120 credits, of which at least 90 credits are at or above FHEQ Level 4;
 - (b) for the DipHE, in two stages each comprising 120 credits, the second stage including at least 90 credits at or above FHEQ Level 5;
 - (c) for the GradCert, in one stage comprising the assessment of at least 40 credits at FHEQ Level 6;
 - (d) for the GradDip, in one stage comprising 120 credits, including at least 90 credits at FHEQ Level 6 and having none below FHEQ Level 5;
 - (e) for the College Certificate and College Diploma, as stated in the programme specification.
- (4) The programme specification may place restrictions on the range of courses available on each stage of the programme and will also stipulate whether a Fail outcome in these courses can be condoned for the purposes of progression or qualification for a specific field of study as follows:
- (a) mandatory courses which students must take at a specific stage and which are either designated as
 - (i) non-condonable, that is, which students must pass, be allowed or from which they must be granted exemption in order to progress onto the next stage or to qualify for a specific field of study;
 - (ii) condonable, that is, which students must take but do not have to pass in order to progress onto the next stage or to qualify for a specific field of study.
 - (b) optional/ elective courses which may be taken at a specific stage of a programme. Fail outcomes in these courses can normally be condoned unless a Pass outcome is required to qualify for a specific field of study.
- (5) A student may take up to 60 credits across the period of study in subjects outside his/her programme pathway on an extracurricular or intra-curricular basis, subject to the following conditions:
- (a) the choice of optional/ elective courses must be approved by the student's home department / school and the host department / school;

- (b) where the optional/ elective courses are taken on an intra-curricular basis, the student's home department /school will determine how they will count towards the programme and whether not a Pass outcome is required to progress onto the next stage or to qualify for a specific field of study;
 - (c) optional/ elective courses to the value of no more than 30 credits may be taken in the final stage.
- (6) The College reserves the right to vary the content and delivery of programmes, to discontinue, merge, or combine programmes, and to introduce new programmes if such action is reasonably considered to be necessary by the College. Such change may occur either before or after admission. Students will be informed, as soon as is practicable, of any substantial changes which might affect their programme. The College will take steps to mitigate any disadvantage that may result from this.
- (7) The College aims to offer flexibility within programmes. However, while every student will be able to take courses appropriate to the programme for which s/he is registered, no timetable can guarantee that all options will be available to all students qualified to take them.

7. Period of study

- (1) Students registered for a programme leading to the award of CertHE, DipHE, GradDip, BA, BMus, BSc, BSc (Econ) or MSci are normally expected to complete the requirements for each stage in one academic year of full-time study or two academic years of part-time study unless different requirements are approved as part of an institutional agreement.
- (2) The normal period of study for a programme leading to the award of GradCert, College Certificate or College Diploma shall be stated in the programme specification and shall not normally exceed three years.
- (3) The period of study shall normally be continuous. The Academic Registrar may permit a student to interrupt his/her studies for up to 24 months on financial, medical or personal grounds on the recommendation of the student's Head(s) of Department or School. A student may only interrupt his/her studies for more than 24 months, whether consecutively or otherwise, with the permission of the College Board of Examiners' Executive Committee. Students who have interrupted their studies remain registered students of the College and subject to College Regulations, but do not have the right to attend classes, use College facilities, or receive tuition or supervision other than occasional access to tutors by arrangement. In the case of collaborative provision students who have interrupted do not have the right to access these and other related services provided by the partner institution.
- (4) Save for the provisions of Section 2, students on programmes leading to the award of BA, BMus, BSc, BSc (Econ), LLB and MSci must normally follow at least two stages of the programme, including the final stage, at the College.

8. Transfer of programme

- (1) A student may transfer to another programme at any stage subject to the following conditions being met before the point of transfer:
 - (a) the student must satisfy the normal conditions for admission to the new programme;

- (b) the student must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
 - (c) the transfer must be approved by the department(s) or school(s) responsible for teaching the new programme and that for which the student is currently registered.
- (2) The department(s) or school(s) responsible for teaching the new programme will determine before the transfer those credits, exemptions and course unit outcomes which may be carried over from the student's previous programme.
 - (3) A student who does not satisfy the requirements of paragraphs (1) (a and b) above may transfer to another programme of study, with the approval of the department(s) or school(s) concerned, and the Academic Registrar and repeat the stage with a different diet of courses with a view to meeting the requirements at the end of the year. Where credits from the previous attempt at the stage are carried over the repeat will count as a second attempt at the stage. Where no credits from the previous attempt at the stage are carried over, the repeat will count as a first attempt at the stage.
 - (4) A student who is not permitted to continue with his/her programme of studies on academic grounds, may be given permission to transfer, in the next academic year, to a similar or an entirely different programme of study in the College at the discretion of the relevant department(s)/ school(s) and subject to the provisions in paragraphs (1-2) above and any others set by the relevant department(s)/school(s).

COURSES

9. Registration for courses

- (1) It is a requirement of enrolment with the College that a student registers for courses in accordance with procedures and deadlines published by the Academic Registrar.
- (2) A student must normally register each year for courses to the full value and in the order stated in the programme specification, subject to the following provisions:
 - (a) a student on a programme leading to the award of CertHE, DipHE, GradDip, BA, BMus, BSc, BSc (Econ), LLB or MSci must normally register each year for courses to the value of 120 credits if enrolled on a full-time basis, or 60 credits if enrolled on a part-time basis, except during a period of extramural study or where other requirements are in place in the case of an institutional agreement;
 - (b) a student who is enrolled to repeat a stage of the programme must register for courses to a value agreed with his/her Head(s) of Department or School;
 - (c) no student may register for courses to the value of more than 120 credits in any one academic year, excluding any courses taken on an extracurricular basis, entries to resit the course assessment under the provisions of Section 12: Part A (1) or entries to take a first sit in the course assessment under the provisions of Section 14 (5b).
- (3) A student may, with the agreement of his/her Head(s) of Department or School, register for courses taught elsewhere in the University of London up to the value of 60 credits within any stage

of the programme. In such cases, the student will be subject to the regulations of the other college or institute as well as those of Royal Holloway. This option may not be available to students on programmes offered as part of a collaborative partnership.

- (4) A student may not register for a course s/he has previously taken and passed or which is deemed to overlap with any other course s/he has previously taken and passed.
- (5) By registering for a course, a student is also deemed to have entered him/herself for assessment in that course.

10. Attendance and submission of work

- (1) It is a requirement of enrolment with the College or a partner institution in the case of collaborative provision, that a student attends as far as reasonably possible all parts of the course(s) for which s/he is registered and presents all set work for assessment within specified deadlines.
- (2) Where in the absence of a satisfactory and adequately documented reason a student has failed to satisfy the requirements for attendance or submission of work specified for one or more courses, the Head of Department or School may terminate that student's registration for the programme under the provisions of Sections 23 and 24. In addition, for students holding a Tier 4 (General) Student Visa, the College has obligations placed on it to report non-attendance to UK Visas and Immigration and may terminate a student's registration without following the formal warning process in Section 24.
- (3) A student who is not registered for a course may not attend classes, submit work or access facilities for that course.
- (4) A student is expected to complete and submit for assessment all work specified for the course in the same academic year in which s/he is presented for assessment. Save for the provisions of Section 14 (5 b and c) there is no provision for students to defer all or part of the assessment to a following year without repeating the entire course.

