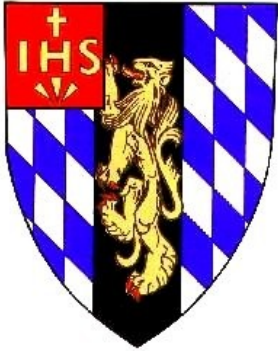


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**Heythrop College  
University of London**

# **ACADEMIC REGULATIONS**

**For first degrees and diplomas  
of the University of London  
offered at Heythrop College for students entering in the  
Academic Year 2010-11**

## **Part 1. Introduction, Purpose and Scope of the Regulations**

- i) These regulations apply to taught undergraduate programmes of study for students registered at Heythrop College commencing their studies from September 2010 as listed below:  
FD (A) (Foundation degree)  
BA, BD (undergraduate degree)  
The regulations remain in force until rescinded by the College with the authority of the Academic Board.
- ii) This document should be read in conjunction with the Ordinances of the University of London and appropriate programme documentation, including the programme specification, programme regulations and programme handbook. If any conflict between College documentation and the Ordinances of the University of London arise, the latter shall prevail.
- iii) These regulations do not apply to research students or to students studying for Masters level qualifications at Heythrop College.
- iv) The procedures and information given in any accompanying appendices are considered to have the full authority of the regulations contained in the main document.
- v) The authority to amend these regulations is held by the Academic Board or their nominated body

### **Purpose**

- vi) These Regulations have been drafted to meet the requirements of University Ordinance 15, paragraph 9. The University of London has confirmed that the College is authorised to confer awards for the programmes of study covered by these regulations. These regulations may be amended by the College within the requirements of University Ordinances subject only to annual report to the University.
- vii) It is a student's responsibility to ensure that they have read and understood the regulations. A student's misinterpretation or lack of awareness of these regulations will not be considered as a valid reason for non-compliance.

### **Scope of the Regulations**

- viii) The assessment regulations apply to coursework and examinations.

### **Academic year**

- ix) Dates for each academic year are specified by the Academic Board of the College.  
The Academic year normally starts in September  
The word "year" when used without limitations normally means calendar year.

## **Part 2: General Regulations**

### **1. Admission of students on to taught undergraduate programmes**

- 1.1 All decisions about periods of study and examinations are at the discretion of the College.  
In order to be admitted to a programme of study a candidate must:
- i) be at least 17 years of age, subject to waiver in exceptional circumstances;
  - ii) satisfy the general entrance requirements of the College or the University, if applicable;
  - iii) satisfy any additional requirements specified by the College;
  - iv) comply with the registration procedure laid down by the College;
  - v) be proficient in the English language. Non-native speakers are normally required to achieve a standard in an approved English language test, as detailed in the Programme Specification.
- 1.2 The College takes decisions on admission on good faith on the basis that the information given in respect of the applicant is accurate. If it is subsequently discovered that the information given is inaccurate or untrue, the College may refuse admission or terminate a student's registration

### **2. Accredited Prior Learning (APL)/Accredited Prior Experiential Learning (APEL)**

- 2.1 The College may, at its discretion, recognise for academic purposes prior certified or experiential learning. This recognition may give the learning a credit value and permit it to be counted towards the total number of credits required for an award.
- 2.2 Credit can be awarded for one or several modules. Students who join the programme part way through will need to be awarded credit of APL/APEL to ensure that the programme of study they have missed is accounted for in terms of credit.
- 2.3 The maximum number of credits accumulated in another institution which may be credited towards a College award is normally as follows:
- a) CertHE 60 Credits
  - b) DipHE 120 Credits
  - c) FD 120 credits, of which non can be at level 5 or above
  - d) BA (Hons) 180 credits (minimum of 120 credits at level 6 must be studied at the College)
- 2.4 In addition to credit for a module studied elsewhere, a specific result may be recorded for a module at the direction of the Board of Examiners.

### **3. Registration of Students**

- 3.1. To follow a programme of study at the College students are required to register with the College and to reregister annually according to the procedures laid down by the College.
- 3.2. Annual registration for a programme of study includes registration for the relevant assessment.

- 3.3. A student will not normally be permitted to register concurrently for more than one higher education award of the College or of any other higher education institution unless the scheme under which concurrent registration will operate has been approved by the Academic Board.
- 3.4. A student who is entered for reassessment or deferred assessment in any part of one taught programme of the College may not register for another programme at the College until the assessment requirements of the first are complete.
- 3.5. To maintain their registration, students must satisfy the academic requirements of the programme, and must also abide by regulations and codes of conduct from time to time published by the College, and pay the required tuition fees and other monies owed to the University of London.
- 3.6. Students may apply to transfer their registration to another programme of study offered at the College or by another higher education institution. Transfer of registration is permitted only with the agreement of the Programme Convenors of both the programmes, and if there are good academic grounds or other good cause for the transfer. A student wishing to transfer from one programme to another must consult with the Programme Convenor of the programme to which they wish to transfer. A Programme Convenor will consider the length of study already undertaken, the similarities and differences between the two programmes, and the ability of the student to undertake a change of programme. If the change of programme is agreed, the required modules for all three years of study will be recorded on the transfer form. The Programme Convenor may consult the relevant Dean and/or Chair of Examiners but, in all cases, the decision of the Programme Convenor is final.
- 3.7. Students who have been awarded a qualification by the University may not enter again for that same qualification in the same subject. However, a student may register again for the same qualification in a different subject, provided that on each occasion the student registers anew and complies with all regulations for the qualification as if entering for the first time.
- 3.8. Students who have already been awarded a qualification may, at the discretion of the College, register for a supplementary course of study (normally in the form of additional modules) and may enter the corresponding assessment after the appropriate period of study. On completion, such students will receive a transcript of achievement.

