

Academic Taught Regulations Summary of Changes 2024/25

Section	Changes Made	Page
General changes made applicable throughout the document		
Where applicable	<i>Instances of "s/he", "his/her", "him/her" and "him/herself" changed to "they", "their", "them" and "themselves", respectively.</i>	
Where applicable	<i>Where a student's registration was referred to using the terms "terminate" or "terminated", these have been replaced with the terms "discontinue" and "discontinued" respectively.</i>	
Where applicable	<i>For ease of readability, removed several instances where provisions were referenced as part of other provisions throughout the document (e.g. phrasing such as "save for the provisions of Section x", "under the provisions of Section x", "subject to the provisions of Section x", etc.). Where reference to provisions is necessary, the full title of the Section has been provided (e.g., "in accordance with Section 16 (Failure to Progress and Entry for Reassessment).")</i>	
Where applicable	<i>References to the Executive Committee for Assessment have been changed to refer to the Assessment and Quality Assurance and Standards Committee.</i>	
Where applicable	<i>References to job titles have been updated as follows:</i> <ul style="list-style-type: none"> • <i>Director of Student and Academic Services -> Executive Director of Student Journey</i> • <i>General Council -> Head of Legal Services</i> • <i>Head(s) of School(s) -> Executive Dean</i> • <i>Senior Vice Principal -> Pro-Vice Chancellor (Education and Student Experience)</i> 	
Admission to the University		
2. Recognition of prior learning		
Section 2 (1)	<i>Introductory provision added to section governing Prior Learning.</i> <p>(1) Applicants with credits accumulated from prior certificated learning or prior experiential learning, may be enrolled on an approved course. Such prior learning should be relevant, applicable and equivalent to the intended course of study and allow exemption from specific modules.</p>	4
Section 2	<i>Removed line pertaining to the setting of alternative examinations for students with prior learning.</i> <p>(2) The University may set qualifying examinations where it is not satisfied that prior learning has been verified through reliable and valid assessment.</p>	
Section 2 (3) (a)	<i>Provision outlining the manner in which applicants with accredited prior learning may be admitted split into several bullet points. Additional line from PGT regulations Section 2 (2) is added in (c).</i> <p>(3) Applicants with accredited prior learning deemed acceptable to the University may be admitted directly to:</p> <ul style="list-style-type: none"> (a) the second stage of a three or four stage undergraduate course with the approval of the department; (b) the third stage of an MSci or MEng course with the approval of the Assessment, Quality Assurance and Standards Committee (AQASC) or; (c) postgraduate study with an exemption in up to a maximum of 120 credits. 	4

Section 2 (6)	<p><i>Added provision concerning the consideration of prior learning as part of an institutional agreement.</i></p> <p>(6) In the case of an institutional agreement, the Executive Dean and relevant University Committee will determine if the credit completed as prior learning is relevant to the intended course of study and from which modules the student is exempted. The modules to be followed at the University together with the recognised prior learning must equate to an approved course.</p>	4
Section 2	<p><i>Removed following qualifications of the above provision:</i></p> <p>(i) credit will only be recognised for learning in subjects and at a level appropriate to the course;</p> <p>(ii) (ii) the module and/or module assessment to be recognised, and the modules to be followed at the University, must together equate to an approved course in terms of the amount and level of work and the coverage of topics, including any mandatory elements.</p>	
Section 2 (8)	<p><i>Added qualification to include postgraduate students, updated wording of 8(a), and decreased maximum period of time from which the applicant was awarded from five to three years.</i></p> <p>(8) Undergraduate applicants who have already been awarded a Certificate or Diploma of Higher Education or postgraduate applicants who have already been awarded a Postgraduate Certificate or Diploma from the University and who wish to complete their studies will be considered for admission subject to the following conditions:</p> <p>(a) the award was not made as a result of failure to progress to the next stage of undergraduate study;</p> <p>the applicant was in good academic standing at the time of the award;</p> <p>(b) no more than five three years has lapsed since award of the Certificate or Diploma was awarded.</p>	5
Registration and Enrolment		
3. Registration		
Section 3 (2) (a)	<p><i>Wording altered to the following:</i></p> <p>(a) no students may normally be registered concurrently for more than one course award within the higher education setting for which the requirements of the final award have not been completed, unless special provision has been made in the course specification(s); they have been admitted as a Visiting Student or as part of an institutional agreement;</p>	6
Section 3 (2) (b)	<p><i>Removed provision pertaining to the registration of students to other institutions and replaced this with a provision concerning overlap periods of registration:</i></p> <p>(b) no student may normally register concurrently as a student of another institution, unless s/he has been admitted as a Visiting Student or as part of an institutional agreement;</p> <p>students who have completed active study and are awaiting results only are permitted an overlap period of registration, normally no longer than three months;</p>	6
Section 3 (5)	<p><i>Removed the following provision pertaining to communications with students:</i></p>	6

	(5) Communications sent from the University, the University of London or in the case of collaborative provision from the partner institution, to an individual student must be regarded as applying to that student only.	
4. Enrolment		
Section 4 (2)	<i>Added provision concerning enrolment for interrupted students.</i> (2) Students are not required to enrol if they are on an approved period of interruption from studies.	6
Section 4 (3)	<i>Removed unnecessary detail:</i> (3) It is a condition of enrolment that students agree to abide by and submit to the University Statutes, and General Regulations and Rules, as amended from time to time by the Academic Board and Council and Academic Board. 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.	6
Section 4 (5)	<i>Removed conditional pertaining to Visiting Students and collaborative provision. Added clarity regarding enrolment for resitting students.</i> (5) Enrolment gives students the right to attend classes, receive tuition or supervision and have access to relevant University facilities, subject to any particular arrangements as approved for Visiting Students and to particular arrangements set out in institutional agreements for collaborative provision. Students who are resitting assessments may not attend classes and receive tuition or supervision but will retain access to relevant University facilities.	7
Awards and Courses		
5. Nomenclature of awards		
Section 5 (1-3)	<i>Amended postgraduate awards and collated award list into three tables:</i> Table 1: The University awards the following degrees of the University of London Table 2: The University awards the following degrees of Royal Holloway and Bedford New College Table 3: The University awards the following Certificates and Diplomas of Royal Holloway and Bedford New College	8
Section 5 (1-2)	<i>Removed Master of Business Administration (MBA).</i>	8
Section 5 (3)	<i>Removed University Certificate and University Diploma.</i>	8
6. Structure of courses		
Section 6 (1)	<i>Added introductory provision:</i> (1) All University awards are aligned with the Framework for Higher Education Qualifications (FHEQ) level descriptors as outlined below in Table 4:	9
Section 6 (1)	<i>Provisions 6.1-3 of UG regulations and 6.1(a) and 6.6(b-c) of PGT regulations combined into Table 4: University Awards and FHEQ Level Descriptors across Stages of Study.</i>	9
Section 6 (2)	<i>Significantly simplified provision outlining the condonability of modules.</i> (2) The course specification may place restrictions on the range of sets out the modules available on at each stage of the course study. and will also stipulate whether a Fail outcome in these modules can be condoned for the purposes of progression or qualification for a specific field of study as follows: Modules may be designated as mandatory non-condonable (MNC), mandatory condonable	10

