

# Undergraduate Regulations

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## Admission to the College

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;
- (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. In assessing an applicant who does 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.

3. Applicants with qualifications or credit at tertiary level, or other relevant qualifications or experience, may be considered for admission with advanced standing in the form of credits or exemptions under the provisions of paragraphs 136-137.

4. Applicants will be asked to give details of any disability or Specific Learning Difficulty so that the College 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.

5. 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.

6. 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.

7. 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.

## **Registration and Enrolment**

### **Registration**

8. To be eligible for registration as a student of the College, a candidate must have applied for and been formally offered admission, and have satisfied the academic and other conditions of admission.

9. 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;

(c) Visiting Students may not register for programmes which lead to an academic award.

10. 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.

11. A student's registration with the College may be terminated at any time on academic grounds under the provisions of paragraphs 107-115.

12. Communications sent from the College or the University of London to an individual student must be regarded as applying to that student only.

## **Enrolment**

13. Save for the provisions of paragraph 30, 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 and signing an enrolment form.

14. 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. Failure to comply may result in the termination of the student's registration with the College.

15. 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.

16. Students who enrol later than the advertised dates without prior approval and in the absence of medical or other good cause may be liable for a late enrolment charge. The College reserves the right not to enrol a student who arrives after the advertised dates.

17. 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 2.5 units in that academic year.

18. The amount of paid work undertaken by a student enrolled with the College 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.

## **Programmes and Awards**

### **Nomenclature of awards**

19. 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))

*Integrated Masters Degrees*  
Master in Science (MSci)

20. 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

### **Structure of programmes**

21. 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 either:

(a) three stages, each comprising courses to the value of four units, the third stage including courses to the value of at least three units at FHEQ Level 6 and having none below FHEQ Level 5; or

(b) four stages, each comprising courses to the value of four units, except the third stage, which is devoted to extramural study and comprises either:

i. one course unit, which for the purposes of award classification is counted in the fourth stage; or

ii. two course units, which for the purposes of award classification are counted in the second stage;

the fourth stage including courses to the value of at least three units at FHEQ Level 6 and having none below FHEQ Level 5.

22. Programmes leading to the award of MSci are aligned with the Framework for Higher Education Qualifications (FHEQ) level descriptors and are delivered in four stages, each comprising courses to the value of four units, the third stage including courses to the value of at least three units at FHEQ Level 6 and having none below FHEQ Level 5, and the fourth stage including courses to the value of at least three units at FHEQ Level 7 and having none below FHEQ Level 6.

23. 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 courses to the value of four units, including courses to the value of at least three units at or above FHEQ Level 4;

(b) for the DipHE, in two stages each comprising courses to the value of four units, the second stage including courses to the value of at least three units at or above FHEQ Level 5;

(c) for the GradCert, in one stage comprising one or more courses leading to the assessment of at least 400 notional learning hours at FHEQ Level 6;

(d) for the GradDip, in one stage comprising courses to the value of four units, including at least three units 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.

24. The programme specification may place restrictions on the range of courses available to students on each stage of the programme, such as:

(a) core courses, which students must take at a specific stage;

(b) core (pass required) courses, which students must pass or be allowed, or from which they must be granted exemption, by the end of the programme in order to qualify for a specific field of study;

(c) compulsory courses, which students must pass or be allowed, or from which they must be granted exemption, in order to progress onto the next stage.

25. A student may take courses up to a value of two course units across the period of study in subjects outside his/her programme pathway on an extracurricular or intracurricular basis, subject to the following conditions:

(a) the choice of elective courses must be approved by the student's home department / school and the host department / school;

(b) where the elective courses are taken on an intracurricular basis, the student's home department / school will determine how they will count towards the programme;

(c) elective courses to the value of no more than one unit may be taken in the final stage.

26. 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.

27. 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.

### **Period of study**

28. 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.

29. 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.

30. 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.

31. Students on programmes leading to the award of BA, BMus, BSc, BSc (Econ) and MSci must follow at least two stages of the programme, including the final stage, at the College.

### **Transfer of programme**

32. 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 core 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.

33. The department(s) or school(s) responsible for teaching the new programme will determine before the transfer those courses, exemptions and course outcomes / marks which may be carried over from the student's previous programme.

34. A student who does not satisfy the requirements of paragraph 32(a-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.

## **Courses**

### **Registration for courses**

35. 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.