ASSESSMENT

11. Methods and conduct of course assessment

- (1) Methods of assessment will be determined in order to measure the specific learning outcomes of each course and will be communicated to students in the course specifications.
- (2) Special arrangements may be made in order for students with disabilities and/or specific injuries or conditions to undertake assessment in accordance with the [Regulations on Access Arrangements for Assessment](#).
- (3) Sub-boards of Examiners have discretion to use alternative methods of assessment to those stated in the course specifications for individual candidates, either when making exam access arrangements for students with registered disabilities, or when setting a resit or first sit assessment under the provisions of Section 12: Part A (3) and Section 12: Part B (3) and Section 14 (5b) respectively, subject to the following requirements:

- (a) the alternative assessment must involve some additional assessment activity which constitutes a justifiable and efficient assessment of the intended learning outcomes;
 - (b) the alternative assessment must be scheduled so that a final outcome can be agreed by the Sub-board before the beginning of the next academic year, or in the case of candidates under consideration for award classification, before or during the normal Sub-board meeting held to determine award classifications;
 - (c) where alternative assessment arrangements are needed for students with registered or temporary disabilities, these must be submitted to the College Board of Examiners' Executive Committee for consideration;
 - (d) a full statement of the alternative method of assessment and the reasons for which it was used will be recorded in the minutes of the Sub-board meeting.
- (4) Save for the provisions of paragraph (2) above, candidates may consult or use during an examination only those materials listed in the rubric for the examination. Candidates may be required to use materials or instruments provided by the College or, in the case of collaborative provision by the partner institution.
- (5) Assessment offences will be investigated in accordance with the [Regulations on Assessment Offences](#).
- (6) All assessed work must be written in English unless instructions are given to the contrary. Dictionaries may not be used in formal examinations or in-class assessments for the purpose of enabling candidates to overcome any deficiencies in their command of English language.
- (7) All work submitted for assessment, and any materials confiscated during an examination, will remain the property of the College.

12. PART A: Entry for assessment and re-assessment - for students who first commenced their studies prior to September 2015

- (1) Save for the provisions of Section 15 Part A (5), the Sub-board of Examiners will normally permit a student who gains an overall outcome of Fail in a course on the first attempt to:
- (a) repeat the course and assessment, subject to availability, by registering a second (final) time in the next academic year. Such students will be required to satisfy afresh the course requirements in respect of attendance and submission of work. A student may be permitted to substitute the failed course only with another course at the same FHEQ level subject to the permission of the Programme Director. In such a case the attempt at the substituted course will be deemed a second attempt in line with paragraph (5) below;
 - (b) resit or resubmit any part of the course assessment not passed on the first attempt subject to availability and any resource constraints, by entering him/herself for assessment in that course a second (final) time without registering to take the course again. Except for the provisions of paragraphs (2) and (3) below, a student will be expected to resit or resubmit the assessment for courses in the next academic year after failing the first attempt.
- (2) Within the provisions of paragraph (1) above and save for the provisions of Section 15 Part A (5) where a student registered for a programme leading to the award of BA, BMus, BSc or BSc (Econ), or MSci does not satisfy the criteria to progress onto the next stage of their programme, the Sub-

board of Examiners will normally offer the opportunity to resit or resubmit parts of the course assessment not passed on the first attempt prior to the start of the next academic year, subject to the following provisions:

- (a) the student must have already passed, been allowed, or been granted exemption from courses to a value of at least 60 credits from the stage on which the student is currently registered;
- (b) the student may only resit or resubmit the assessment from courses in which s/he has achieved a mark of at least 30% on the first attempt.

This opportunity will be offered only to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

- (3) Within the provisions of Section 14 and save for the provision of Section 15 Part A (5) where the Sub-board of Examiners has returned an outcome of First Sit (FS) or First Sit for Repeat/ Resit (FR), the student will be permitted to complete or resubmit any part of the course assessment which has been missed or where the standard of work has been severely affected at the first attempt subject to availability and any resource constraints, by entering him/herself for assessment in that course a second time without registering to take the course again. A student will normally be expected to complete or resubmit the assessment prior to the start of the next academic year.

Students who have First sits are not required to meet the requirements in (2) (a) and (b) in order to be offered the opportunity to complete the missed assessment or resubmit the affected assessment prior to the start of the next academic year.

This opportunity will be offered only to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

- (4) Where a Visiting Student gains an overall outcome of Fail in a course, the Sub-board of Examiners will normally offer the opportunity to resit or resubmit parts of the course assessment not passed on the first attempt. The Sub-board of Examiners may approve an alternative form of assessment for these students, in line with the requirements of Section 11 (3).
- (5) Save for the provisions of Section 14, a student who gains an overall outcome of Fail in a course on the second attempt will not be permitted any further opportunity to resit or resubmit parts of the course assessment or to register to repeat the course for a third time.

12. PART B: Entry for assessment and re-assessment - for students who commenced their studies in or after September 2015

- (1) Save for the provisions of Section 15: Part B (5) and (6), and (2 - 7) below, the Sub-board of Examiners will permit a student who gains an overall outcome of Fail in a course on the first attempt to:
 - (a) repeat the course and assessment, subject to availability, by registering a second (final) time in the next academic year. Such students will be required to satisfy afresh the course requirements in respect of attendance and submission of work. A student may be permitted to substitute the failed course only with another course at the same FHEQ level subject to the permission of the Programme Director. In such a case the attempt at the substituted course will be deemed a second attempt in line with paragraph (7) below;

- (b) resit or resubmit any part of the course assessment not passed on the first attempt subject to availability and any resource constraints, by entering him/herself for assessment in that course a second (final) time without registering to take the course again. Except for the provisions of paragraphs (2 -4) below, a student will be expected to resit or resubmit the assessment for courses in the next academic year after failing the first attempt.
- (2) Within the provisions of paragraph (1) above where a student registered for a programme leading to the award of BA, BMus, BSc or BSc (Econ), LLB or MSci does not satisfy the criteria to progress from the first to the second stage of their programme, but has already passed, been allowed, or been granted exemption in a minimum of 60 credits, the Sub-board of Examiners will normally
- (a) condone a Fail outcome of between 30 and 39% at the first attempt up to a maximum of 30 credits; and
 - (b) offer the opportunity to resit or resubmit parts of the course assessment up to a maximum of 30 credits failed on the first attempt prior to the start of the next academic year.

This opportunity will be offered only to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

- (3) Within the provisions of paragraph (1) above and save for the provisions of Section 15: Part B (5) and those below where a student registered for a programme leading to the award of BA, BMus, BSc, BSc (Econ), LLB or MSci does not satisfy the criteria to progress from the second to the third stage of their programme, has a cumulative pass over the first and second stages of at least 180 credits and has already passed, been allowed, or been granted exemption in at least 60 credits at the second stage, the Sub-board of Examiners will normally
- (a) condone a Fail outcome of between 30 and 39% at the first attempt up to a maximum of 30 credits; and
 - (b) offer the opportunity to resit or resubmit parts of the course assessment up to a maximum of 30 credits from the second stage prior to the start of the next academic year.

This opportunity will be offered only to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

- (4) Within the provisions of Section 14 and save for the provision of Section 15 Part B (5 and 6) where the Sub-board of Examiners has returned an outcome of First Sit (FS) or First Sit for Repeat/ Resit (FR) in line with the provisions of Section 14 (15b), the student will be permitted to complete any part of the course assessment which has been missed or resubmit any part of the course assessment where the standard of work has been severely affected at the first attempt subject to availability and any resource constraints, by entering him/herself for assessment in that course a second time without registering to take the course again. A student will normally be expected to complete or resubmit the assessment prior to the start of the next academic year.