#### **4. Communications to individual students**

- 4.1. Communications sent from the College to an individual student must be regarded as applying to that student only.

#### **5 Period of Student Registration**

- 5.1 The individual programme regulations shall specify what the minimum period of registration on the programme shall be. This shall comply with

University of London Ordinances on the minimum period of study required for the award in question.

- 5.2 The following details the maximum period which any student may be registered from the time of their first enrolment on the programme (not including any approved period of interruption):

### **Undergraduate Programmes**

Cert HE: 2 years

Diploma HE: 5 years

Foundation degrees (FdA) : 5 years

Bachelors' degrees (BA): 6 years

In addition, students transferring onto a programme with credit will have their maximum period of registration determined on a pro-rata basis by the admissions tutor at the time of entry.

- 5.3 The minimum period of study in the College for any student transferring onto an undergraduate degree shall normally be not less one year full-time (or the part-time equivalent), that year being the final year of the degree programme.
- 5.4 A student's period of registration may only be extended beyond that stated in section 5.2 through successful application to the Academic Board (see also section 6 Interruption of Studies).
- 5.5 The maximum period of registration may only be extended for a period of one academic year at any one time.

### **6 Interruption of Studies.**

- 6.1 Students may spend a maximum of two years during their programme on "Break in Study" status. Students who have not re-enrolled or communicated their intentions towards the studies by the end of this period shall be withdrawn from the programme of study.
- 6.2 Students may continue their interruption beyond two years only through successful application to the Academic Board.
- 6.3 Students may undertake re-assessments during a Break in Study but may not retake a module or attempt a module for the first time.

### **7 Enrolment**

- 7.1 All students must enrol at the start of their first year of the programme, and at the start of each subsequent academic year thereafter for the duration of their registration on the programme (not including any period covered by an approved break in study).
- 7.2 All students must abide by the enrolment procedure published by the College and must enrol to the satisfaction of the College.
- 7.3 Failure to enrol properly will affect a students' ability to claim and receive government or College funding, the use of College and University of London facilities including library and computing services, registration of modules, submission of and attendance of at assessment, the provision of references, results/transcripts and any

- other official confirmation of attendance and enrolment or the conferment of an award and the issuing of a graduation certificate.
- 7.4 Each student's academic progress shall be reviewed annually and a decision shall be made, in consultation with the appropriate examination board or delegated body, as to whether admission to the next year of the programme of study will be offered or not. Such decisions will take into account the student's performance in prescribed assessments and other relevant aspects of academic performance.
- 7.5 All students must inform the College's Disability Office upon first enrolment or at the earliest opportunity of any disability which may affect their ability to undertake assessment. The College will not normally make retrospective adjustments to module results where the student has not informed, without just cause, the College of a relevant disability before that assessment has taken place.
- 7.6 The College cannot guarantee that any appropriate adjustments in accordance with the Disability Discrimination Act (DDA) can be made if the College is not informed on first enrolment of any known/already diagnosed disability.

## **8 Module Registration**

- 8.1 All students are responsible for ensuring that they are registered for the correct modules for the current academic session by the published deadline.
- 8.2 The minimum volume of study permitted in an academic year will normally be 30 credits.
- 8.3 The maximum volume of study that may normally be permitted for a part-time student in one academic year is 90 credits.

## **9 Withdrawal From a Programme of Study and the College.**

- 9.1 Any student who withdraws from their programme of study at the College must do so in writing to the Academic Registrar.
- 9.2 A student who withdraws from a programme of study at the College shall cease immediately to be a registered student at the college.
- 9.3 A student who withdraws before completing the target award may be offered an intermediate award at the discretion of the Board of Examiners.
- 9.4 A student who withdraws after the published deadline shall still be liable for any outstanding fees or fines or other associated costs.

## **10 Supplementary Modules**

- 10.1 A registered student or person who holds a Bachelor's degree of the University of London may be permitted, at the discretion of the College, to take supplementary modules. Students who are successful in these examinations may apply to the College for a transcript giving details of the supplementary modules in which they have satisfied the examiners and their value in credits.