	<p>(MC) or optional. Optional modules are condonable unless a pass outcome is required to qualify for a specific field of study.</p> <p>(a) mandatory modules which students must take at a specific stage and which are either designated as</p> <p>(i) non condonable, that is, which students must pass, be allowed or from which they must be granted exemption in order to progress onto the next stage or to qualify for a specific field of study;</p> <p>(ii) condonable, that is, which students must take but do not have to pass in order to progress onto the next stage or to qualify for a specific field of study.</p> <p>(b) optional/ elective modules which may be taken at a specific stage of a course. Fail outcomes in these modules can normally be condoned unless a Pass outcome is required to qualify for a specific field of study.</p>	
Section 6 (3)	<p><i>Added provision outlining details of postgraduate research project/dissertation.</i></p> <p>(3) Postgraduate courses include significant piece of individual work up to a maximum of 20,000 words, which is mandatory non-condonable and must be passed to qualify for the award of a Taught Masters Degree.</p>	10
Section 6 (4) and (6-7)	<p><i>6(5)(a-c) split into the following paragraphs: 6(4) (with postgraduate optional module credit limit amended), 6(6) and 6(7).</i></p>	10
Section 6 (5)	<p><i>Added guidance on the taking of intracurricular optional modules for postgraduate students.</i></p> <p>(5) A student registered on a course leading to a postgraduate award may take a maximum of 30 credits in subjects outside their course pathway on an intra-curricular basis where this is permitted in the course specification.</p>	10
Section 6 (10)	<p><i>Significant changes to wording:</i></p> <p>(10) The University aims to offer flexibility within courses. However, while every s Students will be able to take modules appropriate to the course for which s/he is they are registered, no timetable can guarantee that all options will be available to all students qualified to take them. however optional modules are subject to change or withdrawal by the University.</p>	10
7. Course of extramural study		
Section 7	<p><i>The section pertaining to extramural study has been moved from the end of the document here so that it comes after 6. Structure of course in order to improve the structure of the regulations.</i></p>	10
Section 7 (1)	<p><i>Introduced this paragraph into the beginning of the section to elucidate what is meant by the term 'extramural study'.</i></p> <p>Extramural study is limited to a year in industry/business; an optional placement year; volunteering or a period of study abroad.</p>	10
Section 7 (2-3)	<p><i>Paragraph 1 of the original Undergraduate regulations has been divided into two:</i></p> <p>(1) "The University 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 submission of work, will be stated in the course specification.</p> <p>(2) In exceptional cases, the University may grant exemption from the period of extramural study and stipulate alternative requirements as appropriate. The arrangements for any study abroad should normally be facilitated by the Centre for the Development of Academic Skills (CeDAS)."</p>	10

Section 7 (4)(b)	<i>Adjusted wording for clarity:</i> (b) no a student may undertake only one extramural year of study in excess of one year over the duration of the during their course except where this is a requirement set out in the course specification;	11
Section 7 (5)	<i>Removed reference to engagement.</i> (5) During the period of extramural study abroad , 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 they are registered.	11
8. Period of study		
Section 8	<i>Removed:</i> (1) The normal period of study for a course leading to the award of GradCert, University Certificate or University Diploma shall be stated in the course specification and shall not normally exceed three years.	
Section 8 (3)	<i>Added postgraduate provision:</i> (2) Courses leading to a postgraduate award may be offered as a period of full-time study and/or a period of part-time study as specified in the course specification.	11
Section 8 (Table 5)	<i>Added Table 5: Maximum Period of Registration for Postgraduate Taught Courses.</i>	11
Section 8 (3)	<i>Paragraph (4) of the original regulations has been moved earlier in the section and wording has been adjusted.</i> (3) Save for the provisions of Section 2, sStudents registered on courses leading to the a bachelors or integrated masters award of BA, BMus, BSc, BSc (Econ), LLB, BEng, MEng and MSci must normally follow at least two stages of the course, including the final stage, at the University, unless they have been admitted as per Section 2 (Recognition of Prior Learning).	11
Section 8 (4)	<i>Added provisions outlining extension of maximum period of registration in case of interruption.</i> (1) Where a student has been permitted by the University to interrupt their registration, or where the University has required the student to interrupt their registration, the maximum periods of registration will be extended by a period equivalent to the period of the interruption.	11
Section 8 (5)	<i>Added provision outlining consequences of failure to complete study within the maximum period of registration.</i> (5) Where a student has not completed their studies within the maximum period and has not been granted an extension by Executive Director of Student Journey, the student's registration will be discontinued.	11
Section 8 (6)	<i>Several new provisions pertaining to interruptions added.</i> (7) Interruptions should normally last for 12 months duration with students returning at the same point in which they interrupted the previous academic year. With prior agreement, the student may return in the next academic year at the start of the equivalent academic term in which they interrupted. In exceptional circumstances and with prior agreement with the Academic Quality and Policy Office and Student Administration a student may return at the start of the next academic year.	12

	<p>(8) Students returning earlier than 12 months will not be eligible to retake any module assessments that have already been completed prior to the date of their interruption.</p> <p>(9) Requests for interruptions cannot normally be backdated from the date on which the formal request has been submitted for approval by the University.</p> <p>(10) The 24 months interruption may be taken as two separate interruptions (comprising 12 months each) or taken together over two consecutive years.</p> <p>(11) All marks prior to the date of the interruption will be carried forward. This includes any non-submissions or failed individual component marks for modules.</p> <p>(12) A student may only interrupt their studies for more than 24 months, whether consecutively or otherwise, with the permission of the Assessment, Quality Assurance and Standards Committee.</p> <p>(13) Students who have interrupted their studies remain registered students of the University and subject to University Regulations, but do not have the right to attend classes, use University facilities, complete any summative assessments, or receive tuition or supervision other than occasional access to tutors by arrangement. In the case of collaborative provision students who have interrupted do not have the right to access these, and other related, services provided by the partner institution.</p>	
9. Transfer of course		
Section 9 (1) (c)	<p><i>Added additional criteria requiring students to have successfully progressed from their current stage of study in order to transfer course.</i></p> <p>(c) must have progressed from their current stage of study to be able to transfer to a new course;</p>	12
Section 9 (3)	<p><i>Added provision clarifying the inability to transfer courses for students who have exhausted their maximum number of attempts or who have had their registration discontinued:</i></p> <p>(3) Students who have exhausted the permitted number of attempts at passing a stage of study and/or who have had their registration discontinued by the School Progression and Awards Board, will not be permitted to change courses.</p>	12
Section 9 (4)	<p><i>Provision 8.1(d) reworded and moved up a level to 8.4.</i></p> <p>(d) for students with Student Visa Route sponsorship a transfer may be refused in line with Student Visa Route Immigration rules.</p> <p>(4) An application for course transfer may not be approved for students with a Student Route (Tier 4) sponsorship, in line with Student Route Immigration rules.</p>	12
Section 9	<p><i>Removed provision allowing students who have not progressed from their current stage of study to transfer course in the following academic year.</i></p> <p>(4) A student who is not permitted to continue with his/her course of studies on academic grounds, may be given permission to transfer, in the next academic year, to a similar or an entirely different course of study in the University at the discretion of the relevant department(s)/ school(s) and subject to the provisions in paragraphs (1-2) above and any others set by the relevant department(s)/school(s). In such cases students will carry forward relevant credit and will have two attempts to pass the stage on the new course of study; however, any condonable fails from their original course of study will not be carried over as the student is deemed to be starting a new course of study.</p>	

