

# **ACADEMIC REGULATIONS 2020/21**

These Regulations must be read in conjunction with the individual Programme Specifications.

# ACADEMIC REGULATIONS 2020/21

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## Section A: Modular Framework for Undergraduate and Taught Postgraduate Programmes

### 1. Modularity

- 1.1 All of the University's undergraduate and taught postgraduate programmes of study are modular. In other words, they comprise a number of modules which, when successfully completed by the student, lead to a Higher Education award or qualification. Each module and programme is assigned to a Higher Education level of study, in accordance with the Framework for Higher Education Qualifications in Part A of the UK Quality Code. Please refer to *Table 1, Awards, Levels and Credits at St Mary's University*.

### 2. Module Definition and Types of Module

- 2.1 Each module is a unit within which students will learn and be assessed on subject content, knowledge and other intended outcomes. Modules also develop transferable or key skills and, where appropriate, practical skills. All modules should reflect the University's policy on research-informed teaching and learning. **Core modules** are compulsory and must be passed to enable progression, except where the relevant regulations concerning compensation credits may apply. **Option modules** may provide opportunities either within the main subject of the degree, or for inter-disciplinary study within or beyond the School, or for workplace learning. Option modules for workplace learning may be offered at all three undergraduate levels. Some programmes may also have '**core option**' modules, where it is compulsory for students to select from a group of designated modules. All other credit requirements are made up by option modules chosen by students. This structure provides a framework within which students can exercise an element of choice over the direction of their studies, although in some programmes – particularly those in professional disciplines – the curriculum may be more prescriptive.

### 3. Credits and Learning Hours

- 3.1 Each module is assigned a credit value according to the total number of hours of student work (or "learning hours") which it involves. Learning hours comprise contact with academic staff, plus self-directed study. Each credit represents around 10 hours of student work; thus a 20-credit module represents 200 learning hours. Within this total, contact hours should be stated in module outlines, providing a clear breakdown of how the contact is comprised. The amount of contact time (seminars, practicals, lectures, etc) and self-directed study (research, planning, essay writing, seminar preparation work, etc) will vary between subjects and levels. Successful completion of a module earns the student the relevant number of credits at the designated level.

### 4. Module Size

- 4.1 The module sizes which may be used in the University's undergraduate and taught postgraduate provision are as follows:
- **Undergraduate level (FHEQ Levels 4-6)** At all levels of study, modules are 20 credits. The only exceptions to this are (a) the 40 credit Dissertation (Level 6) and (b) Independent Study modules (Level 6 only), which may be at least 20 credits.

Irrespective of their credit weighting, modules must be completed within one academic year. 20 credit modules are normally delivered within a single semester. 40 credit Dissertation and Independent Study modules are delivered across two consecutive semesters.

20 credit modules may be designed for delivery across two consecutive semesters (so-called “long thin modules”). However, validation panels will expect to see such proposals supported by a sound pedagogic rationale. This should include consideration of the appropriateness of long thin modules to the subject of study, together with the assessment pattern and load for students, especially on Joint Honours programmes.

*Please refer to the relevant paragraphs in Section C: Regulations for Undergraduate Programmes of Study.*

- **Taught postgraduate (FHEQ Level 7)** Prior to academic year 2016-17 the University’s Level 7 programmes were based on 10- 15- and 20-credit modules, or multiples thereof, with over 75% being 20- or 30-credit modules. From academic year 2016-17, all Level 7 validations and revalidations will require the adoption of the 20-credit Master’s-level module as the standard ‘building block’ for Level 7 programmes.

Double modules of 40 credits may be offered where this is deemed appropriate. 30 credit modules may continue to be offered where there are compelling pedagogical, student experience, quality enhancement or market sustainability reasons. Validation panels will expect to see such proposals supported by a sound pedagogic rationale. This should include consideration of the appropriateness of 30 or 40 credit modules to the subject of study, together with the assessment pattern and load for students.

At the time of writing, Schools are investigating the efficacy of developing common modules for Research Methods within cognate discipline areas; accordingly the Modular Framework will be updated to reflect further developments in due course.

*Please refer to the relevant paragraphs in Section D: Regulations for Taught Postgraduate Programmes of Study and Section E: Regulations for the Postgraduate Certificate in Education (PGCE) (M) and the Professional Certificate in Education (PGCE)*

## **5. Validated Awards Offered by St Mary’s University**

- 5.1 Table 1 describes the validated programmes of study (‘awards’) offered by St Mary’s University. For each award listed, the following is also provided: the relevant level of study in the Framework for HE Qualifications (FHEQ); the credit requirements for the award; and the total learning hours for the award. The FHEQ qualification level (column 2) indicates the academic standard of the award and its constituent modules. *(NB: Postgraduate research degree programmes, (with the exception of MRes Degree Programmes which are awarded by St Mary’s University), at Levels 7 and 8 are awarded by the University of Surrey or Liverpool Hope University and, with the exception of the Doctor of Education programme, are not typically credit-rated.)*

**Table 1****Awards, Levels and Credits at St Mary's University**

NB Awards marked with an asterisk \* are exit awards only. The credit requirements listed in the table should be read in conjunction with the relevant paragraphs in Section C: Regulations for Undergraduate Programmes of Study, Section D: Regulations for Taught Postgraduate Programmes of Study, and Section F: Regulations for the Postgraduate Certificate in Education [PGCE (M)] & the Professional Certificate in Education (PGCE).

<b>Award</b>	<b>FHEQ qualification level</b>	<b>Credit requirements</b>	<b>Typical learning hours</b>
St Mary's Certificate of Attendance	N/A	Not credit-bearing	Varies by course
Certificate of Higher Education (CertHE)	4	120 at Level 4	1200
Diploma of Higher Education (DipHE)	5	240 including at least 120 at FHEQ Level 5 or higher	2400
Foundation degree (FD, FdA, FdSc)	5	240 including at least 120 at FHEQ Level 5	2400
Ordinary Bachelor's degree (BA, BSc, BD, BTh, LLB) *	6	300 including at least 60 at FHEQ Level 6 and at least 120 at FHEQ Level 5  <i>NB Students progressing from Foundation Degree programmes require 60 Level 6 credits in order to qualify for the award of Ordinary Bachelor's degree.</i>	3000
Bachelor's degree with Honours [BA (Hons), BSc (Hons), BD (Hons), BTh (Hons), LLB (Hons)]	6	360 including at least 120 at FHEQ Level 6 and not more than 120 at FHEQ Level 5  <i>NB Students progressing from Foundation Degree programmes require 120 Level 6 credits in order to qualify for the award of Bachelor's degree with Honours.</i>	3600
Bachelor's degree with Honours [BA (Hons), BSc (Hons)]	6	480 including at least 120 at FHEQ Level 6	4800
Graduate Certificate	6	60 at Level 6	600
Graduate Diploma	6	120 at Level 6	1200
Professional Graduate Certificate in Education (PGCE) Primary *	6	120 (of which up to 30 may be at Level 7)	1200
Professional Graduate Certificate in Education (PGCE) Secondary *	6	135 [of which either (a) 60 must be at Level 6 and 30 must be at Level 7; or (b) 80 must be at Level 6]	1350
Postgraduate Certificate in Education [PGCE (M)]	7	150 (minimum 60 at Level 7)  5	1500

<b>Award</b>	<b>FHEQ qualification level</b>	<b>Credit requirements</b>	<b>Typical learning hours</b>
Primary			
Postgraduate Certificate in Education [PGCE (M)] Secondary	7	165 (minimum 60 at Level 7)	1650
Postgraduate Certificate  PGCert	7	60 at Level 7	600
Postgraduate Diploma  PGDip	7	120 (minimum 90 at Level 7)	1200
Master of Arts  MA	7	180 (minimum 150 at Level 7, of which at least 40 shall be associated with the Dissertation or equivalent major project as specified in the Programme Specification)	1800
Master of Laws  LLM ("Latin Legum Magister")	7	180 (minimum 150 at Level 7, of which 40 shall be associated with the Dissertation or equivalent major project as specified in the Programme Specification)	1800
Master of Science  MSc	7	180 (minimum 150 at Level 7, of which at least 40 shall be associated with the Dissertation or equivalent major project as specified in the Programme Specification)	1800
Master of Business Administration  MBA	7	180 (minimum 150 at Level 7, of which at least 40 shall be associated with the Dissertation or equivalent major project as specified in the Programme Specification)	1800
Master of Research  MRes	7	180 (minimum 150 at Level 7, of which 120 shall be associated with the Supervised Research Project or equivalent major project as specified in the Programme Specification)	1800
Master of Philosophy  MPhil	7	Not typically credit-rated	Not typically stated

<b>Award</b>	<b>FHEQ qualification level</b>	<b>Credit requirements</b>	<b>Typical learning hours</b>
<i>NB Awarded by University of Surrey or Liverpool Hope University</i>			
Doctor of Philosophy  PhD  <i>NB Awarded by University of Surrey or Liverpool Hope University</i>	8	Not typically credit-rated	Not typically stated
Doctor of Education  EdD  <i>NB Awarded by Liverpool Hope University</i>	Part 1 – Level 7  Part 2 – Level 8	Part 1 - 180 credits  Part 2 - 360 credits	Part 1 - 1800  Part 2 - 3600

## **6. Note: Intensive 2-year BA/BSc Programmes of Study**

- 6.1 During 2014-15, the University validated an intensive full-time 2-year BA (Hons) in Technical Theatre, to commence in September 2015. This Single Honours programme of study is being delivered over two extended years of study, with each academic year comprising three trimesters. The first two trimesters of each year are being delivered within the University's normal semester calendar. The third trimester takes place from May to August each year, with teaching concluding in July.
- 6.2 It is the University's intention that BA (Hons) Technical Theatre should act as a pilot for the design and delivery of other intensive 2-year Bachelor's degrees. In order to facilitate this and also to reflect the vocational identity of BA (Hons) Technical Theatre, the module and credit structure has been varied from the normal models for 3-year undergraduate programmes of study at St Mary's. The module and credit structure for BA (Hons) Technical Theatre is illustrated in Table 2 below and is being monitored by the University during the first two years of delivery.
- 6.3 Academic staff considering the development of proposals for 2-year intensive Bachelor's degrees should seek initial advice from the Head of Quality & Standards.

**Table 2 BA (Hons) Technical Theatre, 2015-17**

	Trimester 1	Trimester 2	Trimester 3
<b>Year 1</b>	<i>Level 4:</i> 3 x 20-credit Core	<i>Level 4:</i> 3 x 20-credit Core	<i>Level 5:</i> 1 x 20-credit Core & 1 x 40-credit Option
<b>Year 2</b>	<i>Level 5:</i> 3 x 20-credit Core	<i>Level 6:</i> 1 x 40-credit Core (Specialist Study) & 1 x 40-credit Option	<i>Level 6:</i> 1 x 40-credit Core (Industry Placement)

*Note: The 40-credit Specialist Study module (Year 2, Trimester 2) is designed to fulfil the University's requirement that all undergraduate students are required to undertake an in-depth Independent Study module of at least 20 credits in the final year of their programme.*

## 7. Collaborative provision - Joint Degrees and Dual Degrees

7.1 In collaborative provision, the University may also agree to offer Joint Degrees or Dual Degrees:

**Joint Degree:** In this model, two (or more) degree-awarding institutions collaborate in the design, approval and delivery of a programme, including the creation of a single set of academic regulations specific to that programme. The student may study in one or more of the institutions. The student receives one award and one certificate, which carries the crests/logos of all participating universities. The partner institutions must operate quality assurance and enhancement processes which enable them to satisfy themselves that academic standards are equivalent and meet the relevant national expectations.

**Dual Degree:** In this model, two (or more) degree-awarding institutions collaborate in the design, approval and a delivery of a programme, and approval of each partner's academic regulations. The student may study in one or more of the institutions. The student receives typically two awards and two certificates, issued by the individual awarding institutions. The partner institutions must operate quality assurance and enhancement processes which enable them to satisfy themselves that academic standards are equivalent and meet the relevant national expectations.

7.2 Due to the collaborative nature of joint and dual degrees, the procedures for development and approval are determined on a case-by-case basis and agreed with the collaborative partner(s). This includes but may not be limited to the following:

- Partner approval
- Alignment of the partners' curriculum and academic processes to the FHEQ
- Alignment of partners' module and credit frameworks, with the 20 credit module as the standard 'building block' at undergraduate and taught postgraduate levels
- Programme development and validation
- Agreement over joint procedures for the management of academic standards, including:



- Academic regulations, including those governing assessment
- Monitoring and periodic review or revalidation
- Externality

7.3 For further guidance on the development and approval of Joint and Dual Degrees, please contact the Head of Quality & Standards and refer to the QAE Handbook, Section E Collaborative Provision and the UK Quality Code [chapter B10](#).

## **Section B: General Regulations for Studying at St Mary's University**

### **1. Admission**

- 1.1 Students must apply to the University in the prescribed manner for a particular programme of study and fulfil the admission requirements in accordance with the Academic Regulations and Programme Specification.
- 1.2 Any appeals against Admissions decisions should be made in writing to the Head of Registry Services, in accordance with the Admissions Policy.

### **2. Admission with Advanced Standing**

- 2.1 Students who have undertaken study or learning elsewhere may apply for exemption from a proportion of a University programme of study and be given entry with advanced standing (e.g. at a point beyond the beginning of FHEQ Level 4) and exemption from parts of their programme. The learning which may merit advanced standing is as follows:
  - Relevant credits, i.e. credits at an appropriate level and in an appropriate subject, earned in another institution or in other institutions;
  - Relevant certificated prior learning.
- 2.2 The relevance, status and currency of the prior learning will be considered by the Head of Registry Services on the advice of the Programme Director.

The University will accept applications for accreditation of prior experiential or uncertificated learning for entry to Masters or other professional programmes as determined by the Programme Director on the advice of the Head of Registry Services. The University will accept applications for the accreditation of prior uncertificated learning for particular modules as outlined in the regulations for programmes of study.

### **3. Attendance**

- 3.1 Students are expected to attend all the University classes and School experiences, and to maintain an attendance level of at least 70%, or that dictated at programme level (whichever is the highest). Students who do not meet the required level of attendance and/or who are absent for 20 days or more in total without providing acceptable reasons to the Programme Director may have their programme terminated. Attendance requirements for Tier 4 students are covered in the Tier 4 Attendance Monitoring Policy.

### **4. English Language Requirement**

- 4.1 An applicant whose first language is not English or who has not been educated wholly or mainly in the medium of English will be expected to reach, before commencing the programme, a suitable minimum level of competence in the English language. It is essential that a student is able to understand and to communicate in both written and spoken English to a sufficient standard to follow the chosen programme profitably. The University lists on its website the acceptable qualifications/tests, which indicate a suitable minimum level of competence. (<http://www.stmarys.ac.uk/international/entry-requirements/>).

- 4.2 An applicant who does not meet the minimum standard through one of the above qualifications or an equivalent will be required to undertake English language instruction before admission.
- 4.3 The minimum English Language requirements of the UK Visas and Immigration (UKVI) are the absolute minimum criteria for entry to the University, although a higher level of English Language proficiency may be a requirement of a particular subject/level of study and the Programme Specifications should provide clear guidance as to their entry requirements in this regard.

## **5. Ethics**

- 5.1 Students are required to familiarise themselves with the ethical considerations set out in the University Ethics Guidelines. Ethics are of particular importance when undertaking any level of research or activity-based piece of academic work such as a Dissertation or Project, and any queries about this should be referred to the appropriate Module Convenor or Supervisor in the first instance.

## **6. Allowed Modes of Study**

Students may be full-time or part-time, or may with approval mix both modes of study during their programmes. Subject to the agreement of the Head of Registry Services, they may also change modes at any time without adverse effect on the grade or credit-value of any completed assessments.<sup>1</sup>

### **6.1 Full-time Study**

A full-time student is one who is undertaking a designated full-time programme of study within the minimum time available and who registers for at least 100 credits at Levels 4, 5 and 6 in any one academic year.