Students who have first sits are not required to meet the requirements in (a) and (b) in order to be offered the opportunity to complete the missed assessment or resubmit the affected assessment prior to the start of the next academic year

This opportunity will be offered only to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

- (5) The Sub-board of Examiners will condone an outcome of Fail at the first attempt to permit progression or classification subject to the provisions in (a - g) below:
- (a) the Fail is not in a mandatory course which must be passed for progression or a specific field of study;
 - (b) the Fail outcome is between 30 and 39% for courses taken at the first or second stage of a programme;
 - (c) the Fail outcome is between 0 and 39% for courses taken during the third stage of a four stage programme which involves a compulsory period of extramural study, during the third stage of an MSci or the final stage of a three stage programme;
 - (d) the Fail outcome is between 0 and 49% for courses taken during the final stage of an MSci;
 - (e) no more than 30 credits may be condoned at the first stage;
 - (f) at the end of the second stage no more than 30 credits may be condoned across the first and second stages;
 - (g) no more than 30 credits may be condoned in the final stage; however, if the student has exceptionally been admitted to the final stage of a three or four stage programme (see Section 6 (1b)), or to the third stage of an MSci in line with the provisions of Section 2 no fails can be condoned in the third stage;
 - (h) for students taking an extramural period of study on an intra-curricular basis any fail outcomes for courses achieved during such a period of study will not be taken into account for the purposes of determining progression.
- (6) Where a Visiting Student gains an overall outcome of Fail in a course, the Sub-board of Examiners will normally offer the opportunity to resit or resubmit parts of the course assessment not passed on the first attempt. The Sub-board of Examiners may approve an alternative form of assessment for these students, in line with the requirements of Section 11 (3).
- (7) Save for the provisions of Section 14 (5 b), a student who gains an overall outcome of Fail in a course on the second attempt will not be permitted any further opportunity to resit or resubmit parts of the course assessment or to register to repeat the course for a third time.

13. Outcomes of course assessment

- (1) In determining each course outcome for a candidate the Sub-board of Examiners will take into consideration:
- (a) whether the candidate has satisfied the attendance requirements stated in the course specification;
 - (b) whether the candidate has satisfied the assessment requirements stated in the course specification.
- (2) Save for the provisions of Section 13 (3 – 6) and Section 14, the Sub-board of Examiners will determine an outcome for each candidate, as follows:

- (a) an outcome of Pass (P) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 40% or above overall and in all elements of the assessment which carry an individual pass requirement for courses at FHEQ Levels 4, 5 and 6;
- (b) for candidates who initially registered for a programme leading to the award of an MSci in or after September 2013 an outcome of Pass (P) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 50% or above overall and in all elements of the assessment which carry an individual pass requirement for courses at FHEQ Level 7 in the final stage of the MSci degree;
- (c) an outcome of Fail (F) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 39% or below overall or in any element of the assessment which carries an individual pass requirement.

Students entered to resit an assessment under the provisions of Section 12: Parts A and B shall not receive an overall percentage mark greater than 40% for that course.

- (3) Students registered to repeat a course under the provisions of Sections 12: Part A (1a) and 12 Part B (1a) of these regulations may receive an overall percentage mark of 40% or greater courses at FHEQ levels 4, 5 and 6 and an overall percentage mark of 50% or greater for courses at FHEQ level 7 taken in the final stage of the MSci in line with paragraph (2b) above.
- (4) In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:
 - (a) for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;
 - (b) for work submitted more than 24 hours late, the maximum mark will be zero.
- (5) Work which exceeds the upper word limit set will be penalised as follows:
 - (a) for work which exceeds the upper word limit by up to 10%, the mark will be reduced by ten percent of the mark initially awarded;
 - (b) for work which exceeds the upper word limit by more than 10% but less than 20% ,the mark will be reduced by twenty percent of the mark initially awarded;
 - (c) for work which exceeds the upper word limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.
- (6) Subject to the provisions of Section 25 (1- 8), the outcomes of course assessment shall be final and binding on all candidates.
- (7) Marks and grades communicated to students during the academic year are subject to change and will have no formal status until they have been considered and decided upon by the appropriate Board(s) of Examiners.
- (8) Final marks and grades will be issued to candidates by the Academic Registrar after they have been determined by the appropriate Board(s) of Examiners.

14. Extenuating circumstances

- (1) Where a student's performance in the assessment was affected by adequately documented extenuating circumstances, the Sub-board of Examiners may take action during the academic year or may return alternative course outcomes as set out in the paragraphs below.
- (2) Where a student is unable to complete any part of the assessment by the deadline due to adequately documented extenuating circumstances, the student may apply to the Sub-board of Examiners or Programme Director, as appropriate, for permission to:
 - (a) extend the deadline;
 - (b) take the assessment during the academic year: in such cases the Sub-board of Examiners or Programme Director will set an assessment, identical in format to the missed assessment (e.g. in-class test) to be taken during the academic year.
- (3) Where up to one third of the course assessment has been affected, and the student has otherwise demonstrated that the learning outcomes of the course have been met, the percentage mark achieved in the unaffected assessment will be proportionately scaled up to return an outcome for the whole course, in line with the provisions of Section 13 (2-4).
- (4) Where up to one third of the course assessment has been affected, and the student has not demonstrated that the learning outcomes of the course have been met, the Sub-board of Examiners may set additional work for the student to demonstrate the learning outcomes have been met. If demonstrated, the percentage mark achieved in the unaffected assessment will be proportionately scaled up to return an outcome for the whole course, in line with the provisions of Section 13 (2-4).
- (5) Where more than one third of the course assessment has been affected, and the student has otherwise demonstrated that the learning outcomes of the course have been met, the Sub-board of Examiners may:
 - (a) return an outcome of Allowed (AL) for the whole course without a percentage mark, subject to a maximum of three course units across the programme and no more than two course units within any one stage;
 - (b) return an outcome of 'First Sit (FS) with a percentage mark, recorded as an integer between 0% and 100% inclusive. This outcome may only be used where the first attempt at a piece of assessment is missed or where the standard of the completed assessment on the first attempt was severely affected by extenuating circumstances. A First Sit will enable the student to take or resubmit the affected assessment with the marks achieved in the unaffected assessment and those from the First Sit used to return an outcome for the whole course, in line with Section 13 (2). Students are not permitted to take or resubmit as a First Sit any piece of assessment not severely affected by extenuating circumstances. The Sub-board will only be permitted to return an outcome of First Sit (FS) for a course on a maximum of two occasions as a student is only permitted three opportunities to complete a piece of assessment;
 - (c) return an outcome of 'First Sit for Repeat/ Resit' (FR) with a percentage mark, recorded as an integer between 0% and 100% inclusive, where a student is repeating or resitting a failed course and one or more pieces of assessment taken as part of the repeat/ resit is

missed or where the standard of the completed assessment is severely affected by extenuating circumstances. A 'First Sit for Repeat/ Resit' (FR) will enable the student to take or resubmit the affected assessment with the marks achieved in the unaffected assessment and those from the first sit used to return an outcome for the whole course, in line with Section 13 (2). Students are not permitted to take or resubmit as a first sit any piece of assessment not severely affected by extenuating circumstances. The Sub-board will only be permitted to return an outcome of 'First Sit for Repeat/ Resit' (FR) once for a course as a student is only permitted three opportunities to complete a piece of assessment. The mark for a 'First Sit for Repeat/ Resit' (FR) will be determined in line with the provisions of Section 13 (3) and (4) depending on whether the student's assessment for a resit or repeat was affected.