Section 9 (5)	<p><i>Added provision allowing students who do not meet the general entry requirements of a course to transfer courses provided there is good academic standing to do so.</i></p> <p>(5) Department(s) may give approval for a student to transfer to another course of study if they have not met the General Entrance requirements and/or have not completed the mandatory modules on the new course of study up to the point of transfer where there are good academic grounds to support the transfer or other good reason.</p>	13
Section 9	<p><i>A significant proportion of provision 8.3 has been removed, and the remainder left in the form of lines 8.7-8:</i></p> <p>(5) A student who does not satisfy the requirements of paragraphs (1) (a and b) above may transfer to another course of study, with the approval of the department(s) or school(s) concerned, and the Director of Student and Academic Services and repeat the stage with a different diet of modules with a view to meeting the requirements at the end of the year. Where credits from the previous attempt at the stage are carried over the repeat will count as a second attempt at the stage.</p> <p>(7) Credits for passed modules which can count towards the new course of study must will be carried over.</p> <p>(8) Credits which cannot count towards the new course of study must will be excluded. Where no credits from the previous attempt at the stage are carried over, the repeat will count as a first attempt at the stage.</p>	13
Section 9 (10)	<p><i>Added following provision pertaining to the treatment of new module attempts for students who have transferred courses but have not met requirements to progress into the following stage of their new course.</i></p> <p>(10) Where a student is permitted to transfer course but is not permitted to progress into the subsequent stage of their new course, any attempts at the new modules on the new course at the same stage of study will be considered as a first attempt.</p>	13
Section 9 (11)	<p><i>Added following provision disallowing students who have been transferred onto a BSci or BEng course following failure to progress on an integrated masters course from transferring back onto an MSci or MEng course.</i></p> <p>(11) Where a student registered for a course leading to the award of MSci or MEng fails to meet the requirements for progression from the second to the third stage and is transferred to a course leading to the award of BSc or BEng, they will not be permitted to transfer back to the MSci or MEng at a later stage.</p>	13
Section 9 (10)	<p><i>Added following provision concerning transfer of course for postgraduate students.</i></p> <p>(12) Where courses are designed to allow students to gain either a Taught Masters Degree, a Postgraduate Diploma, or a Postgraduate Certificate by following different proportions of a common curriculum, a student may apply to transfer from one course to another within the common curriculum where provision is made for this in the course specification.</p>	13
Section 9 (11)	<p><i>Added provision clarifying the treatment of marks for common modules after transferring courses.</i></p> <p>(13) Any marks for common modules shared across both the old and new course must remain and students are not permitted to take those modules again as a first attempt.</p>	13
Modules		
10. Registration for modules		
Section 10 (1)	<i>Adjusted wording.</i>	14

	(1) It is a requirement of enrolment with the University that a A student must registers for modules in accordance with procedures and deadlines published by the Director of Student and Academic Services University .	
Section 10 (2) (c-d)	<i>Added module registration requirements for postgraduate and part-time students:</i> (c) a student on a course leading to a postgraduate masters award must register for modules to the value of 180 credits if studying on a full-time basis, except during a period of extramural study or where other requirements are set out in an institutional agreement. (d) students studying on a part-time basis should register for modules as set out in the course specification.	14
Section 10 (3)	<i>Added two sub-paragraphs clarifying credit limit for modules taken elsewhere at the University of London for undergraduate and postgraduate taught students.</i> (3) A student may, with the agreement of his/her Head(s) of their their Department, register for modules taught elsewhere in the University of London. up to the value of 60 credits within any stage of the course. In such cases, the student will be subject to the regulations of the other college or institution as well as those of Royal Holloway. This option may not be available to students on courses offered as part of a collaborative partnership. (a) A student registered on a course leading to a bachelors or integrated masters award may take modules up to the maximum of 60 credits across the stages of study, with normally no more than 30 credits in the final year. (b) Except for those courses where there is a named intercollegiate contract for the course, a student registered on a course leading to a postgraduate award may take optional modules to a maximum of 30 credits where permitted in the course specification.	14
Section 10 (4)	<i>Amended provision to account for uncapped resits and audit mode modules.</i> (4) A student may not register for a module she they has have previously taken and passed, or which is deemed to overlap with any other module they have previously taken and passed unless they have been granted a First Sit or Uncapped Resit . By registering for a module, a student is deemed to have entered themselves for assessment in that module, unless registered on a module in audit mode .	14
Section 10 (7)	<i>Added provisions detailing maximum credit limits for visiting postgraduate students:</i> (10) Postgraduate Visiting Students who are registered for one term of study at the University must register for a minimum of 40 and a maximum of 60 credits in that term.	15
Assessment		
12. Methods and conduct of module assessment		
Section 12	<i>The original Section 12. Entry for assessment and re-assessment has been moved and combined to form 15. Failure to progress and entry for re-assessment.</i> <i>Further references to section 12 throughout the rest of this document refer to 12. Methods and conduct of module assessment.</i>	
Section 12 (1)	<i>Altered wording pertaining to learning outcomes.</i> (1) Methods of assessment will be determined in order devised to measure ensure that the specific validated learning outcomes of each module and will be communicated to students in the module specifications are met .	16

Section 12 (3)	<p><i>Adjusted wording.</i></p> <p>(3) Department Assessment Boards have discretion to use alternative methods of Adjustments to assessments can be made to those stated in the module specifications for individual candidates, either when making exam access arrangements for students with registered disabilities, or when setting a resit or first sit assessment under the provisions of Section 12(3) and Section 14 (5)(b) respectively, subject to the following requirements:</p> <p><i>Removed provisions outlining features of alternative assessment.</i></p> <p>(a) the alternative assessment must involve some additional assessment activity which constitutes a justifiable and efficient assessment of the intended learning outcomes;</p> <p>(b) the alternative assessment must be scheduled so that a final outcome can be agreed by the School Progression and Awards Board which considers whether the student may progress or be considered for award classification;</p> <p>(c) where alternative assessment arrangements are needed for students with registered or temporary disabilities, these must be submitted to the Executive Committee for Assessment for consideration;</p> <p>(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 Department Assessment Board meeting.</p>	16
13. Outcomes of module assessment		
Section 13 (1) (b)	<p><i>Removed line indicating engagement requirements.</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, as stated in the module specification, have been satisfied.</p>	16
Section 13 (2)	<p><i>Wording and formatting adjusted to account for postgraduate provisions.</i></p> <p>(2) Save for the provisions of Section 13 (3–6) and Section 14, † The Department Assessment Board, unless covered by Section 14 (Extenuating Circumstances), will determine an module outcome for each candidate, as follows:</p> <p>(c) 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 or minimum threshold pass requirement for modules at FHEQ Levels 4, 5 and 6;</p> <p>(d) for candidates who initially registered for a course leading to the award of an MSci or MEng in or after September 2013 an outcome of Pass (P) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 50% or above overall and in all elements of the assessment which carry an individual pass requirement for modules at FHEQ Level 7 in the final stage of the MSci or MEng degree;</p>	16-17