### **6.2 Part-time Study**

- 6.2.1 A Part-Time student is registered on, and studies within the requirements of, an award-bearing programme.
- 6.2.2 An Associate student is registered on one or more individual modules, but does not contract for a complete programme of study leading to an Award of the University. Associate students shall be eligible for credits on successful completion of modules.
- 6.2.3 An Auditing (attendance-only) student registers for one or more individual modules (at a reduced tuition fee) with no intent to undertake assessment or to complete a programme of study leading to an Award of the University. Auditing students therefore have no automatic entitlement to have written work marked, to receive tutorial supervision, to take examinations, to access University learning resources, or to gain an award. Such students shall not be eligible for credits on completion of modules.

### **6.3 Distance Learning, Work-Based Learning and Vocational Programmes**

Some programmes are offered via distance learning, blended learning, day release or other mode. The requirements for study of these programmes are outlined in the Programme Specification.

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<sup>1</sup> It is important to note that changing from full-time to part-time and vice versa may affect the level of fees, in line with Government guidelines on funding.

#### **6.4 Study Loads**

The credit requirements for full-time and part-time study loads are outlined in the programme of study requirements.

A part-time load is normally half the equivalent full-time load, although this can be varied with the advance approval of the Programme Director and the Head of Registry Services; and individual programmes may permit part-time students to undertake an accelerated route of study as outlined in the Programme Specifications.

#### **7. Associate and Attendance-only Students Transferring to an Award**

7.1 Associate students may transfer registration to part-time or full-time student status and an award-bearing programme. Modules already completed will be credited towards their programme subject to the timescales for completing awards as per Section C Regulation 4 (Credit Requirements) or Section D Regulation 4 (Duration of Study), and to the Programme Specification applying to the programme of study concerned.

7.2 Auditing students may transfer registration to Associate student status, or to part-time or full-time student status and an award-bearing programme. They may claim credit for Attendance-only modules as part of their programme only if they undertake for assessment for and pass those modules and subject to the timescales for completing awards as per Section C Regulation 4 or Section D Regulation 4, and to the Programme Specification applying to the programme of study concerned.

#### **8 Annual University Registration**

8.1 Upon registration (and subsequent re-registration), every student is deemed to have declared their acceptance of the University Regulations, and all associated University Policies and Procedures, for that academic year.

8.2 It is the responsibility of the individual student to notify the University of any change to their personal contact details (such as home and term time addresses and mobile telephone numbers) as they occur.

8.3 All full-time and part-time students entering the University at the commencement of the academic year will be required to register for one academic year's programme on initial registration, and thereafter to re-register annually at the beginning of each new academic year until the completion of their programme of study.

8.4 All full-time and part-time students entering the University part way through the academic year will be required to register for a complete programme to the end of the academic year, and thereafter to re-register annually at the beginning of each new academic year.

8.5 It is the responsibility of the student to ensure that his/her registration is in accordance with these Regulations and with any specific Programme Specifications that apply.

8.6 A student on a full-time programme of study of the University may not simultaneously attend any other full-time programme of study of this or any other University or Higher Education Institution.

8.7 Students must inform the University (in writing to the Head of Registry Services) of any intention to withdraw from any programme, whether permanently or temporarily.

8.8 It will be deemed that the registration of students who fail to re-enrol at the beginning of subsequent academic years has lapsed, and notification will be sent to all relevant statutory

bodies thereafter (including, but not necessarily limited to, Student Finance England and the UKVI for Tier 4 visa holders).

## **9 Registration for Awards**

- 9.1 All full-time and part-time undergraduate students will be admitted to an approved programme of study leading to an award.
- 9.2 All full-time and part-time students will be registered for the final award unless otherwise specified at initial registration or subsequently.
- 9.3 Students who wish to undertake an intermediate award (e.g. a Certificate of Higher Education, a Diploma of Higher Education for undergraduate students or in the case of postgraduate students a Postgraduate Certificate or a Postgraduate Diploma) should specify their intention at Registration. Alternatively, they may claim such awards retrospectively, provided they have completed the relevant award and programme requirements and wish to withdraw from the registration for the Degree. There are no intermediate awards for the PGCE.
- 9.4 Students who have taken an intermediate award and subsequently wish to return to complete the final award will be allowed to continue at the discretion of the Programme Director(s) and the Head of Registry Services, and must complete the final award within the timescales outlined in the relevant sections of these Regulations. When the final award is made, the intermediate award will be rescinded and students must return the certificate for the intermediate award before being given that for the final award.

## **10 Length of Registration**

- 10.1 The permitted length of registration is outlined in the appropriate programme of study regulations within these Academic Regulations, (Section C Regulation 3 for Undergraduate Programmes of Study; Section D Regulation 4 for Taught Postgraduate Programmes of Study; and the Code of Practice for Research Degree Programmes for Postgraduate Research Programmes of Study).
- 10.2 A student who has not qualified for an award in the period specified in accordance with these Regulations and for whom no extension has been granted, shall be ineligible to continue and their programme shall normally be terminated by the relevant University Examination Board. In these circumstances, the student shall be entitled to the highest level intermediate award available within the Programme, provided the student has satisfied all the requirements for that award.

## **11 Module Registration**

- 11.1 In addition to the annual University registration for an award, all students must register for the appropriate modules to the required level of credit outlined above and in accordance with the Programme Specification. It is the student's responsibility to ensure that their module registration is correct.
- 11.2 In order to be able to undertake a module, students must have fulfilled any prerequisites specified in the Programme Specification.
- 11.3 No registration for a module will be allowed after the second week of teaching of the module, except where specifically approved by the Head of Registry Services on the special recommendation of the relevant Programme Director.
- 11.4 Students withdrawing from modules up until the end of the third week of teaching will have the module removed from their student record.

11.5 After the third week of teaching, a student may withdraw from a module and this will be retained on the record as a withdrawal provided they have not entered for any assessment. After a student has entered for an assessment, any withdrawal from a module will be recorded as failure in that module, unless supporting written evidence of ill health or other Extenuating Circumstances for the withdrawal is submitted in accordance with the Extenuating Circumstances Policy. Approval will be the responsibility of the Head of Registry Services on the advice of the relevant Programme Director.

## **12 Payment of Tuition and Other Fees**

12.1 Students must pay their tuition and other fees due to the University promptly.

12.2 Students who withdraw from the University will be liable for fees up until formal notification of their withdrawal is received by the Registry.

12.3 Students who are in debt to the University will not be allowed to re-register for the following academic year.

12.4 Students who are in debt to the University may have their programmes

12.5 d. The termination will be undertaken by the Head of Registry Services on the advice of the Finance Department where a student has made no attempt to pay an outstanding tuition fee debt. Such a termination may be rescinded on payment or a satisfactory agreement to pay the debt.

12.6 No student shall be entitled to an award unless all fees for tuition due to the University have been paid to the satisfaction of the University Finance Director, and the rightful property of the University returned.

12.7 Students who have tuition fee debts outstanding may not be allowed to attend University graduation ceremonies or receive their award certificate.

## **13 Award of Credit**

13.1 A successfully completed module earns a student the approved credits at the designated level and in a defined Subject.

13.2 Full-time, part-time and associate students, successfully completing one or more modules shall be eligible for a University transcript listing the module(s) taken, the credits gained and the marks for the module(s).

13.3 Following the end of each academic year, each student will receive a transcript recording all modules taken (including fails and withdrawals), all marks awarded, and where appropriate, any award conferred in that academic year.

13.4 A full transcript of all modules taken will be provided by the Registry on request, on payment of the appropriate fee.

## **14 Exchange Programmes**

14.1 Students registered for an award at the University may apply to undertake credit at another higher education institution as part of an exchange scheme approved by the Academic Board (e.g. Erasmus/Study Abroad).

14.2 The amount of credit and the modules to be undertaken will be approved by the Programme Director(s) prior to the student undertaking the exchange.

14.3 Marks or grades will not be transferred with the credit and therefore any credit imported under an exchange scheme will not count towards the classification of an award unless an agreed method of translation of marks from the other institution has been agreed as part of the exchange scheme.

## **15 Other Credit Transfer: Importing Credit from Other Institutions**

15.1 A student registered for an award at the University may apply to undertake modules at another higher education institution.

15.2 Such applications will be considered by the Head of Registry Services on the advice of the Programme Director who will consider the relevance of the credit to the student's programme of study.

15.3 The amount of credit which may be imported will be subject to the maximum amounts outlined in these Regulations.

## **16 Progression**

16.1 Students will remain on their programme providing they fulfil the requirements for progression as set out in the programme of study requirements or are otherwise allowed to continue.

## **17 Interruption**

17.1 Where students are ineligible for progression and not permitted to continue their programme of study they will be classed as interrupted students and will be required to retake the failed modules prior to continuing with their programme.

## **18 Programme Termination**

18.1 A student's programme may be terminated by the appropriate University Examination Board where a student has:

- i failed a core module, no compensation for the failure is allowed and no further resits or retakes are granted;
- ii has undertaken no assessment for a particular semester, or where there is negligible achievement, or where all right of resit has been exhausted and where no evidence of extenuating circumstances has been presented;
- iii not completed a programme within the timescales permitted in the programme of study regulations;
- iv committed an offence of Academic Misconduct for which programme termination is the penalty.

Note also that a student registration may be terminated where tuition fees are owed, (see Section B Regulation 11) or under the University's Student Disciplinary Procedure.

## **19 Appeals Against Decisions of the University Examinations Boards or Termination of Programme**

19.1 Students have the right of appeal against the decisions of the University Examinations Board, such as termination of programme and these should be made in accordance with the University's Academic Appeals Policy.

- 19.2 Students who have had their programme terminated due to owing a tuition fee debt may appeal via the University's Academic Appeals Policy.
- 19.3 Students whose programme has been terminated under the disciplinary procedures have a right of appeal via the University's Academic Appeals Policy.
- 19.4 Students who have made an appeal against a decision to terminate their programme of study or withdrawal of University facilities will normally have the right to remain on their programme of study until the appeal is decided. This does not include students in tuition fee debt to the University, found to be in breach of the law with reference to teaching or working with children or young people. In the latter situation students may be dealt with under the University's Fitness to Practise Policy.

## **20. Leave of Absence**

- 20.1 A student may apply for Leave of Absence (i.e. interruption from their studies) due to illness or other personal or extenuating circumstances. Leave of Absence may be granted by the Head of Registry Services in consultation with the Programme Director(s) for a period of up to one year, and may then be extended for a further year upon written application to the Head of Registry Services.
- 20.2 PGCE students must attend an interview with the Programme Director prior to an extension to Leave of Absence being granted.
- 20.3 Periods of leave longer than two years may only be approved at the discretion of the appropriate University Examination Board on the recommendation of the Head of Registry Services.
- 20.4 When on leave of absence, students may normally be able to defer any assessments outstanding for modules that are incomplete until their return to the University. Such application will be subject to the approval by the Head of Registry Services in consultation with the Programme Director(s), and subject to the availability of such assessments.
- 20.5 Periods of Leave of Absence count towards a student's registration period for an award.

## **21. Lapsed Students**

- 21.1 It will be deemed that the registration of students who fail to re-enrol at the beginning of subsequent academic years has lapsed.
- 21.2 Students whose programme registration has lapsed through failure to re-enrol or through expiry of time, or where programmes have been terminated, will be made a lower award in cases where they have accumulated sufficient credit for such an award.

## **22. Withdrawal**

- 22.1 A student who wishes to withdraw permanently from the University before the normal completion of the programme shall give notice in writing to the Head of Registry Services.

## **23. Re-admission after Withdrawal**

- 23.1 A student who has withdrawn permanently may be re-admitted to the University.
- 23.2 If a student is to be re-admitted to the same programme of study s/he must complete the programme within the timescales set out in the appropriate programme of study requirements from their original start date.



- 23.3 Where a student wishes to re-apply to a different programme they will be treated as a new entrant although they may apply for credit transfer under Section B Regulation 2.
- 23.4 Where a student's programme was terminated they may apply for re-admission to a different programme at the discretion of the University Examination Board.

#### **24. Additional Study Following Return to the University after Periods of Leave or Interruption or Withdrawal**

- 24.1 Academic Regulations and Programme Specifications are subject to revision on a regular basis. Students who interrupt their period of continuous study, through Leave of Absence or through Interruption, will on returning to the University be expected to conform to the current Academic Regulations and Programme Specification applying at the level to which the student returns. On the advice of the Programme Director, additional study may be required in such cases to ensure that subject requirements are fulfilled. Students on BA (ITT) and PGCE programmes will be required to undertake any additional periods of study to ensure that they meet the standards for Qualified Teacher Status in force on their return.

#### **25. The Conferment of Awards**

- 25.1 Degrees are determined and conferred by the appropriate University Examination Board acting on delegated authority of the Academic Board.
- 25.2 The University will keep a permanent record of all awards made. The names of those who have received awards of the University shall be published by the Head of Registry Services in the Graduation Ceremonies Booklet, subject to Data Protection provisions.
- 25.3 Following the conferment of an award, an award certificate will either be presented at a graduation ceremony or sent to the successful student through the ordinary post to the student's address as listed in the University records.
- 25.4 A replacement certificate can be issued by the University only on receipt of a written request and on payment of the appropriate fee.
- 25.5 At the end of their programme students are entitled to a Diploma Supplement. The Diploma shall record each module for which the student has registered, the level, the credits gained (if any), the mark gained, and the award obtained. Transcripts may be obtained at other times subject to the payment of the appropriate fee.

#### **26. Awards Ceremony**

- 26.1 All students will be invited to attend an awards ceremony for the presentation of their award.
- 26.2 Academic dress, as defined by the University, shall be worn for the presentation.

## **Section C: Regulations for Undergraduate Programmes of Study**

### **1. Undergraduate Awards offered by the University**

1.1 Please refer to the relevant information in Section A, Table 1.

### **2. Admission**

2.1 The University has published its Admissions Policy on the website at [www.stmarys.ac.uk](http://www.stmarys.ac.uk) under the 'How to Apply' section of each programme level.

### **3. Duration of Study**

3.1 The overall duration of an undergraduate honours degree programme of study from initial registration to completion shall be no less than three years of full-time study.

3.2 The overall duration of an undergraduate Foundation degree programme of study from initial registration to completion shall be no less than two years of full-time study.

3.3 Foundation Degrees shall not exceed 5 consecutive semesters for FHEQ Level 4 and 5 consecutive semesters for FHEQ Level 5.

3.4 BA/BSc Degrees and three year BA (ITT) degrees shall not exceed 4 consecutive semesters for FHEQ Level 4, 5 consecutive semesters for FHEQ Level 5, and 5 consecutive semesters for Year 3 (FHEQ Level 6).

3.5 Four year BA (ITT) degrees shall not exceed 4 consecutive semesters for FHEQ Level 4, 4 consecutive semesters for FHEQ Level 5, and 6 consecutive semesters for Year 3 (FHEQ Level 6).

3.6 For the Foundation degree, the overall duration of study shall not exceed 10 consecutive semesters.

3.7 For all Undergraduate Honours Degree Programmes, the overall duration of study shall not exceed 14 consecutive semesters.

3.8 Individual applications for remission of the Regulations concerning duration of study may be approved by the University Undergraduate Examinations Board, on the recommendation of the Head of Registry Services.

### **4. Credit Requirements**

4.1 Unless credit exemption is granted, all undergraduate students must complete at least 120 credits worth of modules at each level. Completed modules may include compensation credits subject to the specified limits outlined in Section C Regulation 17.

### **5. Full-time Study**

5.1 A full-time Foundation and BA/BSc undergraduate student will normally register for 120 credits worth of modules in an academic year. Exceptionally, where a student is trailing credit from previous levels, or by approval of the Head of Registry Services on the advice of the Programme Director, they may register for a maximum of 140 credits at Levels 4, 5 and 6 in any one academic year.

5.2 A full-time undergraduate student must register for no less than 40 credits and no more than 100 credits per semester.

## **6. Part-time Study**

- 6.1 A part-time student must register for between 40 to 80 credits per academic year. No part-time student may take more than 80 credits worth of modules in any one academic year, excluding any modules that are resits, unless this is permitted under the Programme Specification and/or with the approval of the Head of Registry Services.

## **7. Distance Learning**

- 7.1 Students on distance learning programmes are required to register for full or part-time study. Any requirements for the programmes which differ from full-time or part-time modes are outlined in the Programme Specification.