PROGRESSION WITHIN PROGRAMMES

15: PART A: Conditions for progression to the next stage - for students first registered for undergraduate degree programmes prior to September 2015

- (1) The academic progress of students is subject to annual review by the Board(s) of Examiners. Subject to the provisions of paragraphs (2 - 7) below, any requirements in respect of academic progress shall be stated in the programme specification.
- (2) A student enrolled on a part-time basis or those enrolled on collaborative programmes may be required to repeat courses and/or resit course assessments under the provisions of Section 12: Part A (1- 3) before registering for further courses within the same stage, where this is deemed appropriate in light of his/her academic performance.
- (3) In order to progress from the first to the second stage of a programme leading to the award of DipHE, BA, BMus, BSc, BSc (Econ) or MSci, a student must:
 - (a) pass, be allowed or be granted exemption from courses from the first stage to the value of at least 90 credits;
 - (b) pass, be allowed or be granted exemption from any courses denoted as mandatory for progression onto the second stage in the programme specification.
- (4) In order to progress from the second to the third stage of a programme leading to the award of BA, BMus, BSc or BSc (Econ), a student must:
 - (a) pass, be allowed or be granted exemption from courses from the second stage to the value of at least 90 credits;
 - (b) pass, be allowed or be granted exemption from any courses denoted as mandatory for progression onto the third stage in the programme specification.
- (5) Students registered for programmes leading to the award of MSci must meet the following requirements at the first attempt to progress from the second stage to the third stage:
 - (a) pass, be allowed or be granted exemption from courses from the programme to the value of at least 90 credits from each stage;

- (b) pass, be allowed or be granted exemption from any courses denoted as mandatory for progression in the programme specification;
- (c) for progression from the second stage to the third stage, must achieve a Stage Average, calculated to two decimal places, of 50.00% or above;
- (d) for progression from the third stage to the fourth stage, must achieve a weighted Stage Average of 55.00% or above, calculated to two decimal places, with the second and the third Stage Averages calculated in accordance with the provisions of Section 18 (1):

$$\frac{\text{2nd Stage Average} + 2 \times (\text{3rd Stage Average})}{3}$$

3

- (6) In order to progress from a compulsory stage of extramural study, a student must satisfy the requirements for the extramural study as set out in the programme specification.
- (7) In order to progress from an extramural period of study undertaken on an intra-curricular basis, a student must meet the requirements for progression to the next stage of the programme as in paragraphs (3-5) above.

15. PART B: Conditions for progression to the next stage - for students first registered for undergraduate degree programmes in or after September 2015

- (1) The academic progress of students is subject to annual review by the Board(s) of Examiners. Subject to the provisions of paragraphs (2 – 6) below, any requirements in respect of academic progress shall be stated in the programme specification.
- (2) A student enrolled on a part-time basis or those enrolled on collaborative programmes may be required to repeat courses and/or resit course assessments under the provisions of Section 12: Part B (1 - 3) before registering for further courses within the same stage, where this is deemed appropriate in light of his/her academic performance.
- (3) In order to progress from the first to the second stage of a programme leading to the award of DipHE, BA, BMus, BSc, BSc (Econ), LLB or MSci, a student must meet the requirements in (a) and either (b) or (c) below:
 - (a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;
 - (b) pass, be allowed or be granted exemption from courses from the first stage to the value of 120 credits; or
 - (c) pass, be allowed or be granted exemption from courses to the value of between 90 – 105 credits and achieve a Fail outcome of at least 30% in the remaining credits at the first attempt. Any courses designated as mandatory (non-condonable) in the programme specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the first to second stage but have Fail outcomes as indicated in paragraph (c) above, the Sub-board will condone these fails at the first attempt and offer students the opportunity to resit or resubmit the assessment for these courses only in the next academic year in line with provisions of Section 12: Part B (1b).

- (4) In order to progress from the second to the third stage of a programme leading to the award of BA, BMus, BSc, BSc (Econ) or LLB, a student must meet the requirements in (a) and either (b) or (c) below:
- (a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;
 - (b) pass, be allowed or be granted exemption from courses to the value of 240 credits from the first and second stage of study; or
 - (c) pass, be allowed or be granted exemption from the first and second stages of study to the value of between 210 and 225 credits and achieve a Fail outcome of at least 30% in the remaining credits over the first and second stages. Any courses designated as mandatory (non-condonable) in the programme specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the second to the third stage as indicated in paragraph (c) above, the Sub-board will condone any Fail outcomes at the second stage and offer students the opportunity to resit or resubmit the assessment for these courses only in the next academic year in line with provisions of Section 12: Part B (1b). Fails which have been condoned at the first stage cannot be redeemed at the final stage.

- (5) Students registered for programmes leading to the award of MSci must meet the requirements in (a) and either (b) or (c) below at the first attempt to progress from the second stage to the third stage:
- (a) achieve a Stage Average, calculated to two decimal places, of 50.00% or above;
 - (b) pass, be allowed or be granted exemption from courses to the value of 240 credits from the first and second stage of study; or
 - (c) pass, be allowed or be granted exemption from the first and second stages of study to the value of between 210 and 225 credits and achieve a Fail outcome of at least 30% in the remaining credits over the first and second stages. Any courses designated as mandatory (non-condonable) in the programme specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the second to the third stage as indicated in paragraph (c) above, the Sub-board will condone any Fail outcomes at the second stage and offer students the opportunity to resit or resubmit the assessment for these courses only in the next academic year in line with provisions of Section 12: Part B (1b). Fails which have been condoned at the first stage cannot be redeemed at the third stage through repeating the course or resitting or resubmitting failed components.

- (6) Students registered for programmes leading to the award of MSci must meet the requirements in either (a) or (b), and also (c) below at the first attempt to progress from the third to the fourth stage:
- (a) pass, be allowed or be granted exemption from courses to the value of 360 credits from the first three stages of study;
 - (b) pass, be allowed or be granted exemption from courses from the first three stages of study to the value of at least 300 credits with a Fail outcome of at least 30% in a maximum of 30

credits over the first two stages. Any courses designated as mandatory (non-condonable) in the programme specification must be passed;

- (c) achieve a weighted Stage Average of 55.00% or above, calculated to two decimal places, with the second and third Stage Averages calculated in accordance with the provisions of Section 18 (1) :

$$\frac{2\text{nd Stage Average} + 2 \times (3\text{rd Stage Average})}{3}$$

3

- (7) In order to progress from a compulsory stage of extramural study, a student must satisfy the requirements for the extramural study as set out in the programme specification.
- (8) In order to progress from an extramural period of study undertaken on an intra-curricular basis, a student must meet the requirements for progression to the next stage of the programme as in paragraphs (4 - 6) above.