	<p>(b) an outcome of a Fail (F) with a percentage mark, recorded as an integer between 0% and 100% inclusive, mark will be returned where the candidate has gained a mark of 39% or below overall or have failed in any element of the assessment which carries an individual pass requirement;</p> <p>for candidates registered on a course leading to an MSci, MEng, or postgraduate award:</p> <p>(c) an outcome of Pass will be returned where the candidate has achieved a mark of at least 50% overall and in all assessments which carry an individual pass requirement for modules at FHEQ Level 7 in the final stage of the MSci or MEng degree.</p> <p>(d) a fail mark will be returned where the candidate has gained a mark of 49% or below overall or have failed any element of the assessment which carries an individual pass requirement.</p>	
Section 13 (3)	<p><i>Adjusted wording.</i></p> <p>(3) Students registered to repeat a module under the provisions of Sections 12- (1a) of these regulations may receive an overall percentage mark of 40% or greater for modules at FHEQ levels 4, 5 and 6 and an overall percentage mark of 50% or greater for modules at FHEQ level 7 taken in the final stage of the MSci or the MEng in line with paragraphs (2b) and (2d) above.</p>	17
Section 13 (5)	<p><i>Added examples to illustrate late penalties.</i></p> <p>(5) In the absence of acceptable extenuating cause late submission of work assessment, except for invigilated exams, will be penalised as follows:</p> <p>(a) for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks (e.g. an awarded mark of 65% would be reduced to 55%);</p> <p>(b) for work submitted more than 24 hours late, the mark will be zero.</p>	17
Section 13 (6)	<p><i>Added provision outlining the penalisation of non-invigilated exams.</i></p> <p>(6) For any non-invigilated exams submitted late, the mark will be zero, unless there are accepted Extenuating Circumstances.</p>	17
Section 13 (8-10)	<p><i>Order and wording of provisions updated.</i></p> <p>(8) 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 determined by the appropriate Board(s) of Examiners.</p> <p>(9) Final marks and grades will be issued to candidates by the Director of Student and Academic Services University after they have been determined ratified by the appropriate School Progression and Awards Board.</p> <p>(10) Subject to the provisions of Section 25 (1-8), the outcomes of module assessment, once ratified by the School Progression and Awards Board, shall be final and binding on all candidates.</p>	17
Section 13 (11)	<p><i>Added provision qualifying candidates with outstanding debt to the University will not be issued awards.</i></p> <p>(11) Certificates of award will not be issued to any student deemed to have a tuition or tuition-related debt to the University or the University of London, or in the case of collaborative provision to a partner institution.</p>	17
Progression within Courses		

15. Progression within degree courses		
Section 15 (2)	<i>Removed provision pertaining to retaking modules prior to progression.</i> (2) A student enrolled on a part-time basis or those enrolled on collaborative courses may be required to repeat modules and/or resit module assessments under the provisions of Section 12(1-3) before registering for further modules within the same stage, where this is deemed appropriate in light of his/her academic performance.	
Section 15 (Table 7)	<i>Reformatted information outlining progression requirements from provisions 15.3-7 of UG regulations into Table 7: Progression Requirements for Stage of Study.</i>	20
Section 15 (2)	<i>Added provision relating to foundation year students.</i> (2) A student who has successfully completed the foundation year by passing at least 90 credits with condonable fails of 30 – 39% in up to a maximum of 30 credits, and who chooses not to continue onto an undergraduate course at the University will receive a transcript of results.	22
16. Failure to progress and entry for re-assessment		
Section 16	<i>Section 16. Failure to progress and section 12. Entry for assessment and reassessment of the Undergraduate Regulations, have been combined to form section 16. Failure to progress and entry for re-assessment.</i>	
Section 16 (1)	<i>The original wording from paragraphs (a) and (b) has been removed and replaced with wording from paragraphs (1)(a-b) from section 12. Entry for assessment and reassessment of the Undergraduate regulations (this is indicated in bold). Removed provision (c) which stated students are permitted to change course of study in response to a failure to progress to the next stage.</i> (1) Save for the provisions of paragraphs (4) (6) below, a A student who fails to meet the requirements for progression to the next stage of the a course leading to an award must either will normally be permitted to: (a) enrol with the University on a full- or part-time basis in order to repeat the module(s), in accordance with Section 12 (1a)(such students may additionally enter to resit or resubmit the assessment for modules in accordance with Section 12(1b)or take First Sits in line with Section 14 (5b); 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 the submission of work. (b) resit or resubmit any part of the module assessment for modules not passed on the first attempt, subject to availability and any resource constraints, by entering themselves for assessment in that module a second (final) time without registering to attend the teaching for the module again. A student will normally be expected to resit or resubmit the assessment for modules in the next academic year after failing the first attempt. in accordance with Section 12(1b)or take First Sits in line with Section 14 (5b) without enrolling with the University; (c) request a change of course of study.	22
Section 16 (2)	<i>Paragraphs (2)(a-b) of Section 12. Entry for assessment and reassessment were moved here and wording was adjusted.</i> (2) Within the provisions of paragraph (1) above w Where a student registered for on a course leading to the award of BA, BMus, BSc or BSc (Econ), LLB, BEng, MEng or MSci a bachelors award, including the first two stages of an integrated	22

	<p>masters, does not satisfy the criteria to progress from the first to the second stage of their course between stages but has already passed, been allowed, or been granted exemption in a minimum of 60 credits, the School Progression and Awards Board will normally</p> <p>(a) condone a Fail outcome of between 30 and 39% at the first attempt up to a maximum of 30 credits, except in the case of the LLB where all modules must be passed for progression to the second stage; and</p> <p>(b) offer the opportunity to resit or resubmit parts of the module assessment up to a maximum of 30 credits failed on the first attempt prior to the start of the next academic year. This opportunity will be offered only to students who would be in a position be able to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.</p>	
Section 16 (4)	<p><i>Wording from paragraph (1)(a) of 'Section 12. Entry for assessment and reassessment' regarding the substitution of failed optional modules moved here.</i></p> <p>(3) A student may be permitted to substitute the failed optional module with another module at the same FHEQ level subject to the permission of the department. In such a case the attempt at the substituted module will be deemed a second attempt. This is unavailable to students who choose to resit and/or students holding a Student Visa Route because of UK Visas and Immigration requirements.</p>	23
Section 16 (5)	<p><i>Paragraph (7) from section '12. Entry for assessment and reassessment' moved here.</i></p> <p>(4) Save for the provisions of Section 14 (5 b), a A student who gains an overall outcome of Fail in a module on the second attempt will not be permitted any further opportunity to resit or resubmit parts of the module assessment or to register to repeat the module for a third time unless permitted by the provisions of Section 14 (Extenuating Circumstances).</p>	23
Section 16 (9)	<p><i>Removed provision allowing students to be set further requirements in case they fail a compulsory stage of extramural study.</i></p> <p>(b) set further requirements to be met before the end of the period of study;</p>	23
Section 16	<p><i>Removed provision concerning repeating failed period of extramural study on an intra-curricular basis.</i></p> <p>(5) A student who fails to satisfy the requirements for progression following a period of extramural study taken on an intra-curricular basis may be allowed a further attempt at the stage by repeating the year in attendance.</p>	
Section 16 (9)	<p><i>Removed the provision indicating that students who have failed a compulsory stage of extramural study may be set further requirements to be met before the end of the period of study. Amended wording to state that students who have failed a stage of extramural study may be offered a second attempt at the assessment rather than the stage.</i></p> <p>(9) A student who fails to satisfy the requirements of a compulsory stage of extramural study may at the discretion of the examiners and subject to any conditions stated in the course specification be:</p> <p>(a) allowed a further attempt at the stage; failed assessment or</p> <p>(b) set further requirements to be met before the end of the period of study;</p>	23