## **8. Requirements for Foundation Degrees**

- 8.1 The particular requirements for each Foundation Degree or other non-standard programmes are set out in the Programme Specification for the programme.

## **9. Requirements for BA/BSc Single Honours Programmes of Study**

- 9.1 The particular requirements for each subject are set out in the Programme Specification which may exceed the minimum credit required at each level as set out below.
- 9.2 At FHEQ Level 4 (Year 1), single honours students must take at least 40 credits in their subject, and 120 credits overall, providing all modules are approved and listed in the programme specification the student is enrolled on. The list of available option modules includes options in the student's subject. It may be possible for students to take 120 credits entirely in the subject.
- 9.3 At FHEQ Level 5 (Year 2), students on single honours programmes must take at least 80 credits in modules in their chosen subject, and 120 credits overall, providing all modules are approved and listed in the programme specification the student is enrolled on.
- 9.4 At FHEQ Level 6 (Year 3) single honours students must take at least 100 credits in their subject, and 120 credits overall, including either (a) a 40 credit Dissertation or Independent Study module delivered over two consecutive semesters, or (b) a 20 credit Independent Study module plus an additional 20 credit option module from the list of approved options listed in the programme specification the student is enrolled on. In order to provide feedback and demonstrate that progress is being achieved in the 40 credit Dissertation or Independent Study module, it is expected that work-in-progress is submitted at the end of Semester 1, and that this contributes to the final module mark. Level 6 credits may also include approved credits associated with workplace learning.

## **10. Requirements for BA/BSc Joint Honours Programmes of Study**

- 10.1 Joint, Major and Minor Honours degrees may only be achieved by meeting the specific subject credit requirements across all levels, including any core requirements listed in the programme specification the student is enrolled on.
- 10.2 To be eligible for the award of a joint, major, minor honours degree, a student must have obtained the following minimum and maximum number of credits in each area of study (i.e. Subject/ Programme A and Subject/Programme B) and for each level of study (i.e. Level 4, 5 and 6).

### Joint Honours/Equal combination (i.e. Subject A and Subject B)

Level 4: A minimum of 40 credits in both Subject A and Subject B

Level 5: 60 credits in both Subject A and Subject B

Level 6: 60 credits in both Subject A and Subject B

Joint Honours/ **Major** combination (i.e. Subject A **with** Subject B)

Level 4: A minimum of 40 credits in both Subject A and Subject B

Level 5: A minimum of 80 credits in Subject A + a minimum of 40 credits in Subject B

Level 6: A minimum of 80 credits in Subject A\* + a minimum of 40 credits in Subject B

\*To include Dissertation or Independent Study module

Joint Honours/ **Minor** combination (i.e. Subject B **with** Subject A)

Level 4: A minimum of 40 credits in both Subject A and Subject B

Level 5: A minimum of 40 credits in Subject A + a minimum of 80 credits in Subject B

Level 6: A minimum of 40 credits in Subject A + a minimum of 80 credits in Subject B\*

\*To include Dissertation or Independent Study module

10.3 At FHEQ Level 6 (Year 3) students on a 20/40 credit programme must take 120 credits overall plus the core requirements of any major or equals route as set out below. This must include either (a) a 40 credit Dissertation or Independent Study in either subject; or (b) a 40 credit Joint Dissertation or Joint Independent Study where combinations allow this to be an option; or (c) a 20 credit Independent Study module in either subject plus a 20 credit option module from the list of approved options listed in the Programme Specification.

10.4 Students must take sufficient credit at FHEQ Level 5 (Year 2) and FHEQ Level 6 (Year 3) for the routes that they have chosen as follows:

i. Equals route:

Joint Honours students who are aiming for an award in Subject A **and** Subject B must take at least 40 credits in each subject at FHEQ Level 5 and at least 40 credits in each subject at FHEQ Level 6 including any core requirements.

ii. Major route:

Joint Honours students aiming for an award in Subject A **with** Subject B must take at least 40 credits in Subject A at FHEQ Level 5 and at least 100 credits at FHEQ Level 6.

iii. Minor route:

Joint Honours students aiming for an award in Subject A **with** Subject B must take at least 40 credits in Subject B at FHEQ Level 5. A further 20 credits must be taken in Subject B at either FHEQ Level 5 or FHEQ Level 6 such that they have at least 60 credits in Subject B overall.

10.5 Providing students have fulfilled the core requirements and the overall credit requirements for the programme of study they have chosen, students may take 40 credits at FHEQ Level 5 and FHEQ Level 6 in optional modules from either of their subjects or take modules from other subjects, subject to any prerequisites provided in the Programme Specification.

## 11. Requirements for BA (ITT) Programmes of Study

11.1 Students on a BA (ITT) programme must take the programme as prescribed in the Programme Specification.

11.2 In addition to their academic studies and periods of school experience, students must also take the National Skills Tests or any other pre-requisite for the award of Qualified Teacher Status that the Government may determine from time to time.

### **11.3 Requirements for BA/BSc Honours (Extended Degree) Programme of Study**

11.4 Students on a BA (Hons) Extended Degree programme must take the programme as prescribed in the Programme Specification. All students that wish to progress from Level 3 to Level 4, students must pass 120 credits at Level 3. Progression requirements for each route are set out in the respective programme specification and course handbook and may vary.

11.5 Students must attempt and pass 120 credits at Levels 3, 4, 5 & 6 to be eligible for the award

### **12. Requirements for the Graduate Certificate and Graduate Diploma**

12.1 Students on a Graduate Certificate programme must take 60 credits at FHEQ Level 6. Students on a Graduate Diploma programme must take 120 credits at FHEQ Level 6. The particular requirements for each Graduate Certificate or Diploma are set out in the Programme Specification.

### **13. Independent Study Module**

13.1 All students on undergraduate honours degrees must undertake an independent study module of at least 20 credits in the final year of their programme. The particular requirements for each programme are outlined in the Programme Specification for the programme.

### **14. Transfer between Undergraduate Programmes of Study**

14.1 A student may request to transfer from one programme of study to another normally at the start of the academic year. Permission to transfer from one programme to another is subject to the discretion of both of the Programme Directors concerned and the Head of Registry Services. A Tier 4 student's request to transfer from one programme to another is subject to approval by the Head of Registry Services.

14.2 Where a student's module registration will not be affected by a change in programme of study (e.g. from single to joint honours during or at the end of FHEQ Level 4, or from Major to Minor or vice versa) this transfer may be approved at any time, with the exception of Tier 4 student.

14.3 Where a transfer in programme of study will mean a change to a student's module registration, it may only take effect within the first two weeks of a semester, except where specifically approved by the Head of Registry Services on the special recommendation of the relevant Programme Director. Such changes, especially where they entail a change in subject or from BA/BSc to BA (ITT) may involve a year of part-time study or the repeat of a year's study.

14.4 Changes to a student's programme of study is approved by the Head of Registry Services or nominee, who will determine any additional study requirements, on the advice of the Programme Director(s).

14.5 Where changes to programme of study involve periods of additional study, it is the student's responsibility to ensure that the necessary funding is available.

## **15. Transfer from BA(ITT) to a BA Degree**

15.1 Students who no longer wish to pursue an ITT degree, or fail a school experience on a second occasion, may transfer to an appropriate BA/BSc in Education and Social Science as either a single honours degree or a joint honours degree provided that they have sufficient pre-requisites for study in the other subject.

15.2 Students in FHEQ Level 6 who are not eligible for such a transfer may be awarded a BA in Education Studies on the satisfactory completion of sufficient credit. Any satisfactory completion of studies in a subject offered by the University will be acknowledged as appropriate.

## **16. Assessment Criteria for Undergraduate Awards**

16.1 For undergraduate study the overall pass mark shall be 40% at FHEQ Levels 4, 5 and 6.

16.2 Marks or other assessment outcomes will be allocated in accordance with the University's grade related assessment criteria which are set out in the University's Assessment Policy. These criteria may be amended by individual programmes according to the nature of the assessment subject to approval at Validation/Revalidation.

16.3 The grade related assessment criteria may be augmented by other criteria according to the requirements of the particular module and such criteria must be clear and consistent.

16.4 Assessment according to the above criteria will be undertaken, governed by the Assessment Regulations in Section G and the University's Assessment Policy.

## **17. The Assessment Criteria for School Experience Modules for BA (ITT)**

17.1 Assessment according to the above criteria will be undertaken, governed by the Assessment Regulations for School Experience in Section H.

## **18. Internal Module Compensation**

18.1 Where a student has achieved a pass mark overall for the module but has not passed each individual assessment element, a Programme Examination Board, unless otherwise specified in the Programme Specifications, may recommend that the student be allowed to pass the module providing they have gained a mark at least 30% (for undergraduate programmes) in any substantive assessment element (i.e. carrying at least 35% of the total marks available for the module). Full compensation is permitted for non-substantive elements (i.e. those carrying less than 35% of the total marks available).

18.2 Compensation credits will not be awarded for the Dissertation or Project.

## **19. Compensation Credits**

At the discretion of the University Undergraduate Examination Board, a student who has failed a module but has shown strength in other areas may be awarded compensation credits for the module provided:

- i. the student has achieved a mark of not less than 30% for the module for which compensation is being considered;
- ii. the student has attempted all prescribed elements of the module;

iii. for students studying two subjects, including single honours students at FHEQ Level 4, no more than 20 credits may be compensated per subject of study;

iv. for students studying one subject, no more than 40 credits or two modules may be compensated whichever is the lesser;

19.1 Compensation credits may not be awarded for the independent study module at FHEQ Level 6 (Year 3).

19.2 Compensation credits will not be awarded for a module that forms a mandatory part of a professional programme (as defined in the Programme Specifications).

19.3 When compensation credits are awarded, the mark gained in the module will stand and will be used for classification of the award where appropriate.

19.4 Compensation credits will allow a student to progress to the next level without the need for further resits, or to gain an award, as appropriate, without repetition or interruption.

19.5 No more than 40 compensation credits will be awarded at each level.

19.6 Where a joint honours student is eligible for compensation but is nonetheless required to redeem a failed module (e.g. they have failed 30 credits in one subject of which only 15 credits may be compensated) they will be required to redeem the module with the lower mark.

19.7 Where compensation credits have been awarded, a student may nonetheless choose to resit the module. In this case the mark gained in the subsequent resit will stand and be capped at the pass mark.

19.8 Compensation credits will not be awarded for the Dissertation or Project.

## **20. Progression**

20.1 Students will automatically progress to the next level of study if they have achieved 120 credits at the appropriate level.

20.2 For Single Honours students, satisfactory completion of the modules in their chosen Subject will allow them to progress to the next level providing they have acquired sufficient credit overall to progress, (namely a minimum of 100 credits for 20/40 credit programmes), **and** provided they have met any specified core requirements and/or pre-requisites for their programme as outlined in the Programme Specification.

20.3 For Joint Honours students, achieving sufficient credit overall will normally allow them to progress, (namely a minimum of 100 credits for 20/40 credit programmes), **and** provided they have met any specified core requirements and/or pre-requisites for their programme as outlined in the Programme Specification.

20.4 Where a student has not completed satisfactorily all programme requirements, the appropriate University Examinations Board shall have the discretion to allow progression to the next level provided that no more than 20 credits are outstanding from their overall credit requirements, **and** provided they have met any specified core requirements for their programme.

20.5 BA (ITT) Students who fail a school experience may proceed to the next level of academic studies, provided they have met any specified core requirements and/or pre-requisites and have passed a minimum of a 100 credits for 20/40 credit programmes. The resit experience is taken at the next appropriate opportunity. Students may resit one period of school

experience only during their programme of study, unless acceptable Extenuating Circumstances (in accordance with the Extenuating Circumstances Policy) have been presented to and accepted by the School Experience Review Board.

## **21. Interruption**

- 21.1 Where students are not eligible to progress to the next level of their programme their programme of study will be suspended (interrupted) for one academic year. They will be required to retake the failed modules before being allowed to progress to the next level.
- 21.2 Where students have gained less than 60 credits they must retake the modules they have failed and pay the required tuition fees either on a full or part-time basis. They will have the right to attend lectures and seminars. Where students are retaking a module they do not have the right to any additional resits and the marks gained at previous attempts will still count towards the number of attempts.
- 21.3 Where students are unable to progress but have gained more than 60 credits, they have the choice of becoming an interrupted student for the next academic year. As an interrupted student they do not pay tuition fees or attend lectures and seminars, but submit the outstanding work at the designated deadlines over the academic year. In retaking a module students do not have the right to any additional resits and the marks gained at previous attempts will still count towards the number of attempts. Students who have gained more than 60 credits may choose to retake the year as in 19.2 above.

## **22. Students who Fail to Complete the Requirement for their Degree in the Minimum Timescales**

- 22.1 Students who are at FHEQ Level 5 of a Foundation Degree or FHEQ Level 6 of a BA/BSc degree who have not fulfilled the requirements for an award will be suspended pending completion of their award.
- 22.2 Such students will be able to continue their studies on a full or part-time basis until such a time as they have completed their award subject to the timescales in Section C Regulation 3, but will be required to pay fees for any additional modules they attend.

## **23. Eligibility for Awards**

- 23.1 Eligibility for awards depends on attainment of credits as follows, in accordance with the Programme Specifications. 'Attained' credits shall include exempted credits from other institutions or prior learning, credits given for modules passed, compensation credits, School Experience or credits undertaken as part of an approved exchange programme.

Certificate of Higher Education:	120 credits at FHEQ Level 4
Diploma of Higher Education:	240 credits, including at least 120 credits at FHEQ Level 5 or higher
Foundation Degree:	240 credits, including at least 120 credits at FHEQ Level 5
BA/BSc Ordinary Degree:	300 credits including at least 60 credits at FHEQ Level 6 and at least 120 at FHEQ Level 5
BA/BSc or 3-year BA (ITT) Honours Degree:	360 credits, including at least 120 credits at FHEQ Level 6 and not more than 120 credits at FHEQ Level 5



BA/BSc Honours Degree (Extended Degree Programme):	480 Credits, including at least 120 credits at each of FHEQ 4,5 and 6
Four-year BA (ITT) Honours Degree:	480 credits, including at least 120 credits at each of FHEQ Levels 4, 5, and 6
Graduate Certificate	60 credits at FHEQ Level 6
Graduate Diploma	120 credits at FHEQ Level 6

23.2 In addition to the above, candidates for BA (ITT) degrees must have passed the National Skills Tests before they will be recommended for an award and also be recommended to the National Centre for Teaching and Leadership (NCTL) for QTS. An ITT student who does not complete the prescribed tests may be offered a BA (Honours) degree in Education Studies, which does not lead to Qualified Teacher Status.

## 24. Determination of BA or BSc Degrees

24.1 In cases where the majority of credits are from Arts Subjects, the degree of BA will be awarded.

24.2 In cases where the majority of credits are from Science Subjects, the degree of BSc will be awarded.

24.3 Students who complete their programme of study with an equal split of BA/BSc credits will be awarded the appropriate award title (BA or BSc) based on their independent study module choice. For example, a student completing their programme of study with an equal split of BA/BSc credits who completes a science-based module as their independent study would be awarded a BSc by default. The academic regulations specify that students on joint honours programmes take one independent study module at level 6. In exceptional cases of a student being allowed to take independent study modules at level 6 in both programmes, the module with the highest mark will dictate the award should there be an equal split of BA/BSc credits.

## 25. Classification of Undergraduate Awards

25.1 The Certificate of Higher Education, the Diploma of Higher Education and the BA/BSc Ordinary degree may be awarded with merit and distinction as follows:

Award with Distinction	70%
Award with Merit	60%
Award	40%

For programmes running 20/40 credit modules the best 100 credits will be counted for the Certificate and the best 200 credits will be counted for the Diploma of Higher Education.

The best 100 credits at FHEQ Level 5 and all credits at FHEQ Level 6 will be counted for the Ordinary Degree.

25.2 Classification of Foundation Degrees:

Foundation Degrees may be awarded with merit and distinction as follows:

Award with Distinction	70%
Award with Merit	60%
Award	40%

In determining the overall mark for programmes running 20/40 credit modules, the best 100 credits at FHEQ Level 4 (Year 1) and 100 credits at FHEQ Level 5 (Year 2) will be counted for the Foundation Degree.