## **11 Progression From One Year of Study to Another**

- 11.1 At the end of each academic year students shall:
- a) be eligible to progress in their studies;

- b) not be eligible to progress in their studies but will be offered the possibility of repeating those elements required in order to progress;
  - c) not be eligible to progress but may be eligible for an intermediate award
  - d) not be eligible to be further assessed and therefore have their registration terminated.
- 11.2 The specific requirements for progression on any programme shall be published in the relevant Programme Specification.

## **12 Progression from Foundation Degree to an Honours Degree**

- 12.1 All Foundation degree programmes shall be designed so that any candidate who is awarded a Foundation degree, may be admitted to complete the specified cognate Honours degree programme with a further period of study. Holders of Foundation degrees may also be considered for admission to other Honours degree programmes if the Foundation degree curriculum has prepared them for entry to the award with advanced standing.

## **Part Three – Structure and Framework**

### **13 General Structure and Framework**

- 13.1. Programme and module specific requirements shall be as outlined in the appropriate programme and module specifications. Programme specifications and Module descriptions may not be altered for the current academic session once teaching of the relevant programme / module has commenced unless all students have been consulted and none has indicated an objection.
- 13.2. All modules must be assigned a credit value. Modules may only be offered in 15 Credits or 30 credits. No other size of module will be permitted except with the express permission of the Academic Board. 15 credit modules will normally be taught in one term, and 30 credit modules will normally be delivered over the academic year.
- 13.3. All modules shall be assigned a numerical value designating the level of study in accordance with the Quality Assurance Agency's (QAA) Framework for Higher Education Qualifications (FHEQ).
- 13.4. Where a module specification indicates that a module has pre-requisite modules, students will normally be required to have passed the pre-requisite module before registering for the module concerned.
- 13.5. Where a programme specification indicates that any given module is a core module then that module must be passed in order for the relevant award to be conferred on to the student. All core modules must be passed and no compensation (see section 27 "Compensated Fail" and Awards) may be awarded for a core module.
- 13.6. Where a programme specification indicates that any given module is compulsory, then that module must be undertaken as part of the programme. The individual programme specification may stipulate the minimum achievement that must be reached in one or all of its compulsory modules in order for the relevant award to be made.
- 13.7. Where a programme specification indicates that a group of modules is optional then students may choose a stipulated number of these modules as part of their programme of study.
- 13.8. At the discretion of the programme leader an undergraduate student may enrol on modules offered by other Colleges and Institutes of the University of London up to a total of 60 credits for the programme as a whole.
- 13.9. Any student awarded a foundation degree who subsequently transfers on to, and qualifies for, an honours degree shall retain both awards.
- 13.10 A minimum overall module result of 40% for an undergraduate module must be achieved for the module to be passed.
- 13.11. Credit for a module irrespective of the value cannot be divided. A student must therefore satisfy the examiners for the whole module in order to be awarded credit for that module.
- 13.12. Credits awarded for a module may normally only contribute towards one award. Once an award has been made, the award must be rescinded for a higher award to be made based on the same credits. The only exception to this is where credit awarded for a foundation degree is included in an honours award.

## **14 Length of Programme**

- 14.1. An approved programme of study for a Foundation degree must, in accordance with the University Ordinances, extend over two academic years of full-time study or its equivalent in part-time study and be continuously pursued, unless Academic Board has permitted generally by regulation or in special cases its interruption or reduction on rounds of illness or other adequate cause.
- 14.2 An approved programme of study for an undergraduate degree must in accordance with the University Ordinances, extend over not less than three academic years and be continuously pursued, unless the Academic Board has permitted generally by regulation or in special cases its interruption or reduction on grounds of illness or other adequate cause.
- 14.3 The minimum length of the period of study is prescribed in the relevant individual programme specification, but at the start of the programme or at a later stage the College may require individual students to pursue the programme for a period longer than the minimum period prescribed in this Programme Specification. The College shall determine, subject to the provisions of the individual programme specification, the methods by which the student is examined.
- 14.4 All taught programmes comprise a number of prescribed modules for which credit is awarded when the module is passed<sup>20</sup>. A specified number of credits must be achieved to be eligible for an award for a given programme.
- 14.5 Programmes of study will vary in the number of modules required at each level, subject to the following constraints.
  - (a) For a Foundation Degree, 240 credits will be taken, of which at least 210 credits will be at Level 4 or above and at least 90 credits will be at Level 5 or above.
  - (b) For an Honours Degree, 360 credits will be taken, of which no more than 120 credits may be at Level 4 and no less than 120 credits may be at Level 6.
- 14.6 A programme of study shall lead to a target award but may incorporate a number of intermediate awards. Intermediate awards will normally only be made to students withdrawing from the programme before they have reached the minimum standard for the target award.
- 14.7 Individual programme specifications shall state the required number of credits at each level in order to receive the named award for that programme. The programme specification will also state the modules that must be studied for the award and will state whether these modules are core, compulsory, or optional.
- 14.8 The number of credits required for the award shall not exceed that given in regulation 14.5.