	(c) — required to transfer to a different course under the provisions of Section 8 without the extramural year reflected in the award title.	
Section 16 (10)	<i>A provision was amended to allow students who fail to progress following a year abroad the potential to repeat the year.</i> (10) A student who fails to satisfy the requirements for progression following an integral year abroad may be allowed a further attempt at the stage by repeating the year in attendance at Royal Holloway.	23
Section 16 (11)	<i>Paragraph (4) from section 12. Entry for assessment and reassessment moved here.</i>	23
Section 16 (13) (c)	<i>Added provision outlining the condonable fail boundaries for modules taken in the final stage of a bachelors degree.</i> (c) the Fail outcome is between 0 and 39% for modules taken during the third final stage of a bachelors degree	24
Section 16	<i>Removed line which stated that failed modules taken during a period of extramural study would not be counted for the purposes of determining progression.</i>	23
Section 16 (15)	<i>Added paragraph outlining the conditions under which fails are condoned on postgraduate taught courses and regulations surrounding resits and resubmissions for postgraduate students.</i> (16) On postgraduate taught courses, where students have failed up to 60 credits, they may still be permitted to take 30 credits prior to the start of the next academic year provided at least 30 credits worth of the fails have marks between 40-49 which may be condoned. To resit or resubmit the failed module assessment, a student must enter themselves for assessment in that module a second (final) time without registering to attend teaching for the module again.	24
17. Calculation of final marks for a module, the Stage Average, and the Final Average		
Section 17	<i>This section, 16. Calculation of final marks for a module, the Stage Average, and the Final Average, has been retitled (from the original 18. Calculation of the stage average) and moved earlier in the regulations so that it comes after 15. Conditions for progression to the next stage, and before 17. Consideration for the award. These sections have been reordered to better reflect the continuity of the student journey in the structure of the regulations.</i>	
Section 17 (1) (a)	<i>The information in paragraphs (1)(a-c) of the original undergraduate regulations has been combined into one point.</i> (a) All component, summative assessment and final module marks will be recorded as an integer between 0% and 100%. The final mark for a module is calculated from the components which comprise the summative assessment. Any values of 5 or above will be rounded up and any value of 4 or below will be rounded down (e.g. 40.35 would be rounded to 40.4 and 40.74 would be rounded to 40.7 when calculating to one decimal place).	25
Section 17 (1)	<i>Removed a provision detailing that intermediate values used in the calculation of component marks are rounded to two decimal places.</i> (e) In the calculation of component marks which contribute to the final mark for each module, Stage Averages and Final Averages all intermediate values that form part of the calculation should be rounded to two decimal places;	25
Section 17 (2)	<i>Added a provision detailing the utilisation of the highest marks obtained in the calculation of final averages for the PGDip and PGCert awards where more than the minimum number of credits were taken and passed.</i> (2) For the purposes of calculating the Final Average for the award of a Postgraduate Diploma or Postgraduate Certificate where the student has	25

	taken and passed more than the minimum number of credits for the award, the highest marks for 120 credits or 60 credits (or closest to these minima), respectively, will be used.	
Section 17 (3)	<p><i>Added provision detailing the role of the dissertation/research project and condonable fails in the calculation of the final average for the PGDip award.</i></p> <p>(3) For the purposes of calculating the Final Average for the award of a Postgraduate Diploma the 120 credits may include the passing mark awarded for the dissertation/research project and can include up to a maximum of 30 credits of condonable fails.</p>	25
Section 17 (5-6)	<p><i>Reworded for clarity and combined with paragraph (4).</i></p> <p>(5) Where a candidate has taken more than one attempt at the module assessment, the higher of the overall component marks from each attempt will be used to calculate the final module mark. The final module mark shall will count in the relevant stage the student first took the module and the lower mark(s) shall be discarded.</p> <p>(6) The Stage Average will be calculated to two decimal places in line with the provisions of paragraph (1) above as follows:</p> $\frac{\text{sum of marks for 15 credit units counting in that stage}}{\text{number of 15 credit units normally counting in that stage}}$	25
Consideration for the Award		
18. Consideration for the award		
Section 18 (1)	<p><i>Language made more concise.</i></p> <p>(1) Save for the provisions of paragraph (11) below, sStudents will be considered for the award in the year in which they complete the course. A student may not submit any further work for assessment after that point unless the student has accepted extenuating circumstances or the examiners determine that s/he has they have not met the requirements for their registered field of study/ award and/or PSRB accreditation.</p>	26
Section 18 (2)	<p><i>Added provision referring to progression table below.</i></p> <p>(2) Students will need to meet the following conditions outlined in Table 8 to qualify for consideration for the award.</p>	26
Section 18 (3)	<p><i>Added provision detailing condonable credit limit for students on unaccredited undergraduate courses.</i></p> <p>(3) Students on a course leading to the award of an unaccredited bachelors or integrated masters degree will have a maximum of 30 credits condoned at a mark of zero in the final stage to enable the award to be made.</p>	26
Section 18 (4)	<p><i>Provisions pertaining to credit transfer with relation to extramural study have been outlined here and Section 28. Credit transfer has been removed.</i></p> <p>(4) Credit from a period of extramural study abroad undertaken on an intra-curricular basis will be recorded as marks to be considered when considering the candidate for the award. The following general conditions apply:</p> <p>(a) Credit will be given only for learning which has been verified through reliable and valid assessment;</p>	26