The weighting of the average mark for each level is as follows:

Overall Mark = 3/10 (FHEQ Level 4 Average Mark) + 7/10 (FHEQ Level 5 Average Mark)

The final degree mark is calculated by applying either of the two methods below, whichever produces a higher score:

a) The overall mark for a Foundation Degree shall be determined by combining the average marks at FHEQ Level 4 and FHEQ Level 5 subject to the formula below:

For programmes running 20/40 credit modules, the average mark at each level shall be a percentage mark composed of the average of a candidate's best 200 credits including compensation credits at FHEQ Level 4 & 5.

The module with the lowest mark at FHEQ Level 4 and 5 will be disregarded up to a maximum of 20 credits in each Level. The Dissertation or Independent Study Module will not be disregarded from the degree mark if it is the lowest mark in Level 5.

OR

b) the marks using best 100 credits at Level 5 alone (Method of Calculation: Mark (%) x credit value of module). The Dissertation or Independent Study Module will not be disregarded from the degree classification if it is the lowest mark in Level 5.

### 25.3 Classification of Undergraduate Degrees

The degrees of BA and BSc with Honours, including BA (ITT) will be normally classified according to the following scale:

70% and above	First Class Honours
60% to 69%	Upper Second Class Honours
50% to 59%	Lower Second Class Honours
40% to 49%	Third Class Honours

25.4 The Graduate Certificate and Graduate Diploma will be awarded with merit and distinction as follows:

Award with Distinction	70%
Award with Merit	60%
Award	40%

In determining the overall mark for the Diploma for programmes running 20/40 credit modules the best 100 credits will be counted.

### Determination of the Honours Degree Classification

25.5 For determining the classification of an honours degree, the highest outcome of either the best 200 credits for each candidate at FHEQ Levels 5 and FHEQ Level 6, or the best 100 credits at FHEQ Level 6 will be considered.

25.6 Modules for which assessment is by Pass/Fail only, e.g., School Experience, will not contribute to the final mark by which the class of degree is determined.

25.7 The final degree mark is calculated by applying either of the two methods below, whichever produces a higher score:

25.7.1 The overall mark for an honours Bachelor's Degree shall be determined by combining the average marks at FHEQ Level 5 and FHEQ Level 6 subject to the formula below:

For programmes running 20/40 credit modules, the average mark at each level shall be a percentage mark composed of the average of a candidate's best 100 credits at FHEQ Level 5 and best 100 credits at FHEQ Level 6, including compensation credits.

When calculating the best 200 credits from FHEQ Levels 5 and FHEQ Level 6, the weighting of the average mark for each level is as follows:

Overall Mark = 3/10 (FHEQ Level 5 Average Mark) + 7/10 (FHEQ Level 6 Average Mark)

The module with the lowest mark at FHEQ Level 5 and 6 will be disregarded up to a maximum of 20 credits in each Level. The Dissertation or Independent Study Module will not be disregarded from the degree classification if it is the lowest mark in Level 6.

OR

25.7.2 the marks using best 100 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module). The Dissertation or Independent Study Module will not be disregarded from the degree classification if it is the lowest mark in Level 6.

25.8 PSRB accreditation requirements for awarding degrees will supersede University regulations.

25.9 The classification of awards to students who have been admitted with advanced standing or those who have transferred credit from another institution will be based only on grades achieved in modules taken at the University unless there is a specific agreement otherwise.

25.10 Where admission with advanced standing has been approved with complete exemption from the FHEQ Level 5 Programme, the overall grade shall be the FHEQ Level 6 (Year 3) Programme grade.

25.11 The classification of awards to students who have as part of their studies undertaken credit at another institution will be based only on marks achieved in modules taken at the University unless the marks are transferred as part of an approved exchange programme.

25.12 The classification for top-up degrees undertaken following a Foundation Degree is based solely on the FHEQ Level 6 work.

## **26 Determining Borderline Classifications**

26.4 In determining the final degree classification for students whose overall mark is close to the pass/fail borderline, or to a classification threshold, the following conventions will be applied by the University Undergraduate Examinations Board:

### **26.4.1 Undergraduate Degree Level Students**

A higher classification shall be awarded if the degree mark is not more than 2% below the lower boundary of the classification to be awarded and:

i. at least 60 Level 6 credits are from modules with marks in or above that classification;

OR

ii. at least 120 credits from Levels 5 and 6 are in or above the higher classification

Overall Marks will be rounded to the nearest integer.

#### 26.4.2 Foundation Degree Level Students

i. Overall Marks will be rounded to the nearest integer.

## 27 Aegrotat Degree

27.4 In cases where a student has completed most of the requirements for an award, but due to extenuating circumstances has been prevented by illness or other incapacity from completing all of the assessment requirements for an individual module(s), but more than 30 credits worth of modules remain to be completed, the Board may recommend the award of an Aegrotat Degree.

27.5 A student who chooses not to accept the award of an Aegrotat Degree may complete the assessment on a subsequent occasion. A student who is still unable to complete the assessment on a subsequent occasion may then accept the award of an Aegrotat Degree.

## 28 Certification of Awards

28.4 For the purpose of determining whether a Foundation Degree is a FdA or FdSc the following shall be deemed Arts and Science subjects:

### ARTS

Education in Context  
Healthcare Chaplaincy  
Integrated Children's Services  
Social Care  
Pastoral Ministry  
Youth Ministry

### SCIENCES

Psychology & Counselling  
Sport, Health and Fitness  
Coaching Science

28.5 For the purposes of determining whether a degree award is BA or BSc, the following shall be deemed Arts and Sciences subjects:

### ARTS

Business Law  
Creative & Professional Writing  
Divinity  
Drama  
Drama & Applied Theatre  
Drama & Physical Theatre  
Drama & Theatre Arts  
Education Studies  
Primary Education with QTS (Work Based Route)

### SCIENCES

Geography  
Health, Exercise & Physical Activity  
Nutrition  
Psychology  
Applied Psychological Studies  
Psychological Studies  
Sociology  
Sport Coaching Science

**ARTS**

Education & Social Science  
 English  
 Film & Popular Culture  
 History  
 Irish Studies  
 Management Studies  
 Media Arts  
 Philosophy  
 Physical & Sport Education  
 Teaching Studies  
 Theology  
 Theology & Religious Studies  
 Tourism  
 Tourism Management

**SCIENCES**

Sport Science  
  
 Sport Rehabilitation  
 Strength & Conditioning Science

**LAW**

LLB

28.6 All Certificates of Higher Education, Diplomas of Higher Education, Bachelor's Degrees (except a BA (ITT)) will be awarded in either one or two named Subjects in accordance with the following wording:

Cert/Dip/BA/BSc in Subject A  
 or:  
 Cert/Dip/BA/BSc in Subject A and Subject B  
 or:  
 Cert/Dip/BA/BSc in Subject A with Subject B

28.7 Students on Single Honours programmes who are studying only one subject and who have satisfied the examiners in accordance with Section C Regulation 8 will be given the award, as appropriate:

CertHE/DipHE/BA/BSc in Subject A

28.8 For students on Joint, Major and Minor Honours programmes, the named certification will be determined by the number of credits achieved from either subject across the levels, see Section C, 10.2

For 20/40 credit programme modules:

<b>Award</b>	<b>Subject A</b>	<b>Subject B</b>
Certificate of Higher Education:	40 (FHEQ Level 4)	40 (FHEQ Level 4)
Diploma of Higher Education:	40 (FHEQ Level 5)	40 (FHEQ Level 5)
BA/BSc Ordinary Degree:	80 (at FHEQ Level 5 & FHEQ Level 6) (of which at least 40 credits must be at FHEQ Level 6 in each subject)	80 (at FHEQ Level 5 & FHEQ Level 6)
BA/BSc Honours Degree:	80 (at FHEQ Level 5 & FHEQ Level 6) (of which at least 40 credits must be at FHEQ Level 6 in each subject)	80 (at FHEQ Level 5 & FHEQ Level 6)

28.9 For the purposes of certification the number of credits in each subject area shall be denoted by the approved list of modules for the single honours. However, where students have completed a Joint Honours programme and where a module is accepted as part of both Subjects in their programme of study, the credits may be counted for the purposes of the title of the award in either Subject

For 20/40 credit programme modules:

<b>Award</b>	<b>Subject A</b>	<b>Subject B</b>
Diploma of Higher Education	80 (FHEQ Level 5)	40 (FHEQ Level 5)
BA/BSc Ordinary Degree	100 (FHEQ Levels 5 and 6) (of which at least 45 credits must be at FHEQ Level 6 for Subject A)	40 (FHEQ Levels 5 and 6)
BA/BSc Honours Degree	120 (FHEQ Levels 5 and 6) (of which at least 90 credits must be at FHEQ Level 6 for Subject A)	60 (FHEQ Levels 5 and 6)

28.10 BA(ITT) Honours Degrees will be awarded according to the programme as follows: BA Primary Education (3 year)

28.11 The Cert HE and Dip HE will be awarded the title set out in the Programme Specification

For 20/40 credit programme modules:	<b>Subject A</b>	<b>Subject B</b>
<b>Award</b>		
Diploma of Higher Education	80 (FHEQ Level 5)	40 (FHEQ Level 5)
BA/BSc Ordinary Degree	100 (FHEQ Levels 5 and 6) (of which at least 45 credits must be at FHEQ Level 6 for Subject A)	40 (FHEQ Levels 5 and 6)
BA/BSc Honours Degree	120 (FHEQ Levels 5 and 6) (of which at least 90 credits must be at FHEQ Level 6 for Subject A)	60 (FHEQ Levels 5 and 6)

## **Section D: Regulations for Taught Postgraduate Programmes of Study**

### **1. Postgraduate Awards Offered by the University**

1.1 Please refer to the relevant information in Section A, Table 1.

### **2. Admission**

2.1 Students may be admitted to the Degree of MA/MSc, Postgraduate Diploma or Postgraduate Certificate with an appropriate first degree of a recognised institution.

2.2 Students who do not possess a first degree may be admitted provided that the Programme Director is satisfied of the student's fitness to pursue the programme by virtue of professional or other relevant qualifications and/or experience.

2.3 In addition to the above, students must also satisfy any particular programme requirements.

2.4 Students whose first language is not English are required to satisfy the English Language Requirements of the UKVI and the University, (Section B, Regulation 4).

### **3. Admission with Advanced Standing**

3.1 Students who have undertaken study or learning elsewhere may apply for admission with advanced standing.

3.2 The maximum number of credits for which exemption may be given are as follows:

Postgraduate Certificate	up to 30 credits
Postgraduate Diploma	up to 60 credits
Master's Degree	up to 90 credits

3.3 Students who are given entry with advanced standing to a Masters programme may be exempted from taught elements only.

### **4. Duration of Study**

4.1 The overall duration of study for a full-time Masters Programme from initial registration to completion of programme requirements shall be one calendar year or three semesters as prescribed by the programme.

4.2 A part-time Masters programme shall normally be followed over four or six consecutive semesters as prescribed by the programme

4.3 A part-time programme of study leading to a Postgraduate Certificate shall be of no less than two consecutive semesters

4.4 A part-time programme of study leading to a Postgraduate Diploma shall be of no less than four consecutive semesters.

4.5 Individual applications for remission of the Regulations concerning duration of study may be approved by the appropriate University Examinations Board on the recommendation of the Head of Registry Services.

### **5. Modes of Study and Credit Requirements**

## **5.1 Full-time Study**

5.1.1 A full-time Masters student must register for no fewer than 120 credits in an academic year with a maximum of 180 credits overall.

5.1.2 A full-time student on a Postgraduate Diploma must register for 120 credits over two consecutive semesters.

5.1.3 A full-time student on a Postgraduate Certificate must register for 60 credits in one semester.

## **5.2 Part-time Study**

5.2.1 No part-time student may take more than 80 credits in any one academic year or 90 credits in a calendar year, excluding any modules that are re-sits, unless this is specifically permitted under the Programme Specification.

## **5.3 Distance Learning**

5.3.1 Students on distance learning programmes are required to register for full or part-time study. Any requirements for the programmes which differ from full-time or part-time modes are outlined in the Programme Specification.

## **6. Pass Mark**

6.1 The pass mark for modules at FHEQ Level 7 shall be 50%.

6.2 A mark of at least 50% overall shall be required for the award of a Postgraduate Certificate, Postgraduate Diploma or Master's Degree.

## **7. Assessment Criteria for Taught Modules and the Dissertation**

For FHEQ Level 7 Modules the overall scheme used to assess work at postgraduate level is set out in the University's Assessment Policy.

## **8. Continuation for Masters Students**

8.1 Students on postgraduate programmes will be required to pass the modules for which they have registered in one academic year to remain on the programme. Where students have not achieved a pass they will be required to retrieve the failure before proceeding, although the Postgraduate Examination Board may at its discretion allow a student with no more than 30 credits in failed modules to proceed.

8.2 Students will normally be required to have achieved an overall pass mark of at least 50% to be allowed to progress to the Masters Dissertation element of a postgraduate programme.

8.3 Decisions regarding progression for students on postgraduate programmes shall be taken by the Postgraduate Examination Board with a membership comprising:

- The Chair of the University Postgraduate Examinations Board;
- Two Postgraduate Programme Directors.

## **9. Eligibility for Awards**

9.1 Eligibility for awards depends on attainment of credits as follows, in accordance with the Programme Specification. Attained credits shall include exempted credits from other institutions or prior learning and credits given for modules passed.



Postgraduate Certificate:	60 credits at FHEQ Level 7
Postgraduate Diploma:	120 credits, including at least 90 credits at FHEQ Level 7
Master's Degree:	180 credits, including at least 150 credits at FHEQ Level 7, of which 40 shall be associated with the submission of a Dissertation

## 10. Internal Module Compensation (see also Section G, 21)

10.1 Where a student has achieved a pass mark overall for the module but has not passed each individual assessment element, a Programme Examination Board, unless otherwise specified in the Programme Specification, may recommend that the student be allowed to pass the module providing they have gained a mark at least 40% in any substantive assessment element (i.e. carrying at least 35% of the total marks available for the module). Full compensation is permitted for non-substantive elements (i.e. those carrying less than 35% of the total marks available).

10.2 Compensation credits will not be awarded for the Dissertation or Project.

## 11. Compensation Credits

11.1 At the discretion of the University Postgraduate Examination Board only, and subject to any specific requirements set out in the Programme Specification, a student who has failed a module but has shown strength in other areas may be awarded compensation credits for the module provided:

- i. the student has achieved a mark of not less than 40% for the module for which compensation is being considered;
- ii. the student has attempted all prescribed elements of the module, as defined in the Programme Specification;
- iii. no more than one module or 30 credits may be compensated whichever is the lesser;
- iv. that students who are eligible for compensation, but who are still required to undertake resits, are required to retake the module for which they achieved the lowest mark.

11.2 Compensation credits will not be awarded for a module that forms a mandatory part of a professional programme (as defined by the Programme Specification).

11.3 When compensation credits are awarded, the mark gained in the module will stand and will be used for classification of the award where appropriate.

11.4 Compensation credits will not be awarded for the Dissertation or Project.

## 12. Classification of Postgraduate Awards

12.1 The Postgraduate Diploma and Postgraduate Certificate will be unclassified, although they may be awarded 'with Distinction' in cases where the average percentage mark of a candidate's best 45 credits in the case of the certificate and 90 credits worth of modules in the case of the diploma is 70%. They may be awarded 'with Merit' in cases where the average percentage mark of a candidate's best 45 credits in the case of the certificate and 90 credits worth of modules in the case of the diploma is 60%.

12.2 The Degrees of MA, MSc and MRes will be unclassified although they will be awarded 'with Distinction' where a candidate has an overall percentage mark of 70% from the best 150 credits and a mark of 70% or more in the dissertation module.

12.3 The Degrees of MA, MSc and MRes will be awarded 'with Merit' where a candidate has an overall percentage mark of 60% from the best 150 taught credits and a mark of 60% or more in the dissertation module.

### **13. Borderlining at Masters Level**

13.1 In determining the final degree award for students whose overall mark is close to the pass/fail borderline or a Merit or Distinction threshold, the following convention will be applied by the University Postgraduate Examinations Board:

- that the Dissertation mark is in the higher class.

