

UNDERGRADUATE REGULATIONS

SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2022-23

The wording in bold reflects the changed wording.

Section number	Relevant paragraph(s)	Page(s)
Section 2 (5) (d)	<p><i>An update to nomenclature has been made to reflect a change in the College's Committee structure.</i></p> <p>(d) applications for recognition of prior learning will be considered in the context of approved modules and courses of the College. Applications for direct entry to the second stage of an undergraduate course of study are subject to approval by the relevant department, while other applications are subject to the approval of the Executive Committee for Assessment or the Head of School and the Partnerships Committee in the case of an institutional agreement.</p>	3
Section 12. PART B (1) (a)	<p><i>The regulations have been amended to make clear that students on a student visa may not be permitted under UKVI regulations to substitute a failed module which they need to repeat with a new module.</i></p> <p>(a) repeat the module 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 module requirements in respect of attendance and submission of work. Save for students holding a Student Visa Route and subject to UK Visas and Immigration requirements, a student may be permitted to substitute the failed module only with another module at the same FHEQ level subject to the permission of the Course Lead. In such a case the attempt at the substituted module will be deemed a second attempt in line with paragraph (8) below;</p>	13
Section 12. PART B (6) (d)	<p><i>A change has been made to the regulations to permit students to graduate with marks in the condonable fail range for 90 credits of modules, split evenly over the three years of study. Amendments made to the wording of the relevant sections of the Undergraduate Regulations as follows:</i></p> <p>12. PART B: Entry for assessment and re-assessment - for students who commenced their studies in or after September 2015</p> <p>6)The School Progression and Awards Board will condone an outcome of Fail at the first attempt to permit progression or classification subject to the provisions in (a – 1) below:</p> <p>(a) the Fail is not in a mandatory module which must be passed for progression or a specific field of study;</p> <p>(b) the Fail outcome is between 30 and 39% for modules taken at the first or second stage of a course;</p>	15

	<p>(c) the Fail outcome is between 0 and 39% for modules taken during the third stage of a four stage course which involves a compulsory period of extramural study, during the third stage of an MSci, the third stage of an MEng not accredited by the Institute of Engineering and Technology or the final stage of a three stage course;</p> <p>(d) the Fail outcome is between 30 and 39% for modules taken during the third stage of an MEng accredited by the Institute of Engineering and Technology, subject to the student having achieved a cumulative pass in 330 or 345 credits across stages one to three;</p> <p>(e) the Fail outcome is between 0 and 49% for modules taken during the final stage of an MSci or MEng not accredited by the Institute of Engineering and Technology;</p> <p>(f) the Fail outcome is between 40 and 49% for modules taken during the final stage of an MEng accredited by the Institute of Engineering and Technology subject to the student having achieved a cumulative pass in 450 or 465 credits across stages one to four;</p> <p>(g) no more than 30 credits may be condoned at the first stage;</p> <p>(h) no more than 30 credits may be condoned at the second stage;</p>	
<p>Section 15 PART B: (4)</p>	<p><i>A change has been made to the regulations to permit students to graduate with marks in the condonable fail range for 90 credits of modules, split evenly over the three years of study.</i></p> <p>15 PART B: Conditions for progression to the next stage - for students first registered for undergraduate degree courses in or after September 2015</p> <p>(4) In order to progress from the second to the third stage of a course leading to the award of BA, BMus, BSc, BSc (Econ), BEng or LLB, a student must meet the requirements in (a) and either (b) or (c) below:</p> <p>(a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;</p> <p>(b) pass, be allowed or be granted exemption from modules from the second stage of study to the value of 120 credits with passes in at least 90 credits at FHEQ Level 5; or</p> <p>(c) pass, be allowed or be granted exemption from modules in the second stages of study to the value of 90 credits with passes in 90 credits at FHEQ Level 5, and achieve a Fail outcome of at least 30% in the remaining credits. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.</p> <p>Where students meet the requirements to progress from the second to the third stage as indicated in paragraph (c) above, the School Progression and</p>	<p>20</p>

	Awards Board will condone any Fail outcomes at the second stage and offer students the opportunity to resit or resubmit the assessment for these modules 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.	
Section 15 PART B: (7)	<p><i>A change has been made to the regulations to permit students to graduate with marks in the condonable fail range for 90 credits of modules, split evenly over the three years of study.</i></p> <p>(7) Students registered for courses leading to the award of MSci or an MEng not accredited by the Institute of Engineering and Technology 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:</p> <p>(a) pass, be allowed or be granted exemption from modules to the value of 360 credits from the first three stages of study with passes in 90 credits at FHEQ Level 6;</p> <p>(b) pass, be allowed or be granted exemption from modules from the first three stages of study to the value of at least 270 credits with a Fail outcome of at least 30% in a maximum of 30 credits in each of the first two stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed;</p>	21
Section 17. (3)-(4) Section 17 (7)	<p><i>A change has been made to the regulations to permit students to graduate with marks in the condonable fail range for 90 credits of modules, split evenly over the three years of study.</i></p> <p>17. Consideration for the award</p> <p>(3) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of a three stage BA, BMus, BSc, BSc (Econ), LLB or BEng (see Section 6 (1a)) a student first registered in or after September 2015 must:</p> <p>(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;</p> <p>(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, with Fail outcomes of at least 30% in no more than 30 credits in the first stage and no more than 30 credits in the second stage or for a BEng accredited by the Institute of Engineering and Technology pass, be allowed or be granted exemption from at least 330 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes in no more than 30 credits over the first, second and third stages;</p> <p>(c) gain a Final Average of 35.0% or above.</p>	24-25