36. 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) or MSci must normally register each year for courses to the value of four units if enrolled on a full-time basis, or two units if enrolled on a part-time basis, except during a period of extramural study;

(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 four units in any one academic year, excluding any courses taken on an extracurricular basis, or entries to resit the course assessment under the provisions of paragraph 51.

37. 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 two units 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.

38. 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.

39. By registering for a course, a student is also deemed to have entered him/herself for assessment in that course.

### **Attendance and submission of work**

40. It is a requirement of enrolment with the College 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.

41. 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 paragraphs 107-115. 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 paragraphs 111-115.

42. A student who is not registered for a course may not attend classes, submit work or access facilities for that course.

43. 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. There is no provision for students to defer all or part of the assessment to a following year without repeating the entire course.

## **Assessment**

### **Methods and conduct of assessment**

44. 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.

45. 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](#) .

46. 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 assessment under the provisions of paragraph 53, 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.

47. Save for the provisions of paragraph 45, 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.

48. Assessment offences will be investigated in accordance with the [Regulations on Assessment Offences](#).

49. 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.

50. All work submitted for assessment, and any materials confiscated during an examination, will remain the property of the College.

### **Entry for Assessment and Re-Assessment**

51. Save for the provisions of paragraph 72, 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;

(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 52 and 53, a student will be expected to resit or resubmit the assessment for courses in the next academic year after failing the first attempt.

52. Within the provisions of paragraph 51 and save for the provisions of paragraph 72 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 two units 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, except where his/her performance was affected by documented extenuating circumstances deemed acceptable by the Sub-board of Examiners.

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.

53. Within the provisions of paragraph 51 and save for the provisions of paragraph 72 where a student registered for a programme leading to the award of BA, BMus, BSc or BSc (Econ), or MSci does satisfy the criteria to progress from the second to the third stage of their programme and from the third to the fourth stage in the case of the MSci, the Sub-board of Examiners may 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. This is subject to the provision that the student's performance was affected by documented extenuating circumstances deemed acceptable by the Sub-board of Examiners.

54. 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 paragraph 46.

55. Save for the provisions of paragraphs 62-66, 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.

### **Outcomes of course assessment**

56. 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.

57. Save for the provisions of paragraphs 58-66, 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;

(b) 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.

58. Students entered to resit an assessment under the provisions of paragraphs 51-55 shall not receive an overall percentage mark greater than 40% for that course.

59. Subject to the provisions of paragraphs 116-123, the outcomes of course assessment shall be final and binding on all candidates.

60. 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.

61. 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. Formal confirmation of results will not be given for students deemed to be in debt to the College or the University of London.

### **Extenuating Circumstances**

62. Where a student's performance in the assessment was affected by adequately documented extenuating circumstances, the Sub-board of Examiners may return alternative course outcomes as set out in paragraphs 63-66.

63. 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 paragraphs 57 and 58.

64. 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 paragraphs 57 and 58.

65. 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 'resit without a cap' (UR) with a percentage mark, recorded as an integer between 0% and 100% inclusive, where the first attempt was affected, to enable a resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/ resubmission used to return an outcome for the whole course, in line with paragraph 57;

(c) return an outcome of 'exceptional third attempt (capped)' (ET) or 'exceptional third attempt (uncapped)' (UT) with a percentage mark, recorded as an integer between 0% and 100% inclusive, where the first and/or second attempt was affected, to enable the resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/resubmission used to return an outcome for the whole course, or exceptionally, to repeat in attendance, in line with paragraphs 57 and 58.

66. Where more than 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:

(a) return an outcome of 'resit without a cap' (UR) with a percentage mark, , recorded as an integer between 0% and 100% inclusive, where the first attempt was affected, to enable a resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/ resubmission used to return an outcome for the whole course, in line with paragraph 57;

(b) return an outcome of 'exceptional third attempt (capped)' (ET) or 'exceptional third attempt (uncapped)' (UT) with a percentage mark, recorded as an integer between 0% and 100% inclusive, where the first and/ or second attempt was affected, to enable the resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/resubmission used to return an outcome for the whole course, or exceptionally, to repeat in attendance, in line with paragraphs 57 and 58.

## **Progression Within Programmes**

### **Conditions for progression to the next stage**

67. The academic progress of students is subject to annual review by the Board(s) of Examiners. Subject to the provisions of paragraphs 68-73, any requirements in respect of academic progress shall be stated in the programme specification.

68. A student enrolled on a part-time basis may be required to repeat courses and/or resit course assessments under the provisions of paragraphs 51-53 before registering for further courses within the same stage, where this is deemed appropriate in light of his/her academic performance.