16. Failure to progress

- (1) Save for the provisions of paragraphs (4) – (6) below, a student who fails to meet the requirements for progression to the next stage of the programme must either:
- (a) enrol with the College on a full- or part-time basis in order to repeat courses in accordance with Section 12 : Part A (1a) or Section 12: Part B (1a)(such students may additionally enter to resit or resubmit the assessment for courses in accordance with Section 12: Part A (1b) or Section 12: Part B (1b) or take First Sits in line with Section 14 (5b);
 - (b) resit or resubmit the assessment for courses in accordance with Section 12: Part A (1b) or Section 12: Part B (1b) or take First Sits in line with Section 14 (5b) without enrolling with the College;
 - (c) request a change of programme of study.
- (2) Students are expected to seek and take into serious account the advice of their department(s) / school(s) when deciding a course of action after failing to progress.
- (3) Save for the provisions of Section 16 (5 - 6), a student registered for a programme leading to the award of MSci who fails to meet the requirements for progression from the second to the third stage at the first attempt will be transferred to a programme leading to the award of BSc and be required to select an option from Section 16 (1 a-b).
- (4) Save for the provisions of Section 16 (5- 6), a student registered for a programme leading to the award of MSci who fails to meet the requirements for progression from the third to the fourth stage at the first attempt will be considered for the award of BSc.
- (5) A student who fails to satisfy the requirements of a compulsory stage of extramural study may at the discretion of the examiners and subject to any conditions stated in the programme specification be:
- (a) allowed a further attempt at the stage;
 - (b) set further requirements to be met before the end of the period of study;

- (c) required to transfer to a different programme under the provisions of Section 8.
- (6) A student who fails to satisfy the requirements for progression following a period of extramural study taken on an intra-curricular basis may be allowed a further attempt at the stage by repeating the year in attendance.
- (7) The College Board of Examiners may terminate a student's registration with the College for failing to satisfy the requirements for progression to the next stage of his/her programme under the provisions of Section 23 (4).
- (8) Students first registered with the College in or after September 2015, will have their registration terminated by the College Board of Examiners if they have been permitted to resit or resubmit parts of the course assessment prior to the start of the next academic year in line with the provisions of Section 12: Part B (2-4) but fail to meet the requirements for progression to the next stage after such resits or resubmissions.

CONSIDERATION FOR THE AWARD

17. Consideration for the award

- (1) Save for the provisions of paragraph (7) below, students will be considered for the award in the year in which they complete the programme. A student may not submit any further work for assessment after that point unless the examiners determine that s/he has not met the requirements for their registered field of study/ award.
- (2) Save for the provisions of Section 17 (5), to qualify for consideration for the award of BA, BMus, BSc or BSc (Econ) a student first registered prior to September 2015 must:
 - (a) complete the programme and satisfy the requirements on attendance and submission of work for constituent courses;
 - (b) pass, be allowed or be granted exemption from at least 270 credits, at least 90 of which must be from the final stage and at FHEQ Level 6;
 - (c) gain a Final Average of 35.0% or above.
- (3) Save for the provisions of paragraph (7) below, to qualify for consideration for the award of a three stage BA, BMus, BSc, BSc (Econ) or LLB (see Section 6 (1a)) a student first registered in or after September 2015 must:
 - (a) complete the programme and satisfy the requirements on attendance and submission of work for constituent courses;
 - (b) pass, be allowed or be granted exemption from at least 300 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 30% in no more than 30 credits over the first and second stages;
 - (c) gain a Final Average of 35.0% or above.

- (4) Save for the provisions of paragraph (7) below, to qualify for consideration for the award of a four stage BA, BMus, BSc, BSc (Econ) or LLB (see Section 6 (1ab)) a student first registered in or after September 2015 must:
- (a) complete the programme and satisfy the requirements on attendance and submission of work for constituent courses;
 - (b) pass, be allowed or be granted exemption from at least 300 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 30% in no more than 30 credits over the first and second stages taken prior to the period of extramural study. Fails in up to 60 credits for the period of extramural study may be condoned for the award in line with requirements set out in the relevant programme specification;
 - (c) gain a Final Average of 35.0% or above.
- (5) To qualify for consideration for the award of a BA, BMus, BSc, BSc (Econ) or LLB where the student has exceptionally been admitted to the final year of study as a direct entrant or as part of an institutional agreement a student must:
- (a) complete the programme and satisfy the requirements on attendance and submission of work for constituent courses;
 - (b) pass or be allowed 120 credits at the final stage and at FHEQ Level 6;
 - (c) gain a Final Average of 40.0% or above.
- (6) Save for the provisions of paragraph (7) below, to qualify for consideration for the award of MSci a student must meet the provisions of (a) and (b) and one of (c) – (d):
- (a) complete the programme and satisfy the requirements on attendance and submission of work for constituent courses;
 - (b) gain a Final Average of 35.0% or above;
 - (c) pass, be allowed or be granted exemption from courses from the programme to the value of at least 360 credits, at least 90 of which must be from the final stage and at FHEQ Level 7 and at least 30 of which must have been taken in respect of project work, where the student first registered for the programme in or after September 2010;
 - (d) pass, be allowed or be granted exemption from courses from the programme to the value of at least 390 credits, at least 90 of which are from the final stage and at FHEQ level 7, and at least 30 of which must have been taken in respect of project work, and where Fail outcomes have been condoned in up to 30 credits over the first two stages and in 30 credits at the third stage, where the student first registered for the programme in or after September 2015.
- (7) To qualify for consideration for the award of an MSci where the student has exceptionally been admitted to the third stage of study a student must:
- (a) complete the programme and satisfy the requirements on attendance and submission of work for constituent courses;

- (b) gain a Final Average of 35.0% or above;
 - (c) pass, be allowed or be granted exemption from courses from the programme to the value of at least 210 credits, at least 120 of which are from the third stage and at FHEQ level 6, at least 90 of which are from the final stage and at FHEQ level 7, and of these 90 at least 30 of which must have been taken in respect of project work. Fail outcomes can condoned in up to 30 credits at FHEQ level 7 in the final stage of the programme.
- (8) A student who has completed the programme, but through illness or other grave cause judged sufficient has not met the other requirements of paragraphs (2, 3 and 5) above, may be considered for the award of an Aegrotat degree without distinction or class, provided the examiners are satisfied that s/he would be unlikely to meet the requirements in future and would otherwise have reached the standard required to qualify for the award of the degree. The College Board of Examiners' Executive Committee will normally consider such cases not later than the end of the academic year in which the student was last entered for examination. Once a student has been awarded an Aegrotat degree, s/he may not subsequently enter examinations with a view to gaining a classified degree.
- (9) Candidates registered for programmes leading to the award of BA, BMus, BSc, BSc (Econ), LLB and MSci, who do not satisfy the award requirements, will be considered for the award of intermediate qualifications as follows, unless prevented by the programme specification:
- (a) the award of CertHE to students who do not complete the second stage of the programme, but who pass, are allowed or are granted exemption from 120 credits, including at least 90 credits at FHEQ Level 4 or above;
 - (b) the award of DipHE to students who do not complete the third stage of the programme, but who pass, are allowed or are granted exemption from 120 credits at FHEQ Level 5 or above;
 - (c) the award of BSc to students who do not complete the fourth stage of a programme leading to the award of MSci, using the formula set out in Section 19 (2).
- (10) Any award requirements additional to those in paragraph (8) above will be stated in the programme specification.