### **14. Certification of Awards**

14.1 Postgraduate Certificates, Diplomas and Master's Degrees shall be awarded with the certification in:

Postgraduate Certificate/ Postgraduate Diploma MA/MSc in (Programme Title)

For the purposes of determining whether a degree awarded is an MA or an MSc, the following shall be deemed Arts and Sciences subjects:

#### **ARTS**

Academic Practice (HE)  
Applied Linguistics & ELT  
Bioethics and Medical Law  
Catholic School Leadership  
Charity Management  
Education, Culture & Society  
Education: Leading Innovation & Change)  
Education: Pedagogy & Professional Values & Practice)  
Education (Pedagogy & Professional Practice in Physical Education)  
International Business Practice  
Pastoral Theology  
Physical Theatre  
Public History  
Religion, Politics & Conflict Resolution  
Sports Journalism  
Theatre Directing

#### **SCIENCES**

Applied Sport & Exercise Physiology  
Applied Sport Psychology  
Nutrition & Physical Activity for Public Health  
Sport Rehabilitation (Pre-Registration)  
Strength & Conditioning

### **15. Requirements for Masters Dissertations**

15.1 All students for the Degree of MA/MSc/MRes shall present a Dissertation on a subject relevant to the programme, or undertake such equivalent major project (subsequently referred to as the Dissertation) as may be specified in the Programme Specification. The Regulations below set out the requirements for the Dissertation.

## 16. Using the Work of Others and Collaborative Projects

- 16.1 A student shall indicate by means of explicit references the citation of the work of others or work by the student which is not part of the submission for the Degree. Work submitted for another Degree may not comprise part of the submission for the Degree of MA/MSc/MRes.
- 16.2 When two or more students have conducted a joint or group project, each student shall normally submit a separate Dissertation in accordance with Programme Specifications. Each student shall be required to satisfy the examiners that the student's share of the work is sufficient to justify the award of the Degree by means of an introductory note, and in the case of a Joint Dissertation shall be required to specify the contributions made by the student to the Dissertation. A copy of such a note should be countersigned by the co-workers.

## 17. Submission of the Dissertation

- 17.1 The Dissertation, or other work in place thereof, shall be submitted within the time limit specified in Section D Regulation 4.
- 17.2 All pages of the Dissertation should be numbered. The title page shall bear the title, approved in accordance with the Programme requirements, the student's name, the Degree for which the student is registered and the year in which the Dissertation is presented. A summary of the work, not exceeding three hundred words in length must follow the title page.
- 17.3 The Dissertation shall be written in English except when permission is given, in accordance with the Programme requirements, for another language to be used owing to the nature of the subject. The summary must always be written in English.
- 17.4 One copy of the Dissertation must be submitted to the University. A student is advised to keep an additional copy for personal use.
- 17.5 No alterations or additions may be made to a Dissertation after it has been submitted.
- 17.6 Dissertations in fulfilment of MRes, or those from MA/MSc programmes awarded 'with distinction' may be included in the University Repository. For inclusion in the Repository an electronic copy should be submitted to the Repository via the Research Archive pages on - [StaffNet](#) Electronic submission to the Repository is the responsibility of the Programme Director.

## 18 Copyright and Access to Dissertation

- 18.1 Copies of Dissertations accepted for the Degree of MRes, and those for MA/MSc **which are awarded "with distinction"** are placed in the University Repository and are available for anyone to consult. A student is therefore advised to mark their Dissertation as copyright. It shall, however, be a condition of acceptance of a Dissertation that the University Learning Resources Centre (LRC) be empowered to reproduce the Dissertation in hard copy format or otherwise disseminate electronically to those institutions or persons who, in the LRC staff's opinion, require them for academic purposes.
- 18.2 If the sponsoring organisation or collaborating body considers that the Dissertation contains matter of a confidential nature, the author may instruct the LRC staff to restrict access to a Dissertation for a period not exceeding five years. Access to the Dissertation may be allowed during this period only with permission of person(s) specified by the sponsoring

organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the Dissertation, the author may instruct the LRC staff to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made by writing to the Head of Registry Services.

- 18.3 While the copyright of the Dissertation belongs to the author, a student is required to assign to the University or its nominee intellectual property rights (whether patentable or otherwise) that the student is considered to have acquired whilst studying at the University in return for a fair proportion of any net receipts in accordance with the terms of the Intellectual Property Code. A student may, however, be subject to a specific agreement with the student's sponsor concerning the assignment of intellectual property rights to the sponsor.

## Section E: Regulations for the MPhil/PhD Pre-Registration Period

1. Prior to registering for an MPhil/PhD with the University, candidates may be required to register with St Mary's University for a period of six months in order to develop their research proposal and their application to the University.
2. In order to be admitted to the Pre-Registration Period, applicants must meet the entry requirements of the University for an MPhil/PhD and have a viable research topic.
3. Applicants will be interviewed by the proposed Director of Studies and another member of the School in which they wish to study.
4. Following a successful interview, candidates must apply to the University on the appropriate form. Applications for the Pre-Registration Period will be approved by the Sub-Committee for Research Students
5. Once accepted onto the Pre-Registration Period, students will register with the University on either a full or part-time basis and pay the appropriate fee.
6. During the Pre-Registration Period, students will work with their proposed Director of Studies to develop their research proposal and their application to the University.
7. The completed application will be submitted to the Sub-Committee for Research Students' Progress which must approve it prior to its submission to the University for consideration.
8. Following approval by the University, students will register for their research degree and the University Regulations for Research Degrees will apply from this point.
9. The candidature with the University will commence from the date of the approval of the application by Liverpool Hope University. The Pre-Registration Period will not count towards candidature for the MPhil/PhD.
10. Candidates must complete their research proposal and application within six months. No extensions will be given to the Pre-Registration Period. Where a candidate does not complete within the above timeframe they will not be able to continue with their application.
11. If a candidate chooses to withdraw prior to the end of the Pre-Registration Period there will be no refund of fees paid. Students must inform the Head of Registry Services in writing of their intention to withdraw.
12. Candidates whose application for an MPhil/PhD is not accepted by the Sub-Committee for Research Students following the Pre-Registration Period will be provided with a full written explanation. Such candidates have the right of appeal to the University and should notify the Head of Registry Services in writing of their intention to appeal.
13. Prospective students from outside the EU/EEA may not be eligible for the MPhil/PhD Pre-Registration Period due to the requirements of the UKVI. The Head of Registry Services will be able to advise further upon receipt of a written request by the prospectivestudent.

## **Section F: Regulations for the Postgraduate Certificate in Education (PGCE) (M) and the Professional Certificate in Education (PGCE)**

### **1. Awards Offered by the University**

- 1.1 Please refer to the relevant information in Section A, Table 1.
- 1.2 The PGCE (M) and the PGCE lead to Qualified Teacher Status (QTS) which is awarded by the NCTL upon recommendation of the University following successful completion of one of the above programmes, the National Skills Tests and any other requirements which may be set down by government regulation from time to time.

### **2. Modes of Study**

- 2.1 The PGCE (M)/PGCE Primary is available in full-time and part-time mode.
- 2.2 The PGCE (M)/PGCE Secondary is normally only available in full-time mode.

### **3. Duration of Study**

#### **3.1 Full-time Study**

A full-time PGCE (M)/PGCE student is one who is undertaking a programme of study of up to 38-weeks.

#### **3.2 Part-time Study**

A part-time PGCE (M)/PGCE student is one who is undertaking a programme of study over 5 school terms.

- 3.3 Subject to the agreement of the Programme Director, students on the full-time Primary programme may change from the full-time to the part-time mode, (but not from the part-time to the full-time mode) without adverse effect on the grades of any completed assessments.

### **4. Admission**

- 4.1 Students may be admitted to a PGCE (M)/PGCE where they have satisfied the Programme Director that:
  - i they have the capability to meet the current required standards set down by government regulation by the end of their training and that they possess appropriate personal and intellectual qualities to be teachers;
  - ii they have achieved a standard equivalent to a grade C in the GCSE examination in English and Mathematics;
  - iii for Primary Programmes where they are born on or after 01 September 1979 have achieved a standard equivalent to a grade C in the GCSE examination in a Science subject;
  - iv they have met the Secretary of State's requirements for physical and mental fitness to teach as detailed in DfE Circular 14/93;
  - v there is no reason which might prevent employment with children or young persons, or as a teacher; and have not previously been excluded from teaching or working with children;
  - vi they are effective readers, able to communicate clearly and accurately in spoken and written Standard English;
  - vii they hold an appropriate degree of a United Kingdom higher education institution, or its equivalent.

4.2 The selection procedure will be by means of an assessment of the educational qualifications and an interview.

4.3 In addition, candidates will have to undertake a health check and a criminal record check by the Disclosure & Barring Service.

4.4 Candidates who are found to have made false or incomplete declarations as part of the admissions procedure will be dealt with under the disciplinary procedures.

## **5. Admission from Other Higher Education Institutes, Graduate Teacher Route and Flexible Routes**

5.1 Students who have commenced their training at another HEI may be admitted providing the Programme Director is satisfied that there are sound reasons for making the change.

5.2 Students in this category must also satisfy the University that they meet the above entry requirements.

5.3 Where transferring students have completed assessments at another HEI these may be credited at the discretion of the Programme Director, subject to a maximum of 60 credits. Such students must take their final school experience with the University.

5.4 Additionally, Schools Direct students and those on flexible routes into teaching, may "buy-in" to whole (or parts) of modules at agreed rates.

## **6. Registration**

6.1 Full-time PGCE (M)/PGCE students, entering the University at the commencement of the academic year, are required to register for one academic year's programme.

6.2 Part-time PGCE (M)/PGCE students, entering the University part-way through the academic year are requested to register on admission for a complete programme to the end of the academic year and to register for a second time at the beginning of the new academic year.

## **7. Leave of Absence**

7.1 Students on a PGCE (M)/PGCE programme are expected to remain in continuous registration. Students who wish to take Leave of Absence must apply to the Head of Registry Services and provide acceptable evidence of Extenuating Circumstances. Leave of one year will be granted in the first instance. Students who wish to take leave for a further year must present themselves for an interview with the Programme Director before such leave may be approved. Students will be responsible for undertaking any work on account of changes to the Programme made necessary by changes to the standards set down by government regulation.

## **8. Attendance**

8.1 Students are expected to attend all the University classes and School experiences, and to maintain an attendance level of at least 70% or that dictated in the Programme Specification (whichever is the highest). Students who do not meet the required level of attendance, and/or who are absent for 20 days or more in total without providing acceptable reasons to the Programme Director, may have their programme terminated.

8.2 Students who have Extenuating Circumstances for their absence should present these in advance of the period of absence, wherever possible to the Programme Director and in accordance with the Extenuating Circumstances Policy. Such students may be

required to take Leave of Absence where they will not be able to meet the standards before the normal end of the programme.

## **9. University-Based Assessment**

- 9.1 University based assessments for the PGCE (M)/PGCE Programmes will be undertaken according to the University Academic Regulations.
- 9.2 Students must submit all formal assessments on the dates and times published in the Programme Guidelines. Procedures for submission must be followed as set down in the Programme Guidelines.
- 9.3 Students failing to submit on the published dates will be allocated a fail grade unless extenuating circumstances have been acknowledged in writing by the Programme Director or nominee and permission for a late submission granted (see 10 below).
- 9.4 Students must pass all assessments. Where a module has two or more assessments a student must pass each assessment component in order to pass the module. No compensation is allowed either between elements of modules or between modules.
- 9.5 A student who has failed more than two assessed pieces of work may be required to retrieve their failure before they may proceed with their programme. This may entail additional periods of study.

## **10. Late Submission of Coursework**

- 10.1 Students who are unable to meet a submission deadline owing to Extenuating Circumstances, may apply to the Programme Director for permission for a late submission. Such applications can only be made if they are in accordance with the Guidelines for Extenuating Circumstances Policy.

## **11. Pass Mark**

- 11.1 The pass mark for each assessment for the PGCE is 40%, or 50% in the case of the Masters elements (FHEQ Level 7) of the PGCE (M).

## **12. Failure of University-based Assessment**

- 12.1 Where an assessment receives a fail mark of below 40%, or 50% in the case of the FHEQ Level 7 element of the PGCE (M), students may be permitted to re-submit the assessment within three weeks of notification of the failed submission.
- 12.2 A student has a right to resit one piece of failed work. Further resits may be determined by the appropriate PGCE Programme Examination Board providing the student has passed their school experience and has an improving profile.
- 12.3 Where a student holds a fail mark at the end of the programme, the appropriate PGCE Examination Board will decide whether the student should be offered a period of retrieval in order to be re-considered for the PGCE (M)/PGCE.
- 12.4 The standard Related Criteria for Assessment of University-Based Assessment are detailed in the University's Assessment Policy.

## **13. Assessment of School Experience**

### **13.1 Profile of Standards**



The Profile of Standards addresses the assessment of students' school experience against the current standards for qualified teacher status (QTS) set down by government regulation. Students are required to have the Profiles of Standards with them at all times during periods of school experience.

### **13.2 Assessment Criteria for School Experience**

School Experience will be assessed according to the Regulations set out in Section I.

## **14. Eligibility for the PGCE (M) / PGCE**

- 14.1 To be eligible for the PGCE (M) /PGCE a student must have satisfactorily completed all University-based assessment as set out in the Programme Specification and two periods of school experience. Students must also hold Pass marks in the mandatory National Skills Tests in order to be recommended to the National Centre for Teaching and Leadership (NCTL) for QTS.
- 14.2 Students who have not achieved Pass marks in the National Skills Tests will not be eligible for the award of the PGCE, which may not be awarded without a recommendation for QTS.
- 14.3 In the event of being judged as 'Requires Improvement' during a final practice, St Mary's students will be required to undertake an extension of practice whereby a bespoke intervention programme will be followed enabling opportunity for the student to achieve at least 'good' against the standards for QTS. This may delay the point at which a student is recommended for QTS.

## **15. Award Requirements**

- 15.1 To be eligible for the award of PGCE (M) Secondary students must gain 165 credits of which 60 are at FHEQ Level 7.
- 15.2 To be eligible for the award of PGCE (M) Primary students must gain 150 credits of which 60 are at FHEQ Level 7.
- 15.3 To be eligible to the award of PGCE Secondary students must gain 135 credits of which up to 30 may be at FHEQ Level 7.
- 15.4 To be eligible to the award of PGCE Primary students must gain 120 credits of which up to 30 may be at FHEQ Level 7.
- 15.5 Where students have passed some of the Masters level elements for the PGCE (M) decide to study for the PGCE, the passed Masters modules may count towards the PGCE.

## **16. Classification of PGCE Awards**

- 16.1 The PGCE (M) / PGCE will be unclassified.
- 16.2 Students who attain a final weighted mark of 70% or above for their formal assessments and grades of 1.1 or 1.2 in the standards for QTS will receive a letter of commendation from the PGCE Examination Board acknowledging their achievements.

## **17. Certification of PGCE Awards**

- 17.1 All certificates will state the age phase. The subject specialism will also be stated where appropriate.

## **Section G: Assessment Regulations**

### **Organisation of Assessment**

#### **1. Determining Module Assessment**

- 1.1 All students taking a module in order to gain University credits will be assessed by the same methods.
- 1.2 Assessment should be addressed as an integral part of module/programme design and approved at the point of validation or, in the case of individual modules, by Academic Board.
- 1.3 There must be a clear relation between assessment tasks and learning outcomes. Programmes should have a variety of assessment strategies to match the diversity of modules within a programme. In particular, assessment criteria should reflect the range of learning outcomes of a module or programme; assessment tasks should be stimulating, demanding and appropriate to both the learning outcomes and the level.
- 1.4 Learning outcomes and assessment criteria for each element of assessment should be clearly stated in Module/Programme Handbooks.
- 1.5 Programme Specifications shall make explicit any specific attendance requirements. Where there are Subject-specific attendance requirements which exceed the minimum University requirements set out in Section B Regulation 3, the Programme Specification will specify the minimum or particular attendance requirements and any penalties attached to inadequate attendance.