69. 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 three units;

(b) pass, be allowed or be granted exemption from any courses denoted as compulsory for progression onto the second stage in the programme specification.

70. 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 three units;

(b) pass, be allowed or be granted exemption from any courses denoted as compulsory for progression onto the third stage in the programme specification.

71. Students first registered for programmes leading to the award of MSci prior to September 2010 must meet the following requirements to progress from the second stage the third stage:

(a) must pass, be allowed or be granted exemption from courses from the programme to the value of at least three units from each stage;

(b) pass, be allowed or be granted exemption from any courses denoted as compulsory for progression in the programme specification;

(c) for progression from the third stage to the fourth stage, must achieve a weighted average of 50.00% or above, calculated to two decimal places, with the 2nd and 3rd Stage Averages calculated in accordance with the provisions of paragraph 86:

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

72. Students first registered for programmes leading to the award of MSci in or after September 2010 must meet the following requirements at the first attempt to progress from the second stage to the third stage:

(a) must pass, be allowed or be granted exemption from courses from the programme to the value of at least three units from each stage;

(b) pass, be allowed or be granted exemption from any courses denoted as compulsory 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 average of 55.00% or above, calculated to two decimal places, with the 2nd and 3rd Stage Averages calculated in accordance with the provisions of paragraph 86:

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

73. 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.

## Failure to progress

74. Save for the provisions of paragraphs 77-79, 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 paragraph 51 (a) (such students may additionally enter to resit or resubmit the assessment for courses in accordance with paragraph 51 (b));
- (b) resit or resubmit the assessment for courses in accordance with paragraphs 51-54 without enrolling with the College;
- (c) request a change of programme of study.

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.

75. Save for the provisions of paragraphs 78 and 79, a student who first registered for a programme leading to the award of MSci prior to September 2010 who fails to meet the requirements for progression from the third to the fourth stage will either:

- (a) be considered for award of BSc (see paragraph 81);
- (b) be transferred to a programme leading to the award of BSc and be required to select an option from paragraph 74(a-b).

76. Save for the provisions of paragraphs 78 and 79, a student who initially registered for a programme leading to the award of MSci in or after September 2010 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 paragraph 74(a-b).

77. Save for the provisions of paragraphs 78-79, a student who initially registered for a programme leading to the award of MSci in or after September 2010 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.

78. A student who fails to satisfy the requirements of a compulsory stage of extramural study may at the discretion of the examiners 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 paragraphs 32-34.

79. 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 paragraph 108.

# Consideration for the Award

## Consideration for the award

80. Save for the provisions of paragraphs 81-83, 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 the award.

81. Save for the provisions of paragraph 83, to qualify for consideration for the award of BA, BMus, BSc or BSc (Econ) a student 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 courses from the programme to the value of at least nine units, at least three of which must be from the final stage and at FHEQ level 6;
- (c) gain a Final Average of 35.00% or above.

82. Save for the provisions of paragraph 83, to qualify for consideration for the award of MSci 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 35.00% or above;
- (c) pass, be allowed or be granted exemption from courses from the programme to the value of at least 14 units, at least three of which must be from the final stage and at FHEQ Level 7 and at least one of which must have been taken in respect of project work, where the student first initial registered for the programme prior to September 2010;
- (d) pass, be allowed or be granted exemption from courses from the programme to the value of at least 12 units, at least three of which must be from the final stage and at FHEQ Level 7 and at least one of which must have been taken in respect of project work, where the student first registered for the programme in or after September 2010.

83. A student who has completed the programme, but through illness or other grave cause judged sufficient has not met the other requirements of paragraph 81 or 82, 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.

84. Candidates registered for programmes leading to the award of BA, BMus, BSc, BSc (Econ) 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 courses to the value of at least four units, including at least three units 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 courses to the value of at least four units 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 paragraph 90.

85. Any award requirements additional to those in paragraph 84 will be stated in the programme specification.

### **Calculation of the Stage Average**

86. 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 one unit will be expressed as two marks of 50%.

87. 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.

88. The Stage Average will be calculated to full arithmetic precision as follows:

$$\frac{\text{sum of half unit marks counting in that stage}}{\text{number of half units normally counting in that stage}}$$

In the above formula, the divisor will be reduced by one for each half unit for which the candidate has been allowed, or for which s/he has been granted exemption.