## **15 Students Registered for Undergraduate Degrees of the University Undertaking Study Elsewhere**

- 15.1 The College may permit a student to spend not more than one year of his/her programme, other than the first year, in another institution of University status in the United Kingdom or abroad and may exempt

him/her from the University of London modules that would have been taken in that year or part thereof provided:

(a) that the institution has been approved for this purpose by the Academic Board; and

(b) that in the opinion of the student's teachers the study carried out in that institution forms a coherent whole with the remainder of the programme; and

(c) that any arrangements for the assessment of the student's performance in respect of the modules followed at that institution to be accepted in lieu of the prescribed University of London modules have been approved for this purpose by the Academic Board.

15.2 Credits and exemptions from modules otherwise required on programmes of study may be granted by the Board of Examiners but shall be subject to the following:

(a) a maximum exemption from modules to a value of 120 credits or from those elements of the assessment which the student would have taken in their normal programme during the year or part thereof (s)he spent at another institution; and

(b) the requirement that the standard attained by the student meets the normal requirements of their programme as outlined in the programme specification

15.3 The relevant Board of Examiners shall determine what marks or grades (if any) shall be credited to the student by virtue of the assessment made in lieu of the prescribed programme assessment.

15.4 A student following an agreed Erasmus exchange will have the marks awarded by the host institution for the exchange period dealt with by an agreed formula

## **16 Awards**

The College may confer the following awards based on the QAA Framework for Higher Education Qualifications for England, Wales and Northern Ireland, University Ordinance 12 :

16.1 Awards at Level 4 in  
Certificate of Higher Education (CertHE)

16.2 Awards at level 5:  
Diploma of Higher Education (DipHE)  
Foundation Degree  
Pass Degree

16.3 Awards at Level 6:  
Bachelor of Arts (BA) with Honours  
Bachelor of Divinity (BD)

## **Part 4: Assessment regulations**

### **17. General**

- 17.1 The individual element marks and overall module result of any module can only be approved by an examination board or delegated body, or, exceptionally, by the Chair of the Examination Board on behalf of the Board.
- 17.2 All results remain unconfirmed until ratified by the Academic Board on the recommendation of the Board of Examiners.
- 17.3 The pass mark for all elements of assessment on programmes at undergraduate level is 40%
- 17.4 Unless stated in the module description and approved by the Learning and Teaching Committee coursework will contribute 40% of the overall module mark and examination 60% of the overall module mark
- 17.5 The marks for every individual assessment task will contribute to the overall module mark
- 17.6 To pass a module a student must make a reasonable attempt at all assessment tasks. If an assessment item is not attempted the module will be failed, even if the marks for attempted items of assessment would otherwise lead to a pass mark.
- 17.7 A student will be deemed to have attempted a module if they have registered for that module and not submitted written notice of withdrawal from the module and/or programme by the published deadline.
- 17.8 If a student attempts a module but does not submit any work for the appropriate assessment as outlined in the module specification for that module, and does not have an application for mitigating circumstances accepted by the Examination Board, the student will be deemed to have failed the module and to have used up one attempt at the assessments for that module. A result of 0 will be recorded for that module and any subsequent attempt at the assessments for that module will have the result capped at 40%.

### **18. Coursework and examinations**

- 18.1 The assessment requirement for all modules except for the dissertation module will include coursework and end of module assessment. End of module assessment may be by a final piece of coursework or by examination. Assessment tasks will be approved as part of the module approval process and will be stated in the modules description.
- 18.2 Assessment will be differentiated by academic level, with marking criteria at the appropriate level used as the basis for marking and for feedback on assessment.
- 18.3 Students must adhere to the prescribed assessment requirements for each individual element that they undertake, as outlined in the relevant module description. This includes attendance at all required assessment and submission of elements of assessment by the published deadlines.
- 18.4 Failure to attend assessments or to submit elements of assessment by the published deadlines without an agreed extension or deferral, or the

acceptance of mitigating circumstances, will result in the failure of the individual element of assessment. A mark of 0 will normally be recorded for this element.

- 18.5 Students must submit all items of coursework assessment electronically to the College through the required submission process. All work will be subjected to scrutiny by the College's on line plagiarism detection service. Any item of assessment where plagiarism is suspected will be subjected to further investigation as outlined in College Academic Conduct procedures.

## **19. Marking and moderation and external scrutiny**

- 19.1 The marking and moderation of all assessment shall be governed by College policies on marking and moderation, on assessment board practice and the roles of examiners and the roles of internal and external examiners.
- 19.2 The selection, appointment and role of external examiners shall be governed by the College's policies on the appointment of external examiners as set out in the Quality Assurance and Enhancement Handbook.