#### **2. Approval of Assessments**

- 2.1 Each Programme Examination Board shall approve the process for setting the assessment for all modules within its jurisdiction.
- 2.2 The Programme Examination Board will approve the subject of coursework and examination papers. This function may be delegated but must involve the External Examiner.

#### **3. Scheduling of Assessment**

- 3.1 Programmes should schedule assessment to avoid, so far as it is possible, an excessive or unbalanced workload for students and for staff. Programmes should inform students of the assessment at the earliest opportunity, normally the beginning of the module.

#### **4. Regulations for the Conduct of Formal Examinations**

##### **4.1 Approval of General Arrangements**

- 4.1.1 The general arrangements for the conduct of examinations held at St Mary's University towards an award of the University shall be held in accordance with these Regulations.

##### **4.2 Responsibility**

- 4.2.1 The administration of written formal, timed examinations shall be the responsibility of the Head of Registry Services.
- 4.2.2 It is the responsibility of the Programme Director in conjunction with the Examinations Officer to ensure that all examination papers are with Registry by the due date notified to them by the Head of Student Records, Timetabling and Ceremonies.

### **4.3 Publication of the Examination Timetable**

4.3.1 A schedule of formal, timed examinations, which shall show the date and time of each examination and the place where it is to be held, shall be published by Registry at least four weeks before the date of any examination shown in the schedule. For practical reasons, resit examinations are not subject to the four week rule. Notwithstanding, the University reserves the right to amend such details in advance of the examinations if necessary.

### **4.4 Venue for Examinations**

4.4.1 Examinations may be held in any room designated for that purpose by Registry.

### **4.5 Special Arrangements for Students with a Disability or Additional Requirements**

4.5.1 Special arrangements for the examination may be made for a candidate with a disability or additional requirements that shall warrant such arrangements. In order that suitable arrangements can be made, any candidate with an essentially permanent disability or additional requirement should apply for consideration in the first semester to the Dyslexia & Disability Co-ordinator, or as soon as the additional requirements are known. There will be a published deadline each semester for students wishing to be assessed for additional requirements.

4.5.2 The Head of Student Records, Timetabling and Ceremonies is responsible for ensuring that the additional requirements of candidates are provided for.

### **4.6 Copyright**

4.6.1 The law relating to copyright shall be observed in the preparation of examination papers and associated materials.

### **4.7 Invigilation Arrangements**

4.7.1 Any formal, timed examination held in an examination room shall be subject to invigilation. There shall always be at least two invigilators appointed to each main examination room. Where the number of examination candidates in any examination room exceeds 100, there shall be appointed at least one invigilator for every 50 students or part thereof.

4.7.2 For candidates with special examination arrangements there shall be at least one invigilator.

4.7.3 Invigilators shall normally be appointed by the Programme Director in consultation with the Head of Student Records, Timetabling and Ceremonies. All members of the Academic Staff of the University shall be eligible for appointment and required to act as invigilators.

### **4.8 Chief Invigilator**

4.8.1 There shall be a Chief Invigilator appointed to each examination room who shall be responsible for the overall conduct of the examinations in that room and shall ensure that proper provision has been made for the conduct of the examinations before their commencement. The appointee shall normally be a member of the Academic Staff of the University.

4.8.2 All invigilators will be required to undertake their duties under the direction of the Chief Invigilator.

## **4.9 Instructions to Examination Candidates**

4.9.1 Invigilators shall ensure that the Instructions to Examination Candidates are observed. Any deficiencies in the general arrangements for the examinations, and/or in the observance of the Instructions to Examination Candidates, shall be brought to the attention of the Chief Invigilator and thereafter to the Head of Student Records, Timetabling and Ceremonies and the Head of Registry Services.

## **4.10 Retention and Return of Examination Scripts, Dissertations and Coursework**

4.10.1 Examination scripts shall be retained for at least one year after they have been considered by the appropriate Programme Examination Board.

4.10.2 A copy of a Dissertation submitted for assessment as part of a Masters Degree by examination shall be retained in the University Repository.

4.10.3 Written work and other material presented for assessment, other than examination scripts and Dissertations submitted for taught Masters' degrees, may be returned to candidates during or at the end of the academic session in which it is submitted. This is on the strict proviso that the work will remain available to the examiners in that year and that it must be returned if required for any external assessment.

## **5. Student Feedback**

5.1 Staff will provide students with timely and regular feedback on their performance and progress; students should be informed what they can expect in terms of feedback in relation to particular types of assessment and whether or not it is to be accompanied by a return of assessed work.

5.2 Feedback on coursework will be given by means of a structured feedback sheet that addresses the assessment criteria. Such feedback will include appropriate guidance on how the work may be improved.

5.3 Students may request feedback on examination performance from the module convenor on an individual basis.

### **Determination of Marks**

## **6. Staff Responsibility for Marking**

6.1 Only Academic staff who are members of the Programme Examination Board will be responsible for the marks awarded to students. Where postgraduate students, part-time visiting lecturers, demonstrators and teaching assistants are employed, established and experienced members of staff shall systematically scrutinise and oversee any assessment carried out by these members of staff.

## **7. Marking and Moderation**

### **7.1 Anonymous Marking**

7.1.1 With the notable exception of written work relating to the assessments of work placement activity, to avoid bias (either inadvertent or deliberate), anonymous marking is to be undertaken for all written assessment to ensure that the identity of students is not disclosed to markers.

7.1.2 Blind/anonymous marking for written work relating to the assessment of work placement will not normally be possible due to the naming of placement locations identifying the student by

default. In order to avoid bias (either inadvertent or deliberate) in the assessment of this type of written work, Second Marking and Moderation practises should be carried out in accordance with the University Assessment Policy.

## **7.2 Second Marking**

7.2.1 Written assessments at FHEQ Levels 4 and 5 of Foundation Degrees and new Undergraduate programmes, Level HE G, and FHEQ Level 7 will be moderated by a second marker. This will be undertaken on a sample basis to be determined by the Programme Examination Board in accordance with Appendix C of the University Assessment Policy. A minimum sample of 10% will be chosen, which includes an even spread from the top, middle and bottom of the marking scale.

7.2.2 All Dissertations or Projects must be double marked.

7.2.3 At FHEQ Level 4 all assessments at the pass/fail borderline should be double marked.

7.2.4 Markers should provide sufficient comments with the script for the External Examiner to understand the reasons for the mark given.

## **7.3 Moderation**

7.3.1 Moderation requires that a representative sample of students work will normally be second marked in order to ensure consistent application of the assessment criteria.

7.3.2 All borderline fails, including those at FHEQ Level 4, must be moderated.

Further information regarding guidance and definitions is provided in the University Assessment Policy, and Appendix C of the Assessment Policy, (Marking and Moderation Practices: Definitions and Guidance)

## **8. External Examining**

8.1 For each Subject there will be one or more External Examiners.

8.2 External Examiners shall be appointed by the Academic Board, after scrutiny and recommendation by the University's Teaching and Learning Quality and Enhancement.

8.3 The role and duties of External Examiners are outlined in the University Regulations for External Examining Section L.

## **9. Meetings, Decisions and Recommendations of the Programme Examination Board**

### **9.1 Programme Examination Boards**

9.1.1 Each Subject or discrete Programme shall establish a Programme Examination Board that shall be responsible for the assessment of all modules within the Subject or Programme. It is the Programme Boards of Examiner's responsibility to ensure that appropriate judgements are rendered on students' achievement.

9.1.2 The approval of marks for individual assessments and overall module marks will be the responsibility of the Programme Examination Board.

### **9.2 Membership and Quorum of Programme Examination Board**

9.2.1 The Programme Examination Board will comprise:

Chair: A Programme Director from a different School to that in which the Subject/Programme is located

Members: Programme Director  
Module Convenors of all contributory Modules  
External Examiner(s)

9.2.2 Visiting Lecturers who have responsibility for modules shall be members of the Programme Examination Board.

9.2.3 Chairs of Programme Examination Boards shall be appointed by the Head of Department within which the Programme is located and shall usually serve for a maximum of two periods of three years.

9.2.4 Each Subject or Programme shall appoint an Examinations Co-ordinator who, as a minimum, will be responsible for the organisation of the meeting in conjunction with the Programme Director, for recording all recommendations made and for liaison and communication of marks to the Examinations Office. Other duties may be required of the Examinations Co-ordinator.

9.2.5 In cases where a module appears in more than one subject, the Programme Director for the Subject which includes the module but whose Board is not responsible for it shall be entitled to attend all relevant meetings of the sponsoring Programme Examination Board. Conversely, in cases where a module appears in more than one subject programme, the Module Convenor shall be entitled to attend all relevant meetings of the Programme Examination Board on the non-sponsoring Programme Board.

9.2.6 The quorum for a Programme Examination Board is 50% of eligible members.

9.2.7 The attendance in person of at least one External Examiner is required where marks are ratified. Attendance is not required at the Resit Examination Board. In exceptional circumstances permission may be sought from the Chair of the appropriate University Examinations Board to hold a meeting in the absence of External Examiners if, for example, an External Examiner is taken ill on the day of the board meeting and it is absolutely impossible to rearrange a meeting before the deadline for marks to be handed to the Registry.

9.2.8 All proceedings of examination boards shall remain confidential to the members of the Board with the exception of information from Programme Examination Boards which may be shared with the appropriate University Examination Board.

9.2.9 All meetings of Programme Examination Board should be fully Minuted by a member of administrative staff. The Minutes should be signed by the Chair and the External Examiner of the Programme Board and a copy supplied to the Secretary of the University Examination Board.

9.2.10 At its meetings, each Programme Examination Board will determine the marks of all assessment of its sponsored modules. The decisions will comprise:

- i. a percentage mark for each assessment that the student has taken;
- ii. an overall percentage mark for each student for each module taken;
- iii. a pass/fail mark for each student, making appropriate decisions on internal module compensation;

9.2.10 The Programme Examination Board will make recommendations to the appropriate University Examination Board for the following situations:

- i. in respect of compulsory programme requirements, recommendations for termination where students have no right of resit or retake;
- ii. where students who have as a group been disadvantaged through errors or some other circumstance beyond their control under Section G Regulation 27.

9.2.11 Every effort should be made to reach a decision by consensus. If it proves necessary to vote on any matter it shall be determined by a simple majority; each member present shall have one vote and in the case of no majority being reached the Chair shall have an additional casting vote.

9.2.12 The views of the External Examiner(s) should carry particular weight in cases of dispute and External Examiners have the right to refuse to sign a mark sheet if they believe that a Board has made a wrong decision. If an External Examiner refuses to sign a mark sheet this shall be reported as soon as possible to the Chair of the appropriate University's Examination Board.

## **10. University Examination Boards**

10.1 Decisions on awards; compensation credits for Undergraduate and Masters' students; and programme termination shall be the responsibility of the University Undergraduate Examinations Board for Foundation and Undergraduate programmes; the University Postgraduate Examinations Board for Postgraduate programmes; and the University PGCE Examination Board as appropriate.

10.2 The Board will also receive recommendations on programme progression; Extenuating Circumstances and academic misconduct panels.

10.3 The membership of the University Undergraduate (including Foundation) Examinations Board shall be as follows:

- i. Chair and Deputy Chair appointed by the Vice-Chancellor
- ii. A University External Examiner appointed by the Academic Board
- iii. All Chairs of Undergraduate Programme Examination Boards

The Secretary to the Board will be the Head of Registry Services or nominee.

The quorum for the Board is 50% of eligible members. Programme Examination Co-ordinators, the Head of Student Records, Timetabling and Ceremonies and the Academic Secretary will normally be in attendance.

10.4 The membership of the University Postgraduate Examinations Board shall be as follows:

- i. Chair and Deputy Chair appointed by the Vice-Chancellor
- ii. An External Examiner appointed by the Academic Board
- iii. All Postgraduate Programme Directors

The Secretary to the Board will be the Head of Registry Services or nominee.

The quorum for the Board is 50% of eligible members. Programme Examination Co-ordinators, the Head of Student Records, Timetabling and Ceremonies and the Academic Secretary will normally be in attendance.

10.5 The membership of the University PGCE Examination Board shall be as follows:

- i. Chair and Deputy Chair appointed by the Vice-Chancellor
- ii. An External Examiner appointed by Academic Board
- iii. All PGCE Programme Directors

The Secretary to the Board shall be the Head of Registry Services or nominee.

The quorum for the Board is 50% of eligible members. All PGCE Programme Directors, the Head of Registry Services, the Academic Secretary, the Head of Student Records, Timetabling and Ceremonies and the Registry Officer (Examinations and Assessments) will normally be in attendance.

10.6 The Board will round module marks to the nearest integer when making decisions about borderline classifications.

## **11. University Extenuating Circumstances Panel**

11.1 All Extenuating Circumstances claims will be logged centrally and reviewed by Registry Services and presented to the University Extenuating Circumstances Panel for consideration

11.2 Membership of the Panel

The University Panel established to consider Extenuating Circumstances claims will comprise:

- i) a chair, who should be a senior a member of staff, from Regsirty or a School
- ii) an representative from each School
- iv) an appropriate/ senior member of Academic Registry.
- iii) a clerk to record the outcomes and recommendations of the Panel

11.3 Terms of Reference

The functions of the Extenuating Circumstances Panel are:

- i) to establish that the evidence is valid, i.e authentic and appropriate and that it relates to the assessment in question and that it has been submitted by the required date;
- ii) to review Extenuating Circumstances claims and evidence and make recommendations to the University Examination Board whether or not individual claims should be accepted;
- iii) to make recommendations to the Head of Registry Services for improvements to the effectiveness and efficiency of the procedure.

Submissions must be made with supporting evidence; where evidence is awaited, the University Extenuating Circumstances panel may defer decisions, and authorise the Chair to act on their behalf without calling a further panel.



## 12. Assessment Information for Students

12.1 Each Programme Board will be responsible for ensuring that module and programme guides are produced which will inform students in advance how and when their learning will be assessed. This information provided for students should include (as a minimum) details about:

- the aims and learning outcomes of the subject or programme as a whole and those for individual modules;
- the purpose, methods and schedules of assessment, during and at the end of a module or programme;
- the format of assessment tasks and the deadlines for submission;
- any group projects and methods for assessment; information about the apportionment of marks;
- criteria for assessment (including details about expected levels of achievement);
- the weightings for different elements of assessment;
- the procedures for submitting coursework;
- the procedures for applying for permission for late submission of coursework owing to extenuating circumstances;
- the marking and assessment mechanisms which will be used;
- the Guidelines for Students for Academic Misconduct.

12.2 Programme documentation shall make explicit for each module which elements contribute to the final mark; the weighting given to each element; and the level of internal compensation permitted between elements.

12.3 Where there are specific programme/module level attendance requirements which exceed those identified in Section B Regulation 3 of the Academic Regulations, the documentation must specify the minimum or particular attendance requirements and any penalties attached to inadequate attendance.

12.4 The University, through these and other Regulations, will inform students about the consequences of assessment, such as:

- decisions about progression and award, and any right to appeal;
- the basis on which component marks (or other assessment outcomes) are to be aggregated for the purpose of progression, award and classification;
- the treatment of missed examinations;
- any restrictions on the marks, grades, or level of award which can be obtained on the basis of retaken assessments;
- the definition and treatment of award and classification borderlines;
- Guidelines for Academic Misconduct (including plagiarism);
- the award of an Aegrotat degree.

### **13. Student Performance in Assessment**

#### **Undertaking Assessments**

- 13.1 Students must undertake all assessments at the first available opportunity. A student failing to submit for assessment will be allocated a fail grade unless they make a successful claim for extenuating circumstances.
- 13.2 It shall be the responsibility of the candidate to ensure that he/she attends for examination at the prescribed place and time or submits work for assessment at the time and in the manner stipulated by the Programme Director/ Module Convenor as appropriate.
- 13.3 During Examinations students shall observe the Instructions to Examination Candidates.

### **14. Non Submission of Coursework**

- 14.1 Students who fail to submit coursework by the deadline set by the Programme will receive a grade of zero for that assessment. Resit penalties will be applied unless the student makes a successful extenuating circumstances claim for a resit without penalty.

### **15. Late Submission of Coursework**

- 15.1 Extensions for coursework can only be considered in accordance with the Guidelines for Extenuating Circumstances.