### **Classification of candidates**

89. Marks counting in the first stage of programmes leading to the award of BA, BMus, BSc, BSc (Econ) and MSci will not be taken into account when classifying candidates.

90. For candidates for the award of BA, BMus, BSc and BSc (Econ), the Final Average will be calculated to two decimal places as follows:

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

91. For candidates for the award of MSci, the Final Average will be calculated to two decimal places as follows:

2nd Stage Average + 2x(3rd + 4th Stage Averages)

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92. Subject to the provisions of paragraph 93, the classification of candidates for the award of BA, BMus, BSc, BSc (Econ) 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

93. A candidate for the award of BA, BMus, BSc, BSc (Econ) 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 92;

(b) at least four half unit marks counting in the final stage must be above the relevant classification boundary.

94. The award of CertHE or DipHE under the provisions of paragraph 84 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.

95. 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.

### **Field of study**

96. A field of study shall be determined by the examiners for each candidate recommended for the awards made under the provisions of paragraphs 80-85 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.

97. 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 courses passed overall;

(b) the conjunction 'with' will be used where a major subject, constituting at least half of the courses passed overall, has been taken with an essential supporting



subject, constituting at least one quarter, but less than one third of the courses passed overall;

(c) comprehensive titles may be used where appropriate.

98. 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, or be awarded the degree without a field of study.

### **Release of award classification results**

99. 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.

100. 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.

101. Formal notification or confirmation of award classification results or the field of study, including certificates of award, will not be issued to any student deemed to be in debt to the College or the University of London.

### **Failure to meet the requirements for the award**

102. Save for the provisions of paragraph 106, candidates who after completion of the programme fail to meet the requirements for award of the degrees of BA, BMus, BSc or BSc (Econ) must either:

(a) enrol with the College on a full- or part-time basis in order to repeat courses in accordance with paragraph 51 (a) (such students may additionally enter to resit or resubmit the assessment for courses in accordance with paragraph 51 (b));

(b) resit or resubmit the assessment for courses in accordance with paragraphs 51-54 without enrolling with the College.

103. Save for the provisions of paragraph 106, candidates who first registered for a programme leading to the award of MSci prior to September 2010 and who, after completion of the programme fail to meet the requirements for award of the degree of MSci will either:

(a) enrol with the College on a full- or part-time basis in order to repeat courses in accordance with paragraph 51 (a) (such students may additionally enter to resit or resubmit the assessment for courses in accordance with paragraph 51 (b));

(b) resit or resubmit the assessment for courses in accordance with paragraphs 51-54 without enrolling with the College;

(c) withdraw from the programme of study and accept the award of the degree of BSc (see paragraph 81).

104. Save for the provisions of paragraph 106, candidates who first registered for a programme leading to the award of MSci in or after September 2010 and who, after completion of the programme fail to meet the requirements for award of the degree of Royal Holloway Undergraduate regulations 2014/15

MSci at the first attempt will withdraw from the programme of study and accept the award of the degree of BSc (see paragraph 81).

105. 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.

106. 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 paragraph 108.

## **Termination of Registration for Programmes on Academic Grounds**

### **Termination of registration**

107. 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.

108. The College Board of Examiners may terminate a student's registration with the College on the grounds set out in paragraph 107 (a) and (b) without following the formal warning procedure.

109. The Head(s) of Department or School may make a recommendation to the Vice-Principal to terminate a student's registration for a programme on any of the grounds set out in paragraph 107 (c) – (e), 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 paragraphs 111-115.

110. 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 (see paragraphs 124-131), and of the date by which any appeal must be submitted.

### **Formal warning procedure**

111. Any formal warning issued relates to the student's programme registration.

112. The Head(s) of Department or School may issue a first formal warning to a student on academic grounds set out in paragraph 107(c) – (e). The first formal warning letter must:

- (a) State the reason(s) for the warning;

- (b) State the nature of any requirement made of the student in order to demonstrate improvement;
- (c) State the period of time within which improvements are to be demonstrated, which should normally be at least four weeks, or three weeks in the case of courses taught over only one term, to give adequate time for the student to demonstrate a satisfactory level of improvement;
- (d) State that failure to improve may lead to the issuing of a second (final) formal warning, which will result in the student's registration being terminated;
- (e) Invite the student to submit a written response including relevant documentary evidence of any extenuating factors which s/he feels should be taken into account and/or meet with the Head(s) of Department or School 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.

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 a formal warning and monitor the student's progress. In the case of a student on a joint or combined honours programme, both Heads of Department(s) or School(s) should endorse the issuing of the first formal warning.