18. Calculation of final marks for a course, the Stage Average and the Final Average

- (1) The following principles shall apply with respect to the recording of marks and calculation of Stage Averages and the Final Averages:
- (a) In cases where the summative assessment for a course is split into separate components, the marks for each component will be recorded as an integer between 0% and 100% inclusive;
 - (b) The final mark for each course will be calculated from component marks and recorded as an integer between 0% and 100% inclusive;
 - (c) Any values of 5 or above will be rounded up and any value of 4 or below will be rounded down, e.g. 0.35 would be rounded to 0.4 and 0.74 would be rounded to 0.7 when calculating to one decimal place;

- (d) Where appropriate for the subject discipline and in cases where a component of assessment has been compromised as the result of a procedural irregularity or the range of marks significantly fails to match student performance in other components, the marks for that component may be scaled on the advice of the External Examiner. The final mark of a course cannot be scaled;
 - (e) In the calculation of component marks which contribute to the final mark for each course unit, Stage Averages and Final Averages all intermediate values that form part of the calculation should be rounded to two decimal places;
 - (f) The Final Average for a programme of study will be calculated to one decimal place as outlined in Section 19.
- (2) The Stage Average is calculated from the percentage marks given for courses counting in a single stage of a programme. For the purposes of the calculation, each mark will be expressed in terms of half units: for example, a mark of 50% in a course valued at 30 credits will be expressed as two marks of 50%.
- (3) Where a candidate has taken more than one attempt at the course assessment, the higher of the overall marks shall count in the stage the student first took the course and the lower mark(s) shall be discarded.
- (4) The Stage Average will be calculated to two decimal places in line with the provisions of paragraph (1) above as follows:
- $$\frac{\text{sum of half unit marks counting in that stage}}{\text{number of half units normally counting in that stage}}$$
- (5) In the above formula, the divisor will be reduced by one for each 15 credit unit for which the candidate has been allowed, or for which s/he has been granted exemption.

19. Classification of candidates

- (1) Marks counting in the first stage of programmes leading to the award of BA, BMus, BSc, BSc (Econ), LLB and MSci will not be taken into account when classifying candidates.
- (2) For candidates for the award of BA, BMus, BSc, BSc (Econ) and LLB, the Final Average will be calculated to one decimal place as follows:

$$\frac{\text{2nd Stage Average} + 2 \times (\text{final Stage Average})}{3}$$

- (3) For candidates for the award of MSci, the Final Average will be calculated to one decimal place as follows:

$$\frac{\text{2nd Stage Average} + 2 \times (\text{3rd} + \text{4th Stage Averages})}{5}$$

- (4) For candidates who have exceptionally been granted admission to the final stage of study for the award of BA, BMus, BSc, BSc (Econ) and LLB, and for the award of a top up Bachelors degree the Final Average will be calculated to one decimal place as follows:

Sum of half unit marks counting towards the final stage

8

- (5) For candidates who have exceptionally been granted admission to the College for the third and fourth stages of study for the MSci, the Final Average will be calculated to one decimal place as follows:

Sum of half units counting towards the third and final stages

16

- (6) Where students are permitted to return to the College to complete their studies following the award of a CertHE or DipHE in line with the provisions of Section 2, they will be classified on the basis of all marks achieved while studying at the College as set out in paragraphs (1) and (2) or (3) above as appropriate.
- (7) Subject to the provisions of paragraph (8) below, the classification of candidates for the award of BA, BMus, BSc, BSc (Econ), LLB and MSci will be determined from the Final Average as follows:

70.00% or above	First Class Honours
60.00%–69.99%	Upper Second Class Honours
50.00%–59.99%	Lower Second Class Honours
40.00%–49.99%	Third Class Honours
35.00%–39.99%	Pass

- (8) A candidate for the award of BA, BMus, BSc, BSc (Econ), LLB or MSci who satisfies both the following criteria will automatically be raised into the next class:
- (a) the Final Average must be within 2.00% of one of the classification boundaries in paragraph (7) above;
- (b) the marks for at least four 15 credit units counting in the final stage must be above the relevant classification boundary.
- (9) The award of CertHE or DipHE under the provisions of Section 17 (10) will be classified on a Pass/Fail basis only. Arrangements for the classification of Certificate and Diploma awards will otherwise be set out in the programme specification.
- (10) The award of GradCert and GradDip will be classified on a Pass/Fail basis only, unless provision is made in the programme specification for the award of Merit or Distinction.

20. Field of study

- (1) A field of study shall be determined by the examiners for each candidate recommended for the awards made under the provisions of Section 17 in accordance with the following principles:
- (a) the field of study shall be descriptive of the courses included in the programme, but it shall be based only on a consideration of those courses the candidate has passed;

- (b) courses with a pass requirement for a specific field of study may be stated in the programme specification;
 - (c) the levels of pass are not relevant in determining the field of study.
- (2) Except where a single subject is appropriate, and save for any provision made in the programme specification, the subjects named in the field of study shall be determined as follows:
- (a) the conjunction 'and' will be used where two subjects studied have approximately equal importance and each subject constitutes at least one third of the credits passed overall, including a minimum of 30 credits in the final stage and at FHEQ Level 6 or a minimum of 30 credits in the final stage and at FHEQ Level 7 in the case of the MSci;
 - (b) the conjunction 'with' will be used where a major subject, constituting at least half of the credits passed overall, has been taken with an essential supporting subject, constituting at least one quarter, but less than one third of the credits passed overall, including a minimum of 30 credits in the final stage and at FHEQ Level 6 or a minimum of 30 credits in the final stage and at FHEQ Level 7 in the case of the MSci ;
 - (c) comprehensive titles may be used where appropriate.
- (3) Where a candidate has failed one or more courses with a pass requirement for a specific field of study, the Sub-board of Examiners may recommend that s/he be given an alternative field of study, be awarded the degree without a field of study or be given the opportunity to resit or resubmit the assessment for courses in the following academic year in accordance with the provisions of Section 12:Part A (1) or Section 12: Part B (1).

21. Release of award classification results

- (1) Award classification results and notification of the field of study will be issued to candidates by the Academic Registrar after they have been determined by the College Board of Examiners.
- (2) Lists of award classification results and fields of study will be published under the authority of the Academic Registrar after the outcomes have been determined by the College Board of Examiners.
- (3) Certificates of award will not be issued to any student deemed to have a tuition or tuition-related debt to the College or the University of London, or in the case of collaborative provision with a partner institution.

22. Failure to meet the requirements for the award

- (1) Save for the provisions of paragraph (4) below, candidates who after completion of the programme fail to meet the requirements for award of the degrees of BA, BMus, BSc, BSc (Econ) or LLB must either:
 - (a) enrol with the College on a full- or part-time basis in order to repeat courses in accordance with Section 12: Part A (1a) or Section 12: Part B (1a) as appropriate (such students may additionally enter to resit or resubmit the assessment for courses in accordance with Section 12: Part A (1b) or Section 12: Part B (1b) as appropriate);
 - (b) resit or resubmit the assessment for courses in accordance with Section 12: Part A (1 -5) or Section 12: Part B (1- 5) or without enrolling with the College.

- (2) Save for the provisions of paragraph (4) below, candidates registered for a programme leading to the award of MSci who, after completion of the programme, fail to meet the requirements for award of the degree of MSci at the first attempt will withdraw from the programme of study and accept the award of the degree of BSc under the provisions of Section 17 (2).
- (3) Students are expected to seek and take into serious account the advice of their department(s) / school(s) when deciding a course of action after failing to meet the requirements for the award.
- (4) The College Board of Examiners may terminate a student's registration with the College for failing to meet the requirements for the award under the provisions of Section 23 (2).