### **16. Module Failure**

- 16.1 In cases where a candidate has failed a particular module, the Programme Examination Board shall recommend that the candidate shall either:
- i. re-submit for the failed module with consequent assessment penalty;
- or:**
- ii. re-submit for the failed module with no assessment penalty where the Extenuating Circumstances Panel has approved an application for resit without penalty owing to extenuating circumstances;
- or:**
- iii. take a replacement module;
- or:**
- iv. that, where there is no further resit or retake opportunity and it is a core module, the student's programme be terminated.
- 16.2 Alternatively the Programme Examination Board may stipulate what other assessment and/or attendance is necessary if the candidate is to pass the module.

16.3 No candidate shall be required by these Regulations to re-take a particular failed module unless it is designated as a core for the particular Programme of Study which the candidate is following, and for which no compensation has been granted.

## **17. Resitting Passed Modules**

17.1 A candidate who has passed a particular module shall not be permitted to re-take the assessment for that module, unless a resit without penalty has been granted due to a successful claim for extenuating circumstances.

## **18. Entitlement to Resits of Failed Assessment**

18.1 Undergraduate students and those on postgraduate programmes who have failed a particular module, and/or have been recommended for a resit following a finding of academic misconduct, shall have the right to resit the assessment for the module (subject to any specific subject requirements) on no more than one further occasion.

18.2 Undergraduate students who fail at the resit may retake the module on one further occasion only.

18.3 PGCE students have the right of resit of two failed pieces of academic work only. Further resits are at the discretion of the University PGCE Examination Board.

18.4 The permitted timescale for re-takes at each level shall be subject to the limitations on total programme length set out in the programme of study requirements.

18.5 Resit fees may be required and students should check with the Fees Office for further details.

## **19. Penalisation of Marks for Resits**

19.1 If a candidate is required to resit assessment or a student re-takes a failed module, and where there are no Extenuating Circumstances approved by the Extenuating Circumstances Panel, the mark gained in the resit or retake will be capped at the pass mark for the assessment element for the purposes of calculating the classification of any degree or other award.

## **20. Timing of Resits**

20.1 Students, who are required to resit a module, must do so at the next available opportunity which will be either July, or the next time the module is run, whichever is the earlier.

20.2 FHEQ Level 6 (Year 3) students who fail a module in the first semester will be given an opportunity to resit the module in the Semester 2 main examination period to enable them to graduate if successful.

## **21. Internal Module Compensation**

21.1 Where a student has achieved a pass mark overall for the module but has not passed each individual assessment element, a Programme Examination Board, unless otherwise specified in the Programme Specification, may recommend that the student be allowed to pass the module providing they have gained a mark at least 30% (for undergraduate programmes) and 40% (for postgraduate programmes) in any substantive assessment element (i.e. carrying at least 35% of the total marks available for the module). Full compensation is permitted for non-substantive elements (i.e. those carrying less than 35% of the total marks available).

## **22. Allocating a Grade for a Module where there are Extenuating Circumstances**

22.1 In cases of Extenuating Circumstances a Programme Examination Board may recommend, at its own discretion, in the interests of the student, the award of a mark for an individual module, without requiring all the items of assessment for that module to be completed, provided 65% of the assessment for that module has been completed on which a mark can be based.

## **23. The Award of Compensation Credits**

23.1 Where a student has shown strength in other areas marginal failure may be compensated and compensation credits awarded within the parameters set out in the programme of study regulations.

23.2 Compensation credits will not be awarded to those on PGCE programmes.

## **24. Illness or Extenuating Circumstances Affecting Ability to Undertake Assessment**

24.1 Students may apply to defer an examination or submission of coursework where they have a valid reason for doing so through illness or Extenuating Circumstances. Such requests must be submitted on the required form and be accompanied by independent third party documentary evidence. Such requests must be made prior to the examinations (excepting cases where it can also be evidenced that this was not possible – for example, due to hospitalisation) in order to be considered by the Extenuating Circumstances Panel. Examples of acceptable forms of “independent, third party documentary evidence” are given in the Extenuating Circumstances Policy.

24.2 Where requests for deferred examinations or other assessment are not agreed, students will be allocated a fail grade if they fail to attend the examination and/or submit the work, and any resit mark will be penalised as set out in Section G Regulation 19.

## **25. Illegible Scripts**

25.1 It is the candidate's responsibility to ensure that answers provided in examination scripts are legible <sup>2</sup> and can be marked accordingly. Only black, blue or blue-black ink or biro should be used except where additional colours may be needed in diagrams, etc.

25.2 The Examination Board reserves the right to return a mark of zero if the script is considered by the Examination Board to be illegible.

25.3 At its discretion, the Examination Board may require the candidate, at their own expense, to reproduce the answer in legible form under such conditions and within a timescale as specified by the Board.

## **26. Extenuating Circumstances Affecting Students as a Group**

## **27. Alternative Assessment for Modules Failed Owing to Extenuating Circumstances**

27.1 The Programme Examination Board may also require an alternative form of assessment for all or part of a module e.g. a viva, provided that any alternative form of assessment for an individual student does not disadvantage students who have completed the module entirely satisfactorily. The decision of the Programme Examination Board should be reported to the appropriate University Examinations Board.

## **28. Recommendation for Award where Students are Unable to Complete Owing to Extenuating Circumstances**

28.1 In cases where a student has completed most of the requirements for an award, but due to Extenuating Circumstances has been prevented by illness or other incapacity from completing all of the assessment requirements for an individual module(s) (in no circumstances exceeding 30 credits), the University Examinations Board may exceptionally recommend that the student should receive the award.

## **29. Academic Misconduct <sup>3</sup> (including Cheating, Plagiarism & all other categories as defined below)**

29.1 It will be regarded as academic misconduct for any candidate to commit an act whereby he or she seeks to obtain for himself/herself, or for another candidate, an unfair advantage. Academic misconduct shall be taken to include the acts defined in Table 1 below, and will attract the penalties correspondingly set out in Table 1. All references in these Regulations to academic misconduct will be taken as acts that fall within the definitions set out in Table 1.

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<sup>2</sup> Plain, well formed script, which can be easily read.

<sup>3</sup> MPhil and PhD students will be subject to the Academic Misconduct Regulations of the University of Surrey or Liverpool Hope University (depending upon their date of initial registration).

29.2 Students should be aware that the consequences of a finding of academic misconduct can be severe and could result in the student being withdrawn from the University.

29.3 A student may not present extenuating circumstances in mitigation of any type of academic misconduct.

29.4 If there is a finding of academic misconduct against a student for two or more assessments at one time (known as a 'multiple referral'), penalties will be applied as follows:

- i. For the first finding of a multiple referral, a mark of zero with a right of resit for each assessment referred.
- ii. For a second finding of a multiple referral, each successive assessment within the referral shall have sequential penalties applied according to the tariff in Table 1 below, i.e. the first assessment shall be penalised with a mark of zero with no right of resit, and the second assessment shall be penalised with termination of the student's programme of study.
- iii. In cases where a student has a previous single finding of academic misconduct, a further finding that comprises a multiple referral will be sequentially penalised according to ii above.

29.5 Any student whose programme of study has been terminated by the University Examination Board on the recommendation of an Academic Misconduct Panel due to a third finding of academic misconduct, or a finding of misconduct on their independent study module, will not be eligible to transfer their credits to another programme of the University, or to be accepted on to another programme of the University in any capacity. This does not include any student whose programme has been terminated as a result of a second finding of academic misconduct on a core module.

29.6 The tariff of penalties below will be applied in strict accordance with the nature of the academic misconduct that has been found, and the number of previous findings.

### **30. Programme Termination by the Examination Board**

- 30.1 A decision to terminate a student's programme of study may only be taken by the appropriate University Examination Board in the following circumstances:
- 30.1 on the recommendation of the Programme Examination Board where a student has failed a core module and no further retakes are granted;
  - 30.2 where a student has undertaken no assessment for a particular semester or where there is negligible achievement, or where all right of resit has been exhausted and where no evidence of extenuating circumstances has been presented;
  - 30.3 where they have not completed a programme within the timescales permitted in the Programme of Study Regulations;
  - 30.4 where an offence of Academic Misconduct has been committed for which programme termination is the penalty;
  - 30.5 where an offence of Academic Misconduct has been committed for which the penalty does not permit the resitting of a substantive assessment on a core module.
  - 30.6 When making decisions regarding termination, the University Examination Board will consider the whole of a student's profile.

30.7 Decisions to terminate a student's programme may be rescinded by the Chair of the University Examination Board acting on delegated authority of the Board where extenuating circumstances are presented which the student was not able to reveal previously for valid and evidenced reason(s). Such actions will be reported to the next meeting of the appropriate University Examination Board.

### 31. Table 1: Penalties for Academic Misconduct

**Note:** it is to be assumed that all resits as referenced in the penalties below are capped at the pass mark, and that all findings of presenting other's work as one's own are regardless of whether the misconduct is intentional or unintentional. In all cases of plagiarism, a finding will be made even when some words have been changed from the original source if the material has been presented as though it is the student's own work.

1. Use of sources without quotation marks but referenced in the bibliography	A mark of zero to 29% for the assessment with a right of resit
2. Copying from sources without referencing and therefore presenting material as the student's own work (the extent of copying to be determined by members of the programme team as inappropriate for the work in question)	A mark of zero for the assessment with a right of resit
3. Use of other's work presented as the student's own, including the work of other current students, previous students, or obtained via the internet, or provided in any way by another party, such as an outside party commissioned by the student to provide the work on the student's behalf	A mark of zero for the assessment with a right of resit
4. Use of another person's copyrighted materials, intellectual property or ideas presented inappropriately as the student's own	A mark of zero for the assessment with a right of resit
5. Submission of the student's own previously or simultaneously assessed work for another assessment, whether previously/simultaneously submitted to the University or another institution	A mark of zero for the assessment with a right of resit, with a different topic set for the resit work
6. Breach of ethics or ethical procedures committed as part of any research, survey, investigative activity, data-gathering or other information-gathering work as part of an assessment or other part of the programme of study, or committed as part of any activity not sanctioned by the programme. This includes undertaking any such work that has	Penalties dependent on nature of the ethics breaches

not been approved by the University Ethics Approval Procedure	
7. Collusion i.e. two or more students having worked together inappropriately on an assessment to jointly produce work that is intended as an independent submission according to the requirements of the assessment	A mark of zero for the assessment with a right of resit
8. Falsification/fabrication of research or practical work data, results (including those of interviews) and other output in an assessment	A mark of zero for the assessment with a right of retake of the module
9. Knowingly allowing another person to impersonate oneself in a formal timed assessment, submission of coursework, or other aspect of the programme of study	A mark of zero for the assessment and termination of the student's programme of study
10. Impersonating a student in a formal timed assessment, submission of coursework, or other aspect of the programme of study	A mark of zero for the assessment and termination of the student's programme of study
11. Obtaining an unfair advantage for another student by allowing them to copy one's own work and present it as their own	A mark of zero with a right of resit; penalty normally deferred for a first finding
12. Obtaining an unfair advantage for another student by allowing them to copy the work of a student or other third party and present it as their own	A mark of zero with a right of resit; penalty normally deferred for a first finding
13. For a formal timed assessment, introducing into the examination room any unauthorised materials such as manuscripts, printed text, books, dictionaries, self-produced crib-sheets, calculators and other electronic devices such as mobile phones, and any other materials excluded by the regulations. This includes use of any such materials when outside the examination room for any reason during the period of the examination	A mark of zero for the entire module with a right of resit
14. For a formal timed assessment, removal of any script, whether or not completed, unless specifically authorised to do so	A mark of zero for the assessment with a right of resit
15. Obtaining, or seeking to obtain, questions in advance of a formal timed assessment, including from someone who has already seen the questions, whether for oneself or on behalf of another student	A mark of zero for the entire module with a right of resit
16. Bribing or attempting to bribe a person thought to have an influence	A mark of zero for the assessment (where a specific assessment relating to the offence



on an assessment outcome	has been undertaken) and termination of the student's programme of study
17. Falsification/fabrication of materials associated specifically with work/practice placement or workplace learning such as timesheets and workplace supervisor assessments. Workplace learning relating to school experience as part of initial teacher training or PGCE programmes is covered by Section I of these Regulations	Normally a mark of zero for the entire module with a right of re-take; in exceptional cases of workplace misconduct deemed significant (e.g. involving fraudulent activity) the penalty will be termination of the student's programme of study.
18. A second case of any of the above	The first-stage penalty with no right of resit, where applicable. NOTE: if the module is core this may result in termination of the student's programme of study. Where a programme of studies is terminated, as a result of academic misconduct, the student is not eligible to transfer to a new programme.
19. A third case of any of the above	Termination of the student's programme of study, if not already applied at a first or second-stage penalty. Where a programme of studies is terminated, as a result of academic misconduct, the student is not eligible to transfer to a new programme.

## **Section H: Assessment Criteria for School Experience**

### **1. Assessment Criteria for School Experience for BA (ITT) and PGCE / PGCE (M)**

- 1.1 The criteria for each of the standards is laid down by government regulation and set out in the Programme Handbooks. The School Experience will be assessed on a grading scale of 1-4 with 1 as the highest and 4 as a fail.
- 1.2 The School Experience will be assessed by University Tutors and School Mentors.

In order to pass the School Experience Students must attain a level 1, 2 or 3 in each of the 8 teachers' standards (TA2011)

Students who receive a grade of 4 in any of the above areas will have failed the School Experience.

### **2. Unsatisfactory Progress in School-based Assessment**

- 2.1 Where students are deemed to be making unsatisfactory progress in their School Experience, a Cause for Concern will be raised to set out improvement targets, as detailed in programme guidelines. If the targets are not met, a process of moderation, as detailed in the Handbook, (Information and Guidance for School Experience), may result in a failed School Experience.

In the event of being judged as 'Requires Improvement' during a final practice, St Mary's students will be required to undertake an extension of practice whereby a bespoke intervention programme will be followed enabling opportunity for the student to achieve at least 'good' against the standards for QTS. This may delay the point at which a student is recommended for QTS.

### **3. Withdrawal from School Experience**

- 3.1 A student who withdraws from a School Experience without the agreement of the Programme Director will fail the School Experience.
- 3.2 Where a student withdraws from a School Experience with the agreement of the Programme Director they will be offered an opportunity to repeat this part of their programme of study.

### **4. Resit of School Experience**

- 4.1 A student has one right of resit only of a failed School Experience module.
- 4.2 Where students have failed their School Experience, the School Experience Review Panel may determine that there are Extenuating Circumstances and that the student should be offered a resit without penalty.
- 4.3 The School Experience Review Panel comprises:
  - A Programme Director or member of senior staff from another programme within the School of Education (in the Chair);
  - A member of the appropriate partnership team;
  - Programme Director from the relevant programme.
- 4.4 The resit of the School Experience will take place at the next appropriate opportunity.

- 4.5 Where a student is permitted to resit a period of School Experience, the student will normally have to pay for this unless he/she presents extenuating circumstances acceptable to the School Experience Review Board.
- 4.6 Where students fail one or more of the Standards of Assessment on their resit of the School Experience their programme will be terminated by the appropriate University Examinations Board on the recommendation of the Programme Examination Board unless acceptable extenuating circumstances have been presented to the School Experience Review Board.
- 4.7 Where a student has failed two School Experience modules with no extenuating circumstances they will automatically fail the programme subject to ratification by the appropriate University Examination Board. BA(ITT) students in this position may transfer to a non-QTS programme.

## **5. Removal from School Experience**

- 5.1 The School may ask for a student to be removed from the school at any time with immediate effect on the grounds of the pupils' learning or physical safety, the students' professionalism or other issues of conduct. Where a student is removed under such circumstances, they will be deemed to have failed the period of School Experience.
- 5.2 In extreme circumstances, where the University or the placement school has received information or allegations of professional misconduct or other behaviour which suggests that the pupils or members of staff at a school will be put at risk if the placement continued, the Programme Director will remove the student with immediate effect following consultation with the Pro Vice-Chancellor.
- 5.3 Following the removal of a student in the circumstances in 5.2 above, the student will be dealt with under the Student Disciplinary Procedures and/or the Fitness to Practise Policy as appropriate.
- 5.4 Students withdrawn from a School Experience by the school and/or University tutors, or who withdraw themselves, are deemed to have failed to meet the requirement for successful completion of the School Experience.