	<p>(b) The institution at which the learning has taken place and its arrangements for the assessment of students must have been approved for the purposes of credit transfer by the Academic Board, as part of an Institutional Contract or as part of the validation of the course;</p> <p>(c) The University will only consider for the purposes of credit transfer information on modules and examination results provided and certified by the appropriate officer at the institution responsible for the delivery of those modules;</p> <p>(d) Where credit is to be recorded as marks to be considered 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 Assessments, Quality Assurance and Standards Committee.</p>	
Section 18 (Table 8)	<i>Paragraphs (2-9) of the original regulations which detailed progression requirements for Undergraduate courses have been reformatted into a table. Progression requirements for Postgraduate courses have also been provided in the table. The Award is outlined in the first column and progression requirements are outlined in the second.</i>	26-8
Section 18 (6)	<p><i>Phrasing made more concise and sub-bullet points (a-c) have been removed and formatted into Table 9: Requirements for Consideration for Intermediate Exit Awards.</i></p> <p>(6) Candidates registered for courses leading to the award of BA, BMus, BSc, BSc (Econ), LLB, BEng, MEng and MSci, who do not satisfy the award requirements, will be considered for the award of intermediate qualifications as follows below, unless prevented by the course specification.</p>	28
Section 18 (7)	<p><i>Added provision pertaining to award requirements not outlined in Table 9.</i></p> <p>(7) Any award requirements additional to those in Table 9 will be stated in the course specification.</p>	28
Section 18 (Table 9)	<i>Award requirements for intermediate qualifications have been provided in Table 9: Requirements for Consideration for Intermediate Exit Awards.</i>	29
19. Classification of candidates		
Section 19 (1)	<p><i>Wording adjusted to be more concise.</i></p> <p>(1) Marks counting in the first stage of courses leading to the award of BA, BMus, BSc, BSc (Econ), LLB, BEng, MEng and MSci a bachelors or integrated masters award will not be taken into account considered when classifying candidates.</p>	30
Section 19 (2)	<p><i>Added provision referring to Table 10.</i></p> <p>(1) The classification of candidates for University awards is outlined in Table 10.</p>	30
Section 19 (Table 10)	<i>Final average calculations for awards (originally outlined in paragraphs (2-5) of the Undergraduate regulations, provided in Table 10: Final Average Classification for Qualifying Awards. Final average calculations for Postgraduate awards also added to this table.</i>	30
Section 19 (3)	<p><i>Added provision detailing how award classification will be determined.</i></p> <p>(3) The School Progression and Awards Board will determine an award classification for each student in accordance with the schedule of modules which count towards the final assessment and their relative credits as set out in the course specification. Students must meet the minimum requirements to be awarded.</p>	30

Section 19 (4)	<i>Provision outlining the role of prior learning in award classification.</i> (4) Where prior learning has been recognised as exemptions from the course of study in line with Section 2, the award classification will be based on marks obtained for modules completed while a registered student of the University.	30
Section 19 (5)	<i>Reworded provision pertaining to classification of awards for students with exit awards who have returned to study for a higher award</i> (5) Where a student who has already received an exit award from the University and has returned to the University to complete a higher award, the award classification will be based on all marks obtained for modules completed while a registered student of the University.	31
Section 19 (6)	<i>Reworded for conciseness and to refer to Table 11.</i> (6) Subject to the provisions of paragraph (9) below, the classification of candidates for the award of BA, BMus, BSc, BSc (Econ), BEng, LLB, MSci and MEng will be determined from the Final Average as follows:	31
Section 19 (Table 10)	<i>Degree classification boundaries outlined in Table 11: Final Averages for the Classification of Bachelors and Integrated Masters Awards.</i>	31
Section 19 (8)	<i>Reworded and added sentence clarifying that marks earned as part of the Year in Industry or Year in business are not counted towards the raising of degree classification.</i> (8) A candidate for the award of BA, BMus, BSc, BSc (Econ), LLB, BEng, MSci and MEng registered for a bachelors or integrated masters award , who satisfies both the following criteria will automatically be raised into the next class: (a) the Final Average must be within 2.0% of one of the classification boundaries in paragraph (8) above Table 11 ; (b) the marks for at least 60 credits counting in the final stage must be above the relevant are in the higher classification boundary, with marks allocated to Year in Industry or Year in Business being excluded.	31
Section 19 (8)	<i>Provisions pertaining to the classification of CertHE, DipHE, GradCert and GradDip were combined into one paragraph.</i> (8) The award of Certificate or Diploma in Higher Education (CertHE or DipHE) under the provisions of Section 17 (12) 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 course specification. The award of GradCert and GradDip will be classified on a Pass/Fail basis only, unless provision is made in the course specification for the award of Merit or Distinction.	31
Section 19 (9)	<i>Added provision pertaining to classification of postgraduate awards.</i> (9) The classification of candidates for the award of Taught Masters Degrees and Postgraduate Diplomas will be determined from the Final Average as outlined in Table 12.	31
Section 19 (Table 12)	<i>Award classification boundaries for postgraduate awards outlined in Table 12: Final Averages for the Classification of Postgraduate Masters Awards.</i>	31
Section 19 (10-11)	<i>Added provisions outlining requirements to raise classification for postgraduate taught awards and the postgraduate diploma.</i> (10) A candidate registered for a postgraduate taught award who satisfies both the following criteria will automatically be raised into the next class:	31-2

	<p>(a) the Final Average must fall within 2.0% of one of the classification boundaries in Table 12;</p> <p>(b) The marks for at least 60 credits, to include the mark for the module designated as the dissertation/ research project, are in the higher classification boundary.</p> <p>(11) A candidate for the award of Postgraduate Diploma who satisfies both the following criteria will automatically be raised into the next class:</p> <p>(a) the Final Average must fall within 2.0% of one of the classification boundaries in Table 12;</p> <p>(b) the marks for at least 60 credits counting towards the award are in the higher classification boundary. These 60 credits could be for taught modules or the module designated as the dissertation/ research project.</p>	
20. Field of study		
Section 20 (3)	<p><i>Wording adjusted to include PSRB accreditation.</i></p> <p>(3) Where a candidate has failed one or more modules with a pass requirement for a specific field of study or PSRB accreditation requirement, the School Progression and Awards Board may recommend that she they be given an alternative field of study, be awarded the degree without a field of study or accreditation or be given the opportunity to resit or resubmit the assessment for modules in the following academic year in accordance with the provisions of Section 12 (1) Section 16 (Failure to Progress and Entry for Reassessment).</p>	32
21. Failure to meet the requirements for the award		
Section 21 & 22	<p><i>The positions of the following two sections have been swapped: Release of award classification results & Failure to meet the requirements for the award, such that the latter is now Section 21. Failure to meet the requirements for the award and the former is now Section 22. Release of award classification results.</i></p>	
Section 21 (1)(a-b)	<p><i>Wording adjusted for clarity. Also removed provision in (1)(b) which suggested that students would be permitted to resit or resubmit work without enrolling with the University.</i></p> <p>(1) Save for the provisions of paragraph (4) below, Where candidates, who after completion of the course fail to meet the requirements for award of the degrees of BA, BMus, BSc, BSc (Econ), LLB, or BEng must either, the School Progression and Awards Board will determine one of the following outcomes:</p> <p>(a) Permit the candidate to enrol with the University on a full- or part-time basis in order to repeat modules in accordance with Section 12(1a) 16 (Failure to Progress and Entry for Reassessment). (Such students may additionally enter to resit or resubmit the assessment for modules in accordance with Section 12(1b) as appropriate);</p> <p>(b) Permit the candidate to resit or resubmit the assessment for modules in accordance with Section 12(1-5) 16 without enrolling with the University registering to attend the teaching for the module again;</p>	32-33
Section 21 (1)(c)	<p><i>Added provision outlining the discontinuation of registration with the University as a potential decision of the School Progression and Awards Board for students who have failed</i></p>	33