## **20. Examinations**

- 20.1 All answers to examination questions must be written in English unless instructions are given to the contrary
- 20.2 When admitted to the examination room, candidates must sit in their allocated place as indicated by their desk ticket.
- 20.3 Once the invigilator has announced the start of the examination, candidates are under examination conditions, and remain so until the invigilator has ended the examination, or the candidate has completed his or her attempt at the examination, and has left the examination room.
- 20.4 Candidates must not remove any examinations scripts, whether completed or not, from the examination room
- 20.5 Candidates at any examination by written papers taken under supervision and within a defined time limit are permitted to use only such books, notes, instruments or other materials and aids as are permitted in examinations other than approved examination stationary which must be used for rough notes and the n crossed through where such notes are not be to submitted for assessment. Any other non permitted materials or aids must be left outside the examination room by the candidate or submitted to the invigilator in advance of the start of the examination.
- 20.6 Any unauthorised material or aids introduced by a candidate into an examination room must, on request, be surrendered to an invigilator. Any aids so surrendered may be handed over by the invigilator to the College which may make copies thereof, and the original aids and copies may be retained by the College at its absolute discretion.
- 20.7 Where candidates are permitted to use their own electronic calculators at examinations, the machine used must be of the hand held type,

quiet in operation and compact, and must have its own power supply. Candidates are entirely responsible for ensuring that their machines are in working order for their examinations and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. When candidates use electronic calculators at examinations they must state clearly on their examination script the name and type of machine used. The unauthorised use of material stored in a pre-programmable memory will constitute an assessment offence.

- 20.8 A candidate wishing to attract the attention of an invigilator must do so without causing a disturbance.
- 20.9 Candidates may not leave their seats without the permission of the invigilator, unless they have completed the examination. Candidates who complete their attempt at the paper before the end of the time allotted may hand their answer script to the invigilator and leave the room quietly, except during the first 30 minutes and the final 15 minutes of the examination. The candidate may not then re-enter the examination room.
- 20.10 Candidates who wish to leave the room temporarily may do so with the permission of the invigilator, provided an attendant accompanies them.
- 20.11 Candidates will not normally be admitted to the examination room if they arrive more than 30 minutes after the start of the examination. The invigilator shall have discretion to admit a candidate who arrives more than 30 minutes late if there are extenuating circumstances, provided that no other candidate has yet left the room.
- 20.12 Candidates shall not normally be permitted to leave the examination room within the first 30 minutes or the final 15 minutes of the examination. If the invigilator permits a candidate to leave the examination within these periods, on grounds of illness or similar cause, s/he shall make a report to the Registrar.
- 20.13 Candidates shall not, unless expressly authorised to do so, pass any information from one to another during an examination nor shall any candidate act in collusion with another candidate or other person or copy from another candidate or engage in similar activity.
- 20.14 At any examination by written papers taken under supervision or where the regulations for any qualification provide for part of an examination to consist of take away papers, essays or other work written in a candidate's own time, coursework assessment or any similar form of test the work submitted by the candidate must be his or her own work. Any quotation from the published or unpublished work of another person must be duly acknowledged.
- 20.15 Candidates shall not obtain, or attempt to obtain, access to examination papers prior to the start of the examination, unless expressly authorised to do so.
- 20.16 Candidates shall not copy, or attempt to copy, the work of another candidate during the examination, by looking at what they have written or are writing, or by asking them for information in any form.
- 20.17 Candidates must stop writing promptly when directed by the invigilator, and remain in their seats, silently, until all the scripts have been collected and candidates have been given permission to leave.

- 20.18 Candidates are responsible for ensuring that
- (a) their candidate numbers are marked clearly on all scripts as required;
  - (b) answer scripts are fastened together as required;
  - (c) the numbers of questions attempted are clearly indicated, as directed;
  - (d) the information required on the front cover of the answer script is provided;
  - (e) all completed answer scripts are handed to the invigilator.
- 20.19 Candidates may not attempt to tamper with examination scripts or course work after they have been relinquished.
- 20.20 Candidates must not attempt to add or amend examination scripts after they have been instructed to cease writing during or at the end of an examination.
- 20.21 Failure to observe any of the provisions of paragraphs 20.1 – 20.20 above will constitute an examination offence.

## **21 Special examination requirements**

- 21.1 At the discretion of the College appropriate alternative assessment arrangements may be made for a candidate with special needs.
- 21.2 The procedure for applying for special arrangements is available from the Academic Registrar or nominee
- 21.3 A student who requested special arrangements but who does not attend the assessment without mitigating circumstances is liable to the penalty that may be applied to non-attendance at or non submission of assessment.

## **22 Assessment Offences and Academic Misconduct**

- 22.1 Candidates found to have committed an offence are subject to a range of penalties that may be imposed by the College, up to and including exclusion from all further examinations of, or termination of registration at, the College. The procedures for investigating suspected assessment offences and penalties which may be applied are set out in Appendix F which shall be considered to have the full force of the College's regulations.