## **Section I: Regulations for Removal from Placements**

### **1. Removal from Work Placement, School Experience or other Professional Context**

- 1.1 All periods of work placement, school experience or other experience in a professional context will be governed by procedures which clearly set out the responsibilities of the programme, the student and the supervisor or equivalent and other designated individuals involved in the assessment of the placement.
- 1.2 Programmes which offer modules incorporating a work placement, school experience or other experience in a professional context will have procedures for dealing with issues of poor performance and or failure to observe standards of professionalism, health and safety or putting other people at risk. With the exception of situations where it is felt that the student and/or others may be put at risk, these procedures must allow for a warning to be issued to students with targets for improvement.
- 1.3 In extreme circumstances, where the University or the placement has received information or allegations of serious professional misconduct or other behaviour which suggest that the clients or members of staff at a placement will be put at risk if the placement is continued, the Programme Director will remove the student with immediate effect following consultation with the Pro Vice-Chancellor. Such circumstances may include students on BA (ITT) programmes and PGCE programmes who have been found or are suspected of being in breach of the law with reference to teaching or working with children or young people.
- 1.4 Following the removal of a student in the circumstances outlined in 1.2 and 1.3 above, the student will be dealt with under the University's Student Disciplinary Procedures and/or the Fitness to Practise Policy as appropriate.
- 1.5 Where an allegation is proven the student will automatically fail the module concerned. Where they are not allowed a resit and the module is a core part of the programme, their programme may be terminated by the relevant University Examinations Board as appropriate.
- 1.6 In common with Academic Appeals, students who have been removed from a work placement, school experience or other professional context have the right to remain on their programme of study until the outcome of disciplinary and any subsequent appeal is decided - except for students found to be in breach of the law with reference to teaching or working with children or young people, and subject to the provisions of paragraph 1.3 above. In the latter situations students may normally continue on the taught components of their programme only and the matter will be dealt with under the Fitness for Practise Policy. Students may not be allocated a further placement until such time as any allegation is disproved.

## **Section J: Regulations for Appeal against Decisions of the University Examination Board**

### **1. Grounds**

- 1.1 A candidate who has reason to believe that he or she has been incorrectly graded in a particular module, or incorrectly failed, or awarded an incorrect class of degree has in certain circumstances the right of appeal.

Students should refer to the Academic Appeals Policy for further details and guidance about submitting appeals.

- 1.2 The grounds for an appeal may only be one or more of the following:
- 1.3 There is evidence that your assessment/examination may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to divulge to the University Examination Board before its decision was reached.

*If appealing under this ground, please ensure that you have provided all of the following: -*

- *New information which the Board has not previously considered*
  - *A reason and evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted*
  - *A reason and evidence to explain why you were unable, or for valid reasons unwilling, to submit this information before the Board reached its original decision.*
- 1.4 There is clear evidence of a significant administrative error on the part of the University or in the conduct of the assessment/examination and that this accounted for your performance.
- 1.5 Students may not appeal against the academic judgement of a marker or the professional/academic judgement of an assessor of school experience or other placement.

### **2. Right to Remain on the Programme**

Students who have made an appeal against the termination of their programme of study shall normally have the right to remain on their programme of study until the appeal is decided (subject to Section I, paragraph 1.6 above).

## **Section K: Programme Administration**

### **1. Responsibility for Programmes**

- 1.1 Each Programme shall be the responsibility of a Programme Director who shall be responsible to the Head of Department for the management, organisation and administration of the Programme, in consultation with the academic staff contributing to all modules within the Programme, the Module Convenors.
- 1.2 Each module within the Programme shall be the responsibility of a Module Convenor. The Module Convenor shall be a member of academic staff who contributes to the teaching of the module. The Module Convenor shall be responsible for the efficient organisation and administration of the module, for the development and monitoring of the Module and for all assessment and assessment procedures connected with the module.
- 1.3 Where a module is cross-validated to other programmes, the Programme Director will consult these programmes regarding changes to the modules.

### **2. Programme Boards**

- 2.1 Each programme shall have a Programme Board. The composition of the Programme Board shall be as follows:

Chair:  
Programme Director

Members:

- i Module Convenors of all contributory Modules;
- ii At least two Student Representatives per level (from full-time and/or part-time students currently taking modules within the Subject/Programme);
- iii Any external advisors appointed by the Subject;
- iv Head of Department (if not already a member).

Where modules are cross validated to other programmes, the module convenors may attend the programme boards of these programmes.

- 2.2 Minutes shall be maintained for each Programme Board. Each Programme Board shall meet at least once per semester.

### **3. Administration, Monitoring and Management**

- 3.1 The overall responsibility for subjects and programmes offered by the University rests with the Academic Board.
- 3.2 Quality Assurance and Enhancement matters, including the oversight of validation and review, shall be the responsibility of the University Teaching and Learning Quality and Enhancement.

## Section L: Regulations for External Examining

The purposes of the system of external examining are to ensure, first and foremost, that Degrees and other academic qualifications awarded in similar subjects are comparable in standard in different universities and institutions of higher education in the United Kingdom, though their content will vary; and secondly, that the system of assessment is fair and is fairly operated in determination and, where appropriate, classification of awards made to students.

1. For all taught programmes of study leading to an award of St Mary's University, there shall be at least one External Examiner. No Degree or other academic qualification should be awarded without participation in the examination and assessment process by at least one examiner external to the University.
2. **Appointment** - An External Examiner under these Regulations shall be appointed by the Academic Board following the recommendation and scrutiny of the Validation and Review Committee.
3. **Eligibility** – No person shall be eligible to hold an appointment as External Examiner if the appointee:
  - i. teaches on the programme of study to which he/she is being considered for appointment;
  - ii. holds a teaching or other appointment of the University or has held such an appointment within four years prior to the date of commencement of the proposed appointment as external examiner;
  - iii. is a close relative of a member of the programme team or of a student, or has an association with the nominating programme which could compromise his/her role and independence as external examiner;
  - iv. has served as External Examiner for the same programme within the previous four years (Regulation 5 refers);
  - v. already holds two or more concurrent appointments as an External Examiner.
4. **Period of Appointment** – An External Examiner shall be appointed for a period of up to three years in the first instance. An appointment will automatically be extended for a fourth year unless the External Examiner or programme informs the University that the appointment should not be so extended. The total period of appointment shall not normally exceed four consecutive years.

In exceptional circumstances, a further extension of appointment by one year may be permitted by Head of Registry Services, in accordance with the requirements of the Quality Assurance Agency. Any such exceptional extensions will be reported to the Academic Board.
5. An individual, who has previously served as External Examiner for a programme of study and whose appointment has ended with or without extension, may not normally be considered for appointment as External Examiner for a further period until at least four years shall have elapsed
6. An External Examiner shall be appointed for a programme of study as a whole but may be appointed with particular reference to one or more components within the programme of study. The number of External Examiners for a particular programme of study shall be sufficient to cover the range of studies and/or the number of students involved, whilst being able to maintain a reasonable overview of the programme of study as a whole.

## **7. Documents to be provided to External Examiners**

- 7.1 Following the approval of a nomination by the Academic Board, the External Examiner will be sent a formal letter of appointment, together with a copy of the Academic Regulations and any other appropriate guidelines.
- 7.2 The programme shall send to an External Examiner a copy of the validated document, the programme and module handbooks and any other information pertinent to his/her duties as External Examiner.

## **8. External Examiners Role and Responsibilities**

- 8.1 An External Examiner shall receive all draft examination question papers for the modules he/she is to examine. An External Examiner shall comment on the question papers and approve them, with modifications if necessary.
- 8.2 An External Examiner shall have the right to see all examination scripts and coursework and performances/presentations. An External Examiner may choose to receive a selection of scripts/coursework etc. Where a selection of scripts/coursework is to be made, the principles for such selection shall be agreed in advance between the External Examiner and the Programme Director.
- 8.3 Where an External Examiner determines that a selection of scripts/coursework etc is to be made, he/she shall be satisfied that he/she has sufficient evidence to determine that internal marking is of an appropriate standard and is consistent. An External Examiner shall, as a minimum requirement, review the scripts/coursework etc of a sample of candidates assessed internally at the top, the middle and the bottom of the range. The sample should normally include candidates assessed internally as having achieved first class or distinction marks/grades, fail marks/grades or borderline pass/failmarks/grades.
- 8.4 An External Examiner shall be a Full Member of the appropriate Programme Examination Board. He/she shall be entitled to be present at meetings of the Examination Board. An External Examiner shall normally attend meetings of the Examination Board at which final examination results are to be considered.
- 8.5 **Agreement to Mark Sheets** – Each External Examiner present at the meeting of the Programme Examination Board shall append his/her signature to the mark sheets as evidence that he/she accepts the results. If an External Examiner is unwilling to sign a mark sheet he/she shall report the reasons to the Head of Registry Services at the earliest opportunity. The Head of Registry Services shall investigate the matter and recommend action to the appropriate University Examination Board and the Academic Board as appropriate.
- 8.6 An External Examiner shall be invited to comment at the final meeting of the Programme Examination Board on any matter relevant to the scheme of assessment. When, for whatever reason, an External Examiner is unable to attend a meeting of an Examination Board, he/she should be invited to provide, prior to the meeting, feedback on the assessments he/she has moderated
- 8.7 **Viva Voce Examinations** – An External Examiner shall have the right to be present at and participate in any viva voce examination. Where Programme Regulations prescribe a viva voce examination for all candidates, it shall be agreed with an External Examiner in advance which he/she shall attend.
- 8.8 An External Examiner shall make a written report annually to the Vice-Chancellor Using a pro-forma provided by the Quality and Standards Office, the External Examiner may include observations on the assessment process, the schemes for marking and classification, and on



aspects of the teaching, structure and content of the programme as they affect the assessment of the students.

8.9 The Head of Registry Services shall ensure that the reports are made available to the appropriate Head of Department, who shall, in turn, ensure that they are considered by the Programme Board and any necessary action taken.

**9. Confidentiality of Report** – External Examiners' reports, submitted in respect of the University's awards, shall be regarded as confidential to the University. External Examiners' reports may, however, be made available to programme boards and students, validation panels, to the appropriate statutory or professional bodies, to representatives of the Quality Assurance Agency for Higher Education (QAA) and to enquirers under the Freedom of Information Act.

In accordance with the Data Protection Act 1998, information within the report relating to named, individual students or members of staff may also be made available to those individuals on request.

Any queries regarding the above should be made in writing to the Head of Registry Services.

## **10. External Examiners for University Examination Boards**

An External Examiner will be appointed to each of the University Examination Boards. The key roles of these External Examiners are to ensure that: (i) awards are made consistently and fairly within institutional regulations (ii) institutional regulations are broadly comparable to those in force in other reputable UK Higher Education Institutions.

In order to fulfil this role, taught awards board External Examiners shall:

- review the assessment regulations, especially those concerned with progression, compensation, and award classification;
- contribute to the meeting of the appropriate University Examination Board;
- make judgements upon issues relating to assessment regulations and assessment processes and decision making as specified in the external examiners' report form and submit this report to the Vice-Chancellor;
- submit confidential reports to the Vice-Chancellor on any regulatory matters on which they have serious concern and which put at risk the standards of awards of the University.

University Examination Board External Examiners will normally be appointed by the Academic Board from among the External Examiners of programmes reporting to the particular University Examination Board. They will serve a term of three years, extendable by one year.

## **Appendix A DEFINITIONS**

Throughout these Regulations the terms set out below shall only be understood to have the specific definitions listed below.

### **1. Modular Structure**

#### **1.1 Module**

1.1.1 A module is a unit of assessed learning which leads to the achievement of approved learning outcomes. Each module is assigned a credit value according to the total number of hours of student work (or "learning hours") which it involves. Learning hours comprise contact with academic staff, plus self-directed study. Each credit represents around 10 hours of student work; thus a 20-credit module represents 200 learning hours. The amounts of (a) contact time and (b) self-directed study should be stated within the module outline.

1.1.2 120 credits are associated with the successful completion of one year of full-time study at undergraduate level. 180 credits are associated with the successful completion of one calendar year of full-time study at Masters' level.

1.1.3 Timetabled teaching sessions are included within expected student study time, though their proportion may vary from module to module. Expected student attendance and study time includes, where relevant, all classes, practical work (both assessed and non-assessed), tutorials, assignments, private study, and assessment. It is assumed that 100 hours represents one-twelfth of a reasonable annual full-time undergraduate student workload.

#### **1.2 Subject**

1.2.1 A subject is a co-ordinated area of modules which may be taken in approved combinations to lead to an award. Subjects may include modules from other subject areas where they are accepted as fulfilling part of the credit requirements for a particular programme of study. A module may therefore appear in more than one subject, especially those that are interdisciplinary.

1.2.2 In some instances a subject and a programme of study will correspond to a defined programme of study. Other subjects will contain several routes, which may be taken either on their own or in combination as a programme of study.

1.2.3 All subjects will be governed by a set of Programme Specifications which may vary some of these Regulations, for example where there are additional professional requirements.

#### **1.3 Route for BA/BSc Programmes**

A route is the approved combination of modules within a Subject. The routes available are single honours, equals, major or minor. The route may be taken either on its own (in the case of single honours) or in an approved combination with another Subject in the case of joint honours to lead to an award.

#### **1.4 Pathway**

A pathway is an approved selection of related modules within a Subject route. The pathway will be approved at validation and may be set out in the Programme Specification but it will not appear in the award title.

## **1.5 Programme of Study**

The programme of study is the approved combination of Subject routes leading to an award. Subject route combinations will be approved by the Academic Board.

## **1.6 Award**

The award is the qualification that students will gain at the end upon successful completion of their studies e.g. BA, BSc, FdA, FdSc, DipHE, PGCE, MA, MSc etc.

## **1.7 Core**

The core is made up of specified modules which are compulsory for a particular subject route. The Programme Specification will indicate which modules are core.

## **1.8 Pre-requisite Module**

A pre-requisite module is one which must be satisfactorily completed before commencing a specified module at a higher level. The Programme Specification will indicate which modules are pre-requisites.

## **1.9 Co-requisite Module**

A co-requisite module is one which must be taken at the same time as another module. The Programme Specification will indicate which modules are co-requisites.

## **2. Levels of Study**

**2.1** The academic standard of each module, including the standard of its assessment, shall be designated as being at a certain Level. There are five levels: Level 4 FHEQ for Year 1 of undergraduate study followed by Level 5 FHEQ and Level 6 FHEQ for Years 2 and 3 of undergraduate study; and FHEQ Levels 6 and 7 for PGCert and Masters level study respectively.

**2.2** Level HE P is the level at which certain basic preparatory or practical skills modules are designated.

**2.3** Levels FHEQ 4 and 5 (formerly HE Levels 1 and 2) represents the standard designated as equivalent to that of study in years one and two respectively of a full-time honours degree Programme.

**2.4** FHEQ Level 5 and FHEQ Level 6 represent the standards designated as equivalent to those of study in years 2 and 3 of a full-time honours degree programme. Marks achieved on modules at these levels will be used for honours classification, see Section C Regulation 21.

**2.5** Level HE G (FHEQ Level 6) represents the Postgraduate Certificate in Education and the Professional Certificate in Education.

**2.6** Level FHEQ 7 represents the standard appropriate to a Taught Postgraduate Programme.

### **3. Assessment**

#### **3.1 Assessment**

A generic term, encompassing all forms of evaluation of learning, this may include assessment by written papers (timed or untimed), practical laboratory work, coursework, projects, portfolios, oral presentations, poster presentations, independent study etc.

#### **3.2 Element of Assessment**

Used to denote each component part of the assessment prescribed for a module.

#### **3.3 Examination**

This is restricted to a formally convened, timed assessment of a module under the direct supervision of appointed invigilators and normally organised through the Examinations Office.

### **4. Periods of Study**

#### **4.1 Academic Year**

This is the period from 1 August to 31 July, incorporating the beginning of the First Semester to the end of the Second Semester.

#### **4.2 Calendar Year**

A period of 12 calendar months, (January to December inclusive unless otherwise stated).