113. The Head(s) of Department or School may issue a second (final) formal warning to a student on academic grounds set out in paragraph 107 (c) – (e) where there has been insufficient improvement. The second formal warning letter must:

- (a) State the reason(s) for the warning;
- (b) State the nature of any requirement made of the student in order to demonstrate improvement;
- (c) State the period of time within which improvements are to be demonstrated, which must be at least four weeks or three weeks in the case of courses taught over only one term, to give adequate time for the student to demonstrate a satisfactory level of improvement;
- (d) State that it is the final warning and that failure to improve may lead to the student's registration being terminated;
- (e) Invite the student to submit a written response including relevant evidence of extenuating circumstances and/or meet with the Head of Department or School 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.

If the Head(s) of Department or School is the student's Personal Adviser, it may be appropriate for a different member of staff to issue a formal warning and monitor the student's progress. In the case of a student on a joint or combined honours programme, both Heads of Department(s) or School(s) should endorse the issuing of the second formal warning.

114. The Head(s) of Department or School may set the warning aside following provision of a satisfactory and adequately documented explanation for the student's performance on which the formal warning was issued. The Head(s) of Department or School will confirm this decision by letter. Formal warnings which have not been set aside will remain active for the duration of the student's programme of study and kept on the student's file.

115. After the second letter of formal warning if there is insufficient improvement, the Head(s) of Department or School may decide to recommend to the Vice-Principal that the student's registration should be terminated.

# Appeals

## Appeals against the outcomes of Boards of Examiners

116. 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 prejudice, bias or inadequate assessment on the part of one or more of the examiners such that the outcome should not be allowed to stand.

117. Appeals must be submitted in writing by the student to the Academic Registrar within one month 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 116 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 116(c), a signed record by the student of all comments or remarks made by the examiners which, in the student's view, indicate prejudice, bias or inadequate assessment.

118. 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.

119. Appeals which are not dismissed under the provisions of paragraph 118 will be investigated by a senior member of the Academic Development 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 Development 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 Development 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.

120. 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 Development team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

121. Following his/her investigation, the senior member of the Academic Development team will decide on one of the following outcomes.

(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 Development team in consultation with the Academic Registrar may make stipulations about the conduct of the assessment.

122. In addition to the provisions of paragraph 121, the senior member of the Academic Development team and/ or the Academic Registrar may make any recommendations which s/he deems to be appropriate in the light of his/her investigation.

123. The Academic Registrar and/ or senior member of the Academic Development team will inform the student in writing of his/her decision 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.

### **Appeals against the termination of registration through the formal warning procedure**

124. 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 paragraphs 111-115 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.

125. Appeals must be submitted in writing by the student to the Academic Registrar within one month 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 paragraph 124 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.

126. 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.

127. Appeals which are not dismissed under the provisions of paragraph 126 will be investigated in the first instance by a senior member of the Academic Development team. 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.

128. The findings from the investigation by the senior member of the Academic Development team 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 paragraph 129 to investigate the matter further through a formal hearing.

129. 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 Development team 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.

130. 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 Development team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

131. The Academic Registrar or senior member of the Academic Development team 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**

132. 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.

133. A student following a programme leading to the award of BA, BMus, BSc, BSc (Econ) 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 intracurricular 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 intracurricular 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 paragraphs 136-137, and through this the normal requirements for progression to the next stage of the programme.

134. 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.

135. 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.

## **Credit Transfer**

136. Credit may be recorded either as marks to be taken into account when considering the candidate for the award or as exemption from part of the programme. Credit given for learning which has already contributed to an award may only be recorded as exemption from part of the programme. 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 or as part of an Institutional Contract;

(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) credit will not normally be given for learning undertaken over seven years before the published start of the programme at the College;

(e) credit may be granted in up to the first two thirds of the programme, except in programmes leading to the award of BA, BMus, BSc, BSc (Econ) and MSci, where credit will not normally be granted in respect of the second or later stages of the programme unless the student has undertaken an approved period of extramural study under the provisions of paragraphs 132-133;

(f) 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.

137. Applications for credit transfer and exemption will be considered in the context of approved courses and programmes of the College in order to ensure that all students are assessed in reference to the learning outcomes specified for the award. All applications are subject to the approval of the College Board of Examiners' Executive Committee. To this end:

(a) credit will only be given for learning in subjects and at a level appropriate to the programme;

(b) the courses and/or course assessment to be credited, 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 core elements.