TERMINATION OF REGISTRATION FOR PROGRAMMES ON ACADEMIC GROUNDS

23. Academic grounds for termination of registration

- (1) Academic grounds on which a student's registration with the College may be terminated may include one or more of the following:
 - (a) failure to satisfy the requirements for progression to the next stage of his/her programme;
 - (b) failure to gain the award of the programme;
 - (c) failure to produce set work of a satisfactory standard in coursework or examinations;
 - (d) failure to attend satisfactorily;
 - (e) failure to produce set work.
- (2) The College Board of Examiners may terminate a student's registration with the College on the grounds set out in paragraph 1 (a) and (b) above without following the formal warning procedure.
- (3) A Head of Department or School may make a recommendation to a Vice-Principal to terminate a student's registration for a programme on any of the grounds set out in paragraph 1 (c) – (e) above, in the absence of a satisfactory and adequately documented reason for the failure(s). In such cases the Head of Department or School will follow the formal warning procedure set out in Section 24 of these regulations. For students holding a Tier 4 (General) Student Visa, the College has obligations placed on it to report non-attendance to UK Visas and Immigration and may terminate a student's registration without following the formal warning procedure.
- (4) The Academic Registrar or a nominee shall write to each student whose registration has been terminated through the formal warning procedure informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeal procedure (Section 26), and of the date by which any appeal must be submitted.

24. Formal warning procedure

- (1) Any formal warning issued relates to the student's programme registration.
- (2) Before making a recommendation to the Vice-Principal that a student's registration should be terminated, the Head of Department or School, or an authorised deputy, must issue the student with two formal warnings by letter. Each letter shall state the reason(s) for the warning, the nature

of any requirement made of the student in order to demonstrate improvement and the period of time within which this is to be done in order for the student to avoid his/her registration being terminated. The second letter of formal warning shall state the fact that it is the final warning. If the Head of Department or School is the student's Personal Adviser, it may be appropriate for a different member of staff to issue the formal warnings and monitor the student's progress. In the case of a student on a joint programme, both Heads of Department or School should endorse the issuing of each formal warning and the request to terminate the student's registration with the College.

- (3) Normally four weeks, or three weeks in the case of courses taught over only one term, must elapse between the first and second formal warnings in order to give adequate time for the student to demonstrate a satisfactory level of improvement. The period of time between warnings may be shortened as appropriate in the case of programmes delivered over less than an academic year or in the case of students studying at the College or a partner institution for less than one academic or calendar year.
- (4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Head(s) of Department or School in order to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College. The Head(s) of Department or School may set the warning aside and confirm this decision to the student by letter on provision of a satisfactory and adequately documented explanation for the student's record of attendance, academic performance or productivity. Formal warnings which have not been set aside will remain active for the duration of the student's programme of study.
- (5) If after the second letter of formal warning there is insufficient improvement, it may be decided to recommend that the student's registration should be terminated. The Head(s) of Department or School shall communicate the decision and the grounds for it in writing to the Academic Registrar. The Academic Registrar, or his/her nominee, will then present the case to the Vice-Principal, who will make a final decision based on the particular circumstances.

APPEALS

25. Appeals against the outcomes of Boards of Examiners

- (1) The College's appeals process against the outcomes of Boards of Examiners includes two stages as outlined below:
 - (a) a formal stage;
 - (b) a review stage.
- (2) A student may appeal against the outcome of an assessment only on one or more of the following grounds:
 - (a) that the student's performance in the assessment was substantially affected by circumstances of which the examiners had not been made aware and which the student could not with reasonable diligence have disclosed before the outcome had been determined;

- (b) that there were procedural irregularities in the conduct of the assessment, or administrative errors, which might cause reasonable doubt as to whether the outcome would have been the same if the irregularities or errors had not occurred;
 - (c) that there is evidence of bias on the part of one or more of the examiners such that the outcome should not be allowed to stand.
- (3) Appeals must be submitted in writing by the student to the Academic Registrar within 15 working days of the date on which the student was formally notified of the outcome of the Boards of Examiners. The student's submission must include:
- (a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in paragraph (2) above and lead the student to believe that the outcome of the assessment was unfair;
 - (b) a statement of the student's desired outcome from the appeal;
 - (c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to submit any of the evidence or information for consideration by the examiners;
 - (d) in the case of appeals made in reference to paragraph (2)(c) above, a signed record by the student of all comments or remarks made by the examiners which, in the student's view, indicate bias.
- (4) The Academic Registrar or his/her nominee may dismiss any appeal which in his/her opinion does not fall within the remit of these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the Academic Registrar or his/her nominee may give the student one opportunity to address the deficiencies before deciding to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the Academic Registrar or his/her nominee may recommend an alternative route for consideration of the student's concerns. If an appeal is considered by the Academic Registrar or his/her nominee to be frivolous or malicious, the student may be liable for disciplinary action under the Student Disciplinary Regulations.
- (5) Appeals which are not dismissed under the provisions of paragraph (4) above will be investigated by a senior member of the Academic Quality and Policy team. Normally the investigation will be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion. The senior member of the Academic Quality and Policy team may also decide to meet with one or more individuals as part of the investigation, in which case a written record will be kept of any matters arising during the meeting which are relevant to the investigation and would be likely to influence the outcome. Where the senior member of the Academic Quality and Policy team decides to meet with the student, the student may be accompanied by another student or member of staff of the College, otherwise all such meetings shall be held in private.
- (6) A student who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Quality and Policy team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

- (7) Following his/her investigation, the senior member of the Academic Quality and Policy team will decide on one of the following outcomes of the formal stage.
- (a) reject the appeal, in which case the original outcome of the Boards of Examiners shall stand.
 - (b) ask the original examiners to reconsider their decision, the outcome of which shall be final.
 - (c) set the original assessment aside and arrange for another assessment to be conducted, the outcome of which shall be final. The senior member of the Academic Quality and Policy team in consultation with the Academic Registrar may make stipulations about the conduct of the assessment.
- (8) In addition to the provisions of paragraph (7) above, the senior member of the Academic Quality and Policy team and/ or the Academic Registrar may make any recommendations which s/he deems to be appropriate in the light of his/her investigation.
- (9) The Academic Registrar or senior member of the Academic Quality and Policy team will inform the student in writing of his/ her decision and the reasons for it, the student's right to take the academic appeal to the review stage, the procedures and time limit for doing so and where and how to access support in this regard.
- (10) If a student chooses not to take the appeal to the review stage, or fails to do so within the given time limit of 10 working days s/he can request that the College issue a Completion of Procedures letter.
- (11) On receipt of the written outcome of the formal stage of the appeals investigation as outlined in paragraph (10) above, a student may request a review of their appeal but only on one or more of the following grounds:
- (a) fresh evidence can be presented which could not with reasonable diligence have been submitted with the initial appeal and which might cause reasonable doubt as to the fairness of that decision;
 - (b) there is evidence of a failure to follow the procedures set out in these regulations which might cause reasonable doubt as to the fairness of the decision;
 - (c) the decision was perverse given the evidence which was available at the time.

An appeal must have been considered at the formal stage as outlined in paragraphs (2) – (10) above before a student can request a review as outlined in paragraph (11) above.

- (12) Requests for a review must be submitted in writing by the student to the Academic Registrar within 10 working days of the date on which the student was formally notified of the initial outcome of their appeal.
- (13) The student's submission requesting a review must include:
- (a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for review in paragraph (11) above and lead the student to believe that the outcome of the initial investigation was not reasonable in all the circumstances;

- (b) a statement of the student's desired outcome from the review;
 - (c) copies of all documentary evidence on which the student wishes to rely in the review, and an explanation for why the student was previously unable to submit any of the evidence or information for consideration at the initial stage of the appeal investigation.
- (14) The Academic Registrar or his/her nominee may dismiss any request for review which in his/her opinion does not fall within the remit of these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims.
- (15) The review request will be considered by the Academic Registrar or his/ her nominee who has not been involved in the investigation at the formal stage of the appeals process. The designated member of staff will determine one of the following courses of action:
- (a) dismiss the request for a review;
 - (b) refer the matter back to the formal stage for reconsideration;
 - (c) refer the case to a Review Panel for consideration.