	<p>(4) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of a four stage BA, BMus, BSc, BSc (Econ), BEng or LLB (see Section 6 (1b)) a student first registered in or after September 2015 must:</p> <ul style="list-style-type: none"> (a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules; (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, 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 course specification; (c) in the case of a BEng accredited by the Institute of Engineering and Technology pass, be allowed or be granted exemption from at least 330 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, notwithstanding any credits awarded for the period of extramural study. (d) gain a Final Average of 35.0% or above. <p>(7) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of MSci or MEng not accredited by the Institute of Engineering and Technology a student must meet the provisions of (a) and (b) and one of (c) – (d):</p> <ul style="list-style-type: none"> (a) complete the module and satisfy the requirements on attendance and submission of work for constituent modules; (b) gain a Final Average of 35.0% or above; (c) pass, be allowed or be granted exemption from modules from the course 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 course in or after September 2010; (d) pass, be allowed or be granted exemption from modules from the course to the value of at least 360 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 in the first stage, in up to 30 credits in the second stage and in up to 30 credits at the third stage, where the student first registered for the course in or after September 2015. 	
Section 18 (1) (d)	Clarification to wording of regulations in respect of the scaling of module marks. (1) (d)	27

	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 module normally cannot be scaled.	
Section 10. Section 12. PART A: Section 12. PART B: Section 13. Section 17. Section 23. Section 27.	<p><i>Following a review of the College's Attendance and Engagement Policy the terminology used in the Undergraduate Regulations has been updated.</i></p> <p>Amendments have been made to the following sections of the <i>Undergraduate Regulations</i> replacing reference to "attend/ attendance" with "engage/engagement":</p> <p><i>10. Attendance and submission of work</i></p> <p><i>12. PART A: Entry for assessment and re-assessment - for students who first commenced their studies prior to September 2015</i></p> <p><i>12. PART B: Entry for assessment and re-assessment - for students who commenced their studies in or after September 2015</i></p> <p><i>13. Outcomes of module assessment</i></p> <p><i>17. Consideration for the award</i></p> <p><i>23. Academic grounds for termination of registration</i></p> <p><i>27. Course of extramural study</i></p> <p>(10) Engagement and submission of work</p> <p>(1) It is a requirement of enrolment with the College or a partner institution in the case of collaborative provision, that in line with School Engagement requirements a student engages with as far as reasonably possible all parts of the module(s) for which s/he is registered and presents all set work for assessment within specified deadlines.</p> <p>(2) Where in the absence of a satisfactory and adequately documented reason a student has failed to satisfy the requirements for engagement or submission of work specified for one or more modules, the Head of School or an authorised nominee may terminate that student's registration for the course under the provisions of Sections 23 and 24.</p> <p>(3) For students holding a Student Visa Route, 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.</p> <p>(4) A student who is not registered for a module may not attend classes, submit work or access facilities for that module.</p> <p>(5) A student is expected to complete and submit for assessment all work specified for the module 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 module.</p>	Throughout the regulations

	<p><i>12 PART A: Entry for assessment and re-assessment - for students who first commenced their studies prior to September 2015</i></p> <p>(1) (a) repeat the module 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 module requirements in respect of engagement and submission of work. A student may be permitted to substitute the failed module only with another module at the same FHEQ level subject to the permission of the Course Lead. In such a case the attempt at the substituted module will be deemed a second attempt in line with paragraph (5) below;</p> <p><i>12. PART B: Entry for assessment and re-assessment - for students who commenced their studies in or after September 2015</i></p> <p>(7) Where a Visiting Student gains an overall outcome of Fail in a module, the School Progression and Awards Board will normally offer the opportunity to resit or resubmit parts of the module assessment not passed on the first attempt to students who are deemed to have fulfilled the engagement and submission requirements of the module in line with Section 13 (1). The Department Assessment Board may approve an alternative form of assessment for these students, in line with the requirements of Section 11 (3).</p> <p><i>13. Outcomes of module assessment</i></p> <p>(1) In determining each module outcome for a candidate the Department Assessment Board will take into consideration:</p> <p>(a) whether the candidate has satisfied the engagement requirements stated in the module specification;</p> <p>(b) whether the candidate has satisfied the assessment requirements stated in the module specification.</p> <p><i>17. Consideration for the award</i></p> <p>(a) complete the course and satisfy the requirements on engagement and submission of work for constituent modules;</p> <p><i>23. Academic grounds for termination of registration</i></p> <p>(1) Academic grounds on which a student's registration with the College may be terminated may include one or more of the following:</p> <p>(a) failure to satisfy the requirements for progression to the next stage of his/her course;</p> <p>(b) failure to gain the award of the course;</p>	
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	<p>(c) failure to produce set work of a satisfactory standard in coursework or examinations;</p> <p>(d) failure to engage satisfactorily;</p> <p>(e) failure to produce set work.</p> <p><i>27. Course of extramural study</i></p> <p>(1) The College may offer courses 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 engagement and submission of work, will be stated in the course 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).</p> <p>(2) A student following a course leading to the award of BA, BMus, BSc, BSc (Econ), BEng, LLB, MSci or MEng 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:</p> <p>(a) the student must have completed one stage of his/her course through study at the College, and have satisfied the requirements for progression to the next stage, before commencing the period of extramural study;</p> <p>(b) no student may undertake extramural study in excess of one year over the duration of the course except where this is a requirement set out in the course specification;</p> <p>(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 course.</p> <p>(3) 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 engagement and submission of work for the modules for which s/he is registered.</p> <p>(4) 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.</p>	
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All as relevant	An update to nomenclature replacing references to the Director of Academic Services with Director of Student and Academic Services.	Throughout the regulations
All as relevant	An update to nomenclature replacing references to the Director of Governance and Legal Services with General Counsel, Legal and Compliance.	Throughout the regulations