## **23 Late submission of assessment**

- 23.1 Any piece of assessment which is submitted late and for which no application for the consideration of mitigating circumstances has been received will be awarded a maximum mark of no more than 40% (undergraduate modules).
- 23.2 Where an application for the consideration of mitigating circumstances is accepted the relevant Board may, at its discretion, consider the work as if it had been submitted by the appropriate deadline (i.e. with no penalty of marks).
- 23.3 A student may submit coursework up to ten days late without mitigating circumstances with a penalty of two marks per day being deducted,

down to a mark of 40%. The ten days include weekends and college closure days, including Holy Week and Christmas. No deduction of marks as a penalty for late work can take the mark for an item of assessment judged to be a pass below the minimum pass mark. No work can be submitted more than ten days after the submission date without approval from the College through the mitigating circumstances policy.

- 23.4 Where an assessment has not been submitted or attended and no application for consideration of mitigating circumstances has been accepted, a mark of 0 will be awarded. Any subsequent attempt at the assessment shall normally be subject to a capped mark.

## 24 **Passing a Module**

- 24.1 An undergraduate student must achieve an overall minimum mark of 40% in order to pass a module. The student must make a reasonable attempt at all items of assessment and pass the end of module element.
- 24.2 If a student fails to achieve an overall pass in a module the Board of Examiners may decide at its discretion to allow a student to:
- a) be reassessed in one or more of the elements of assessment failed by the student for the module by a date set by the Board of Examiners. This will not normally require attendance at any classes
  - b) retake the entire module (i.e re-attend all lectures and seminars and reattempt all elements of assessment) normally for a capped mark of 40%
- 24.3 Normally a student will only be allowed a maximum of two attempts to pass a module, including a maximum of one resit opportunity for a capped mark

## 25 **Reassessment**

- 25.1 The Board of Examiners has the final decision on whether to allow a student to be reassessed in any module
- 25.2 To be eligible to be reassessed in one or more of the elements of assessment for a module a student must normally have achieved an overall module grade of between 30-39%.
- 25.3 Students will not normally be reassessed in an element of the module in which they have achieved a pass.
- 25.4 Any student who is offered the opportunity to retrieve a failure who does not take up the offer will retain their original failed mark and have no further opportunity to retrieve failure in that module. This module may be counted as a compensated fail at the discretion of the Board of Examiners.
- 25.5 A student can only carry one compensated fail module and receive an award
- 25.6 At the discretion of the Board of Examiners another module may be substituted for the failed module if the failure is not retrieved, or if the original module is unavailable. The Board of Examiners will decide

whether the result of the substituted module will be subject to a capped mark.

## **26 Timing and Format of reassessment**

- 26.1 The relevant Board of Examiners shall determine the nature and the timing of the reassessment. This will normally be either:
- a) at the next normal assessment opportunity (i.e. when the module next operates) OR
  - b) at a reassessment before the start of the following academic year (usually between June and mid-September).
  - c) The Board of Examiners may, at its discretion, allow a student to undertake a different form of assessment to the original, subject to a student being able to meet the learning outcomes for the original form of assessment

## **27 Reassessment in or Retake of a Module to Improve a Mark**

- 27.1 A student may only be reassessed in or retake a module they have already passed if they have been offered an opportunity by the Board of Examiners as a result of a successful claim for Mitigating Circumstances.

## **28. Change of Mark after a Board of Examiners**

- 28.1 In the event that a mark for any assessed work needs to be amended after the Board of Examiners has convened and approved the marks and overall module results, the amended mark and any resulting change in the overall module result or (for finalists) degree classification must be approved by the Chair of the sub-board.
- 28.2 The full range of sanctions outlined in the Academic Conduct guidance may be applied retrospectively if evidence of an assessment offence is produced after a mark has been awarded.

## **29. Representations from Candidates Concerning Assessment Results**

- 29.1 The College will only consider representations made on the grounds of administrative error or where there is concern that the assessment may not have been conducted in accordance with the relevant regulations and/or module specification. Any representation must be made to the Academic Registrar or their nominee.
- 29.2 Markers and the Chair of the Board of Examiners, in consultation with the external examiner and the Academic Registrar or nominee, will consider whether a change in overall module result has any effect on the progression status or award for an individual student
- 29.3 The student shall be informed of the mark amendment and any resulting change to their progression, degree or degree classification in writing by the Academic Registrar or nominee
- 29.4 Any representation by a candidate must be submitted in writing within six weeks of the date of notification of results to the candidate
- 29.5 There is no right of appeal on academic grounds against any assessment, module or degree result.

## **Part Four: Conferment of Awards**

### **30. Approved Programme of Study**

- 30.1 No award may be conferred on a student unless they are registered on an approved programme of study with a named award.
- 30.2 The requirements for each named award will be set out in the relevant programme specification.
- 30.3 A Board of Examiners will confirm the title of the award for each student in line with that student's programme of study and according to the programme regulations. The title will not necessarily be the same as that for which the student originally registered.