	<p>to meet the requirements for the award (this was initially paragraph (4) and came at the end of the section).</p> <p>(c) Discontinue the registration of the candidate in accordance with Section 23 (Discontinuation of Registration).</p>	
Section 21 (2-3)	<p>The following two provisions have swapped positions such that the order is now as follows:</p> <p>(6) Students Candidates offered the options outlined in Section 22 (1)a or (1)b are expected to seek and take into serious account consider the advice of their department(s) / school(s) when deciding a course of action after failing to meet the requirements for the award.</p> <p>(7) Candidates registered for a course leading to the award of MSci or MEng who, after exhausting all attempts at completing the course, fail to meet the requirements for award of the degree of MSci or MEng will be awarded the degree of BSc or BEng, respectively.</p>	33
Section 21 (4)	<p>Added provision advising that candidates who fail to meet award requirements may be considered for exit awards.</p> <p>(4) Candidates who fail to meet the requirements for the award may be considered for an exit award in line with the requirements in Table 9. In the case of a postgraduate award, a student may be considered for a Graduate Certificate or Diploma where provision is made for this in the course specification.</p>	33
22. Release of award classification results		
Section 22	<p>Wording adjusted.</p> <p>(1) The release of Award classification results and notification of the field of study will be issued to candidates by the Director of Student and Academic Services University after they have been determined by the School Progression and Awards Board and/ or the Executive Committee for Assessment Assessment, Quality Assurance and Standards Committee.</p>	33
Discontinuation of Registration for Courses on Academic Grounds		
24. Formal warning procedure		
Section 24 (1)	<p>This provision was expanded upon.</p> <p>(1) Any formal warning issued relates to the student's course registration, including any course transfers, and remains active (unless rescinded), until the completion of studies.</p>	34
Section 24 (2)	<p>Wording adjusted.</p> <p>(2) Before making a recommendation to the Senior Vice-Principal (Education) Pro-Vice-Chancellor (Education and Student Experience) or nominee that a student's registration should be terminated discontinued, Student Administration, will issue the student with two formal warnings by letter on behalf of the Heads of School, Executive Dean or authorised nominees. Each letter formal warning shall state the reason(s) for the warning, the nature of any requirement made of the student in order to demonstrate improvement and the period of time within which this is to be done in order for the student to avoid his/her their registration being terminated discontinued. The second letter of formal warning shall state the fact that it is the final warning.</p>	34
Section 24 (4)	<p>Wording adjusted.</p> <p>(4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Head(s) of School Executive Dean (or authorised nominees) in order to discuss the grounds for the warning. The</p>	35

	<p>student may be accompanied at the meeting by another student or member of staff of the University. On provision of a satisfactory and adequately documented explanation for the student's record of attendance, academic performance or productivity Student Administration may set the warning aside. This decision will be confirmed to the student by letter in writing. Formal warnings which have not been set aside will remain active for the duration of the student's course of study until the completion of studies, including any course transfers.</p>	
Appeals		
25. Appeals against the outcomes of Boards of Examiners		
Section 25	<i>This section has been divided with the subheadings Formal stage and Review stage to clearly indicate provisions relating to each stage.</i>	36-7
Section 25 (3)	<p><i>Removed provisions detailing what must be included in an appeal submission.</i></p> <p>(3) Appeals must be submitted in writing by the student to the Director of Student and Academic Services University within 15 working days of the date on which the student was formally notified of the outcome of the Boards of Examiners. The student's submission must include:</p> <p>(a) — a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in paragraph (2) above and lead the student to believe that the outcome of the assessment was unfair;</p> <p>(b) — a statement of the student's desired outcome from the appeal;</p> <p>(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;</p> <p>(d) — in the case of appeals made in reference to paragraph (2) (c) above, a signed record by the student of all comments or remarks made by the examiners which, in the student's view, indicate bias.</p>	36
Section 25 (4)	<p><i>Restructured this provision to outline the grounds on which an appeal can be rejected or dismissed.</i></p> <p>(4) The Director of the Student Journey Division or their nominee may reject or dismiss any appeal which in their opinion:</p> <p>(a) is not submitted by the deadline given in paragraph (3) above, without compelling reason for the delay;</p> <p>(b) does not fall within the remit of these regulations;</p> <p>(c) fails to present reasonable grounds;</p> <p>(d) fails to provide sufficient information or evidence in support of the student's claims;</p> <p>(e) is frivolous or malicious. In such cases, the student may be liable for disciplinary action under the Student Conduct Regulations.</p>	

Section 25 (5-6)	<p><i>Removed these two provisions.</i></p> <p>(5) Appeals which are not dismissed under the provisions of paragraph (4) above will be investigated by an investigating officer from Student Administration. 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 investigating officer 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 investigating officer decides to meet with the student, the student may be accompanied by another student or member of staff of the University, otherwise all such meetings shall be held in private.</p> <p>(6) A student who wishes to abandon or withdraw an appeal at any stage must inform the Director of Student and Academic Services immediately in writing. The investigating officer will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.</p>	
Section 25 (5)	<p><i>Reworded provision outlining possible outcomes of the formal stage of the appeals process.</i></p> <p>(5) Following his/her investigation of the appeal, the by an investigating officer, will decide on the student will be notified of one of the following outcomes of the formal stage, together with reasons for the decision.</p> <p>(a) reject the appeal is not upheld, in which case and the original outcome of the Boards of Examiners shall stand.</p> <p>(b) the appeal is upheld, ask and the original examiners to will be asked to reconsider their decision, the outcome of which shall be final.</p> <p>(c) the appeal is upheld, and the original assessment will be set aside, and arrangements made for another assessment to be conducted, the outcome of which shall be final. The investigating officer in consultation with the Director of Student and Academic Services may make stipulations about the conduct of the assessment.</p> <p>The student will also be notified of their right to request a review of the decision, and the deadline to do so.</p>	
Section 25 (8-10)	<p><i>Removed paragraphs (8-10). The information outlined in paragraph 10 is included in paragraph (7) (as outlined in the following row).</i></p> <p>(8) In addition to the provisions of paragraph (7) above, the investigating officer and/or the Director of Student and Academic Services may make any recommendations which s/he deems to be appropriate in the light of his/her investigation.</p> <p>(9) The Director of Student and Academic Services or investigating officer will inform the student in writing of his/ her decision and the reasons for it, the student's right to take the academic appeal to the review stage, the procedures and time limit for doing so and where and how to access support in this regard.</p>	