Exceptionally the Academic Registrar or his/ her nominee may decide to refer an appeal to a Review Panel for further consideration without the student having requested this prior to the issuing of a Completion of Procedures letter as outlined in paragraph (13).

- (16) The Review Panel will comprise a Vice-Principal or nominee as Chair, two members of academic staff, normally the Associate Dean (Education) and a Chair of a Sub-board both from the Faculty in which the student is studying and the Head of the Academic Quality and Policy Office or his/ her nominee. A senior member of the Academic Quality and Policy Office will act as Secretary to the Panel. The senior member of the Academic Quality and Policy team shall be responsible for setting the date and place of the review, for notifying members of the Review Panel and the student of the arrangements, and for sending copies of all relevant documentation to members of the Panel and the student in advance. The student may be accompanied by another student or member of staff of the College, otherwise all such meetings shall be held in private. Where a student is unable or unwilling to attend, s/he may submit a written statement for consideration.
- (17) The Review Panel will decide on one of the following outcomes.
- (a) reject the request for review, in which case the initial findings of the investigation by the Academic Quality and Policy team shall stand;
 - (b) ask the original examiners to reconsider their decision, the outcome of which shall be final;
 - (c) set the original assessment aside and arrange for another assessment to be conducted, the outcome of which shall be final. The Review Panel may make stipulations about the conduct of the assessment.
- (18) A student who wishes to abandon or withdraw a request for review at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Quality and Policy team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

(19) The Academic Registrar or senior member of the Academic Quality and Policy team will inform the student in writing of the decision of the Review Panel and the reasons for it, clarify that the internal appeals procedures of the College have been completed and of his/her right to request that the College's decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

(20) In addition to the provisions of paragraph (17) above, the Review Panel may make any recommendations which they deem to be appropriate in the light of their review of the case.

26. Appeals against the termination of registration through the formal warning procedure

- (1) A student may appeal against a decision to terminate his/her registration on one or both of the following grounds:
 - (a) that there is evidence of a failure to follow the procedures set out in Section 24 which might cause reasonable doubt as to the fairness of the decision to terminate the student's registration;
 - (b) that fresh evidence can be presented which the student could not with reasonable diligence have disclosed before the decision to terminate his/her registration was made and which might cause reasonable doubt as to the fairness of that decision.
- (2) Appeals must be submitted in writing by the student to the Academic Registrar within 15 working days of the date on which the student was formally notified of the decision to terminate his/her registration. The student's submission must include:
 - (a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in Section 26 (1) and lead the student to believe that the decision to terminate his/her registration was unfair;
 - (b) a statement of the student's desired outcome from the appeal;
 - (c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to disclose any of the evidence or information.
- (3) The Academic Registrar or his/her nominee may dismiss any appeal which in his/her opinion does not fall within the remit or these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the Academic Registrar or his/her nominee may give the student one opportunity to address the deficiencies before deciding to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the Academic Registrar or his/her nominee may recommend an alternative route for consideration of the student's concerns.
- (4) Appeals which are not dismissed under the provisions of Section 26 (3) will be investigated in the first instance by a senior member of the Academic Quality and Policy Office. The student's registration will normally be provisionally reinstated pending the outcome. The investigation will be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion.

- (5) The findings from the investigation by the senior member of the Academic Quality and Policy Office will be presented in writing to the Deputy Principal or nominee, who will determine one of the following courses of action:
 - (a) to reinstate the student's registration in full subject to any conditions which s/he may wish to impose;
 - (b) to confirm the decision to terminate the student's registration;
 - (c) to convene an Appeals Committee under the provisions of Section 26 (6) to investigate the matter further through a formal hearing.
- (6) The Appeals Committee will comprise the Deputy Principal or nominee as Chair, the Dean from a faculty in which the student has studied, two other members of academic staff from the faculty/faculties in which the student has studied, but not from the student's department(s) or school(s), and a member of the Students' Union. The senior member of the Academic Quality and Policy Office shall be responsible for setting the date and place of the hearing, for notifying members of the Committee and the student of the arrangements, and for sending copies of all relevant documentation to members of the Committee and the student in advance. The Appeals Committee may invite one or more representatives from the student's department or school to attend all or part of the hearing for the purpose of answering questions. The student may be accompanied by another student or member of staff of the College to assist in presenting his/her case, otherwise the hearing will be conducted in private.
- (7) A student who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Quality and Policy Office will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.
- (8) The Academic Registrar or senior member of the Academic Quality and Policy Office will inform the student in writing of the decision of the Deputy Principal or nominee and the reasons for it, as well as the student's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

EXTRAMURAL STUDY

27. Programme of extramural study

- (1) The College may offer programmes which require students to study abroad, in the field or in an industrial or professional setting. Requirements for the period of extramural study, including those of attendance and submission of work, will be stated in the programme specification. In exceptional cases, the College may grant exemption from the period of extramural study for students whose personal circumstances would make it inappropriate, and stipulate alternative requirements for such students as it sees fit. The arrangements for any study abroad should normally be facilitated by the Centre for the Development of Academic Skills (CeDAS).
- (1) A student following a programme leading to the award of BA, BMus, BSc, BSc (Econ), LLB or MSci may be permitted to spend a period of between one academic term and one academic year at another institution of University status in the UK or abroad on either an extracurricular or intra-curricular basis. The following conditions apply:

- (a) the student must have completed one stage of his/her programme through study at the College, and have satisfied the requirements for progression to the next stage, before commencing the period of extramural study;
 - (b) no student may undertake extramural study in excess of one year over the duration of the programme except where this is a requirement set out in the programme specification;
 - (c) where extramural study is to be undertaken on an intra-curricular basis, the arrangements must be such that on successful completion of the period of extramural study the student would be in a position to satisfy the conditions of credit transfer set out in Section 29 below, and through this the normal requirements for progression to the next stage of the programme.
- (2) During the period of extramural study the student will be subject to the regulations of the host institution in addition to those of Royal Holloway, and will be expected to satisfy the normal requirements of the host institution in respect of attendance and submission of work for the courses for which s/he is registered.
- (3) The host institution will be responsible for providing the student with a formal transcript of his/her results and for hearing appeals and complaints in respect of the period of extramural study in accordance with its own regulations and procedures.

28. Credit Transfer

- (1) Credit from a period of extramural study undertaken on an intra-curricular basis will be recorded as marks to be taken into account when considering the candidate for the award. The following general conditions apply:
- (a) credit will be given only for learning which has been verified through reliable and valid assessment;
 - (b) the institution at which the learning has taken place and its arrangements for the assessment of students must have been approved for the purposes of credit transfer by the Academic Board, as part of an Institutional Contract or as part of the validation of the programme;
 - (c) the College will only consider for the purposes of credit transfer information on courses and examination results provided and certified by the appropriate officer at the institution responsible for the delivery of those courses;
 - (d) where credit is to be recorded as marks to be taken into account when considering the candidate for the award, the marks gained by the candidate at the other institution may be scaled to reflect any differences in marking practices, using a scheme approved for this purpose by the College Board of Examiners' Executive Committee.