### **31. The determination of classification**

- 31.1. To be eligible for the award of a Bachelor's degree with Honours, candidates must normally have passed all the required modules. Exceptionally, the Board of Examiners may compensate marginal failure in one whole module or up to two half modules, with marks not below 30%. Failure in the undergraduate dissertation may not be compensated.
- 31.2 A candidate who has marginally failed one module (or up to two half modules) and is offered compensation may not opt to be reassessed in the module(s).
- 31.3. Classification of honours degrees is based on the following indicative scale of determining marks:
  - 70% or above First Class Honours
  - 60-69% Upper Second Class Honours (2.1)
  - 50-59% Lower Second Class Honours (2.2)
  - 45-49% Third Class Honours
  - 40-44% Pass Classification
- 31.4. The determining mark for purposes of classification is derived as follows: In accordance with the approved module assessment scheme, two identical percentage marks are assigned to each whole module and to the Dissertation;
  - One percentage mark is given for each half module;
  - Two identical marks are calculated on the basis of the average of the marks given for modules from the first year of the programme (including any level 1 or level L modules reassessed in the second year after initial failure);
- 31.5 The determining mark is the ninth mark down from the highest mark
- 31.6. For candidates who have entered a programme of study at level 5 as an advanced or transfer student, classification will be determined by the eighth mark down from the highest mark of the following 16 marks:
  - Eight marks from year 2
  - Eight marks from the year 3. (*This applies also to students studying for the BA Philosophy whose first year of study was within the Federal BA Philosophy system, but who transferred into the College regulated BA Philosophy for the second and subsequent years of study.*)
- 31.7. In considering a candidate whose determining mark is 2% below a

classification borderline, the Board of Examiners has discretion to award the higher classification. In reaching such a decision, the Board may take account of such matters as it considers relevant, which may include:

- (a) Evidence of significantly improved achievement in the final year of study;
- (b) Significant evidence of excellence in several elements of assessment;
- (c) An especially strong performance in the dissertation module
- (d) Evidence, accepted by the Board, that the candidate's work was adversely affected by mitigating circumstances beyond his or her control.

### **32. Award of a Certificate of Higher Education (Cert HE)**

32.1 To qualify for the award of a Certificate of Higher Education, a student must have:

- (a) passed modules totalling at least 120 credits at Credit Level 4 or above including at least 90 credits at Credit Level 4;
- (b) met any specific subject or scheme requirements for the named award.

### **33. Award of a Diploma of Higher Education (Dip HE)**

33.1 To qualify for the award of a Diploma of Higher Education, a student must have:

- (a) passed modules worth at least 240 credits, at Credit Level 4 or above in total,
- (b) passed modules worth at least 90 credits passed at Credit Level 5 or above;
- (c) satisfied any specific subject or scheme requirements for the named award.

### **34. Award of a Foundation Degree (FdA)**

34.1 To qualify for the award of a Foundation degree, a student must have:

- (a) accumulated credit worth at least 240 credits at Credit Level 4 or above in total and at least 90 credits at Credit Level 5 or above
- (b) no more than 30 credits as a Compensated Fail;
- (c) met the approved programme specifications including passing all core modules.

### **35. Regulations for Excluding and Terminating a Student's Registration From a Taught Programme on Academic Grounds**

35.1 A student may be excluded from their programme on academic grounds if any one of the following applies:

- (a) the student has reached the end of the maximum period of registration;
- (b) the student has failed a compulsory module and has no more attempts to convert the module to a compensated fail;
- (c) the student has failed a module and has no more attempts to convert the module to a pass/compensated fail which is a pre-requisite to a core/compulsory module at another level;

- (d) the student has failed an option module and has no more attempts to convert the module to a pass or compensated fail as required to achieve the award or to substitute the failed module
- (e) the academic judgement of the Board of Examiners is that the student will be unable to complete the target award in the remaining period of registration available to the student.
- (f) The academic judgment of the Board of Examiners is that the student has not made sufficient progress in the current academic year and is unlikely to achieve the target award.
- 35.2 A student's registration may be terminated on academic grounds, other than failure in an examination. This includes, but is not limited to, the following:
- unsatisfactory academic progress
  - unsatisfactory attendance at prescribed lectures, seminars, tutorials, or other prescribed academic activities
  - failure to complete or submit required written work by due dates or to satisfactory standards
  - failure to meet academic obligations.
- 36.3 The procedure for termination under 35.2 (above) shall be determined by the Academic Board.
- 36.4 A student who is excluded from a programme may at the discretion of the Board of Examiners may have an intermediate award conferred upon them (Cert HE, Dip HE) if the student has fulfilled the criteria for that intermediate award.
- 36.5 A student who has been excluded on academic grounds may not normally be readmitted to the same programme from which they were excluded or any other programme of the College.
- 36.6 A student who withdraws from their programme of study before achieving the target award, may at the discretion of the Board of Examiners have an intermediate award conferred upon them (Cert HE, Dip HE) if the student has fulfilled the criteria for that intermediate award. A student must request this in writing; an intermediate award will not normally be conferred automatically by the College upon a withdrawing student.
- 36.7 The College Disciplinary Panel may restrict the final award classification that the student may achieve if found to have committed an academic conduct offence on that programme.