	(10) If a student chooses not to take the appeal to the review stage, or fails to do so within the given time limit of 10 working days s/he can request that the University issue a Completion of Procedures letter.	
Section 25 (6-7)	<p><i>Added the following provisions regarding review process.</i></p> <p>(6) Following completion of the formal stage, the student may request a review of the decision. The review will be carried out by the Head of Legal Services or their nominee.</p> <p>(7) A review request must be submitted in writing to the University within 10 working days of the date on which the student was formally notified of the outcome at the formal stage.</p>	37
Section 25 (10)	<p><i>Expanded upon provision by detailing the contents of the Completion of Procedures letter.</i></p> <p>(9) If a student chooses not to take the appeal to the review stage or fails to do so within the given time limit of 10 working days s/he they can request that the University issue a Completion of Procedures letter. This letter will indicate the stage which the appeal has reached but will not confirm that the appeal procedure has been completed.</p>	37
Section 25 (8)	<p><i>Reworded for clarity.</i></p> <p>(8) On receipt of the written outcome of the formal stage of the appeals investigation as outlined in paragraph (10) above, a student may request a A review of their appeal decision may be requested but only on one or more of the following grounds:</p> <p>(a) fresh evidence can be presented which could not with reasonable diligence have been submitted with the initial appeal and which might cause reasonable doubt as to the fairness of that decision;</p> <p>(b) there is evidence of a failure to follow the procedures set out in these regulations which might cause reasonable doubt as to the fairness of the decision;</p> <p>(c) the decision was perverse given the evidence which was available at the time.</p> <p>An appeal must have been considered as outlined in paragraphs (2) – (10) above Consideration of an appeal at the formal stage as outlined in paragraphs (2) – (10) above must have been completed before a student can request a review as outlined in paragraph (11) above.</p>	37
Section 25	<p><i>Removed the following paragraphs:</i></p> <p>(12) Requests for a review must be submitted in writing by the student to the General Counsel, Legal and Compliance Directorate within 10 working days of the date on which the student was formally notified of the initial outcome of their appeal. Unless informed otherwise the student will be notified of the review decision within 20 working days of the receipt of a request for review.</p> <p>(13) The student's submission requesting a review must include:</p> <p>(a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for review in paragraph (11) above and lead the student to believe that the outcome of the initial investigation was not reasonable in all the circumstances;</p>	

	<p>(b) — a statement of the student’s desired outcome from the review;</p> <p>(c) — copies of all documentary evidence on which the student wishes to rely in the review, and an explanation for why the student was previously unable to submit any of the evidence or information for consideration at the initial stage of the appeal investigation.</p>	
Section 25 (9)	<p><i>Restructured for clarity.</i></p> <p>(9) The Head of Legal Services or their nominee may reject or dismiss any request for review which in their opinion:</p> <p>(a) Is not submitted by the deadline given in paragraph (7) above, without compelling reason for the delay;</p> <p>(b) does not fall within the remit of these regulations;</p> <p>(c) fails to present reasonable grounds;</p> <p>(d) fails to provide sufficient evidence in support of the student’s claims.</p>	37
Section 25	<p><i>Removed the following paragraph outlining the possibility of the Head of Legal Services referring an appeal to the Review Panel without the request of the student.</i></p> <p>Exceptionally the General Counsel, Legal and Compliance Directorate or his/ her nominee (the investigating officer) may decide to refer an appeal to a Review Panel for further consideration without the student having requested this prior to the issuing of a Completion of Procedures letter as outlined in paragraph (13).</p>	
	<p><i>Reworded possible outcomes of the review process for clarity.</i></p>	37
Section 25 (11)	<p><i>Restructured for clarity.</i></p> <p>(11) If a Review Panel is required, the student will be informed of the arrangements. The Review Panel will comprise of:</p> <p>(a) The Pro-Vice Chancellor (Education and Student Experience), or their nominee, as Chair;</p> <p>(b) Two members of academic staff, normally one of the School Directors of Education and a Chair or Deputy Chair of a Department Assessment Board, both from the School in which the student is studying;</p> <p>(c) The Head of the Academic Quality and Policy Office or their nominee.</p>	38
Section 25	<p><i>Removed paragraph detailing procedure if the student wishes to withdraw a request for review.</i></p> <p>(18) A student who wishes to abandon or withdraw a request for review at any stage must inform the General Counsel, Legal and Compliance Directorate immediately in writing. The investigating officer will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.</p>	
Section 25 (19)	<p><i>Adjusted wording.</i></p> <p>(19) The General Counsel Head of Legal Services, Legal and Compliance Directorate or investigating officer will issue a Completion of Procedures letter which informs the student in writing of the decision following completion of the Review Panel and the reasons for it, clarify that the University’s internal appeals procedures of the University have been is</p>	38

	completed and of his/her their right to request that the University's decision be reviewed by the Office of the Independent Adjudicator for Higher Education.	
Section 25	<i>Removed following paragraph.</i> (20) In addition to the provisions of paragraph (17) above, the Review Panel may make any recommendations which they deem to be appropriate in the light of their review of the case.	
26. Appeals against the discontinuation of registration through the formal warning procedure		
Section 26 (2)	<i>Removed provisions outlining what a student must include in their appeal submission.</i> (2) Appeals must be submitted in writing by the student to the Director of Student and Academic Services within 15 working days of the date on which the student was formally notified of the decision to terminate discontinue his/her their registration. The student's submission must include: (a) — a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in Section 26 (1) and lead the student to believe that the decision to terminate his/her registration was unfair; (b) — a statement of the student's desired outcome from the appeal; (c) — copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to disclose any of the evidence or information.	38
Section 26 (3)	<i>Restructured for clarity.</i> (3) The Director of the Student Journey Division or their nominee may dismiss any appeal which in their opinion: (a) is not submitted by the deadline given in paragraph (1) above without compelling reason for the delay; (b) does not fall within the remit of these regulations; (c) fails to present reasonable grounds; (d) fails to provide sufficient information or evidence in support of the student's claims.	38
Section 26 (4)	<i>Added following provision.</i> (4) If the appeal is dismissed a Completion of Procedures letter will be issued confirming that the internal appeals procedure of the University has been completed and of the student's right to request that the University's decision be reviewed by the Office of the Independent Adjudicator for Higher Education.	38
Section 26 (5)	<i>Restructured for clarity.</i> (5) Appeals which are not dismissed under the provisions of Section 26(3) will be investigated by an investigating officer from Student Administration and the findings will be presented in writing to a Pro-Vice-Chancellor or their nominee who will determine one of the following courses of action:	39

	<ul style="list-style-type: none"> (a) to reinstate the student’s registration in full subject to any conditions which they may wish to impose; (b) to confirm the decision to discontinue the student’s registration; (c) to convene an Appeals Committee under the provisions of Section 26 (6) to investigate the matter further through a formal hearing. 	
Section 26 (6)	<p><i>Restructured for clarity.</i></p> <p>(6) If an Appeals Committee is required, the Head of Legal Services or their nominee will inform the student of the arrangements. The Appeals Committee will comprise:</p> <ul style="list-style-type: none"> (a) the Pro-Vice-Chancellor (Education and Student Experience), or nominee, as Chair; (b) the Executive Dean of the School, or nominee, in which the student has studied; (c) two other members of academic staff from School(s) in which the student has studied, but not from the student’s department(s); (d) a member of the Students’ Union. 	39
Section 26	<p><i>Removed the following provision.</i></p> <p>(7) A student who wishes to abandon or withdraw an appeal at any stage must inform the Director of Student and Academic Services immediately in writing. The investigating officer will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.</p>	39
Section 26 (7)	<p><i>Wording adjusted.</i></p> <p>(7) The Director of the Student and Academic Services Journey Division or investigating officer their nominee will issue a Completion of Procedures letter will informing the student in writing of the decision of the Senior Vice-Principal Pro-Vice-Chancellor or nominee the Appeals Committee. And The letter will explain the reasons for it the decision, as well as and the student’s right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.</p>	39