### UNDERGRADUATE REGULATIONS

**SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2019-20**

*The wording in bold reflects the changed wording.*

<table>
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<th>Section number</th>
<th>Relevant paragraph(s)</th>
<th>Page(s)</th>
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| Admissions, Section 1 (4) | The following paragraph has been amended as UCAS no longer request criminal conviction data due to GDPR legislation except for programmes requiring DBS checks.  
(4) Applicants for admission to programmes leading to the award of a professional qualification or membership of a professional body will be required to declare unspent and/or 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 such programmes who have failed to disclose criminal convictions as required will be subject to disciplinary action as will those who fail to disclose any criminal convictions as required which arise during their programme of study. | 2       |
| Enrolment Section 4 (1) | The paragraph below has been amended to clarify student responsibilities for enrolment.  
(1) Save for the provisions of Section 7 (3), students must enrol each year by:  
(a) completing the Online Sign-Up process;  
(b) paying, or making arrangements acceptable to the College to pay, the tuition fees and any outstanding debts, as outlined in the Fees Regulations;  
(c) providing relevant documentation to verify their identity and their right to study in the UK at the outset of the programme and, where required, during their studies.  
In the case of collaborative provision students may have these obligations to the partner institution rather than the College. | 4       |
| Structure of programmes Section 6 (1b) | The sentence in (b) below has been added to make clear that in some cases, e.g. where programmes are accredited 30 credits may need to count towards the second and not the final year of study. (c) has been added to set out the structure of the integrated foundation year which precedes a Bachelors degree.  
(2) Programmes leading to the award of BA, BMus, BSc, BSc (Econ), LLB and BEng 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 | 6       |
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 normally 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. In cases where a programme is accredited the additional 30 credits referred to in (i) above may be counted towards the second stage of study;

(c) four stages, each comprising courses to the value of 120 credits, with the first stage including courses to the value of 120 credits at FHEQ Level 3. The other stages follow the structure outlined in (a) and (b) above;

(d) 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.

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### Transfer Section

**8 (1)** The paragraph below has been amended to incorporate information from the general regulations that apply to Tier 4 sponsored students.

(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;

(d) for students with Tier 4 sponsorship a transfer may be refused in line with Tier 4 Immigration rules;

(e) students may not attend a new programme of study until their transfer request has been approved.
Entry for re-assessment
Section 12 A and B (1)

The paragraph below has been amended to reflect the fact that while in most cases students will be offered this opportunity, there may be some, e.g. where the student has been issued with formal warnings during the year that they will not be given a repeat/ resit opportunity but may have their registration terminated.

(1) Save for the provisions of Section 15 Part A (5), the School Progression and Awards Board 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 Lead. 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 attend the teaching for 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.

Conditions for progression to the next stage
Section 15 B (3c) and (4c)

Paragraphs (3c) and (4c) have been amended to reflect that students may meet the conditions for progression after resits in the Summer vacation assessment period, rather than after the first attempt (words deleted in (1c) and (2c)).

(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 School Progression and Awards Board will condone these fails 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 first to the second stage of a programme leading to the award of BEng or MEng, 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 35% 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 School Progression and Awards 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).

Regulations on raising Section 19 (9)

Paragraph 9 (b) has been amended to make clear that candidates require marks for at least 60 credits in the upper class for their classification to be raised.

(g) A candidate for the award of BA, BMus, BSc, BSc (Econ), LLB, LLB (Senior Status), BEng, MSci and MEng 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 (8) above;

(b) the marks for at least 60 credits counting in the final stage must be above the relevant classification boundary.

Academic grounds for termination of registration Section 23 (2)

Paragraph 23 (2) has been amended to clarify that a student’s registration may be cancelled after only one attempt where formal warnings have been issued.

(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 School Progression and Awards Board 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 or may terminate a student’s registration after only one attempt in cases where at least one formal warning has been issued.

<table>
<thead>
<tr>
<th>Appeals against the outcomes of Boards of Examiners Section 25 (2)</th>
<th>The paragraph below has been amended to clarify the grounds on which students cannot appeal.</th>
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<tbody>
<tr>
<td>(2)</td>
<td>A student may appeal against the outcome of an assessment only on one or more of the following grounds:</td>
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<tr>
<td>(a)</td>
<td>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;</td>
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<td>(b)</td>
<td>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;</td>
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<tr>
<td>(c)</td>
<td>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.</td>
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<td>A student cannot appeal against academic judgement, which includes, but is not limited to marks awarded for assessed work and decisions relating to the acceptance/ rejection of extenuating circumstances and the resultant outcomes for students.</td>
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<tr>
<th>Section 25 (12-19)</th>
<th>Various paragraphs in this section have been amended to indicate that requests for the review of the outcome of an appeal will be dealt with by the Governance and Legal Services Directorate.</th>
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<tbody>
<tr>
<td>Appendix A</td>
<td>This Appendix contains regulations pertinent to the Integrated Foundation Year and supplements those in the main body of the Undergraduate Regulations.</td>
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