### **37. Award of Degrees**

- 37.1 The College is authorised to award First and Postgraduate Taught Degrees of the University of London on students registered as students of the College. This authority shall be exercised by the Principal in accordance with procedures made by the Academic Board which may permit the delegation of that authority to the Vice-Principal.

### **38. Notification of Results and Issue of Diplomas**

- 38.1 After the Examiners have reached a decision, every candidate will be notified by the Academic Registrar or nominees of the result of his/her examination.

- 38.2 A Diploma under the Seal of the University shall be subsequently delivered to each candidate who has been awarded a degree.

### **39. Revocation of Degrees**

- 39.1 On behalf of the College and in accordance with Ordinance 13, the Principal on the recommendation of the Academic Board may revoke any degree, diploma or certificate granted by the College and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the College that:
- (a) there was an administrative error in the award made under the relevant procedures; or
  - (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

### **40. Aegrotat Provisions**

- 40.1 An Aegrotat award may be conferred where a student in their final year of study cannot complete their programme in the foreseeable future due to serious medical or other equivalent reasons, and the student's overall module results at level 6 (or 5 for foundation degrees) creates an average exceeding 40%.
- 40.2 An aegrotat award may only be conferred for foundation degree and honours degree programmes.
- 40.3 An Aegrotat award may not be conferred on programmes accredited by a professional body which does not sanction this form of award.
- 40.4 An Aegrotat award shall not be conferred with any distinction or honours classification.
- 40.5 To be eligible for consideration of an Aegrotat award a candidate must:
- (a) submit the request for an Aegrotat award to the College Registrar in writing no more than 10 working days after the publication of results and
  - (b) be unable to attempt any further modules or undertake any further assessments/reassessments and/or retakes due to Mitigating Circumstances for the foreseeable future.
  - (c) The application must be accompanied by a medical certificate or other independent evidence demonstrating that the student is unable to continue with the programme of study for the foreseeable future.
- 40.6 On consideration of the student's application the Board of Examiners may:
- (a) award the minimum pass mark for a missed or failed element of assessment if after taking into account the student's performance in other areas of the module in question they are satisfied that the student would have passed the element of assessment and therefore the module had they not had mitigating circumstances at the time of the assessment, or would have passed any reassessment or retake of the module if they were not prevented by Mitigating Circumstances from doing so for the foreseeable future. If, after re-calculation of the overall module results at level 6 (or 5 for foundation degrees) creates an average exceeding 40% then the student may have an Aegrotat award conferred upon them, or,

(b) award credit for a missed or failed module if the Board of Examiners considers that from the overall module results across all modules in the subject area at that level, they can determine that in their academic judgement the student would have passed the module had they not had mitigating circumstances preventing them her/him either attempting the module at the time or as a retake in the foreseeable future. If after the award of credit the student has accumulated the required number of credits for the target award then the student may have an Aegrotat award conferred upon her/him if the average of the overall module results at level 6 (or level 5 for foundation degrees) is 40% or above.

- 40.7 Where a student cannot meet the minimum stated above an Aegrotat award may not be conferred
- 40.8 On receipt of the offer of an Aegrotat Degree, the candidate may either (a) accept the offer, in which case the degree will be conferred, or (b) decline the offer, and re-enter the assessments for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter assessments shall cease to be eligible for an Aegrotat Degree in respect of the assessments on which his/her original application was based.
- 40.9 A candidate who has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the assessment for a classified degree.
- 40.10 A Board of Examiners may make representations on the candidate's behalf where that candidate is unable for medical or other reasons to submit the claim for her/himself.
- 40.11 The transcript shall clearly denote the manner in which the credit was awarded.

## **APPENDIX A**

### **AWARD TITLES**

The following University of London awards regulated by the College may be conferred in 2010/11:

Foundation Degree (Arts) Pastoral Mission  
Bachelor of Divinity  
BA (Hons) Abrahamic Religions: Judaism, Christianity and Islam  
BA (Hons) Philosophy  
BA (Hons) Philosophy, Religion and Ethics  
BA (Hons) Philosophy and Theology  
BA (Hons) Psychology and Philosophy  
BA (Hons) Psychology and Theology  
BA (Hons) Study of Religions  
BA (Hons) Theology

Graduate Diploma in Theology

MA Abrahamic Religions  
PGDip Abrahamic Religions  
PGCert Abrahamic Religions  
MA Biblical Studies  
PGDip Biblical Studies  
PGCert Biblical Studies  
MA Canon Law  
PGDip Canon Law  
PGCert Canon Law  
MA Christian Ethics  
PGDip Christian Ethics  
PGCert Christian Ethics  
MA Christian Spirituality  
PGDip Christian Spirituality  
PGCert Christian Spirituality  
MA Christian Theology  
PGDip Christian Theology  
PGCert Christian Theology  
MA Christianity and Interreligious Relations  
PGDip Christianity and Interreligious Relations  
PGCert Christianity and Interreligious Relations  
MA Contemporary Ethics  
PGDip Contemporary Ethics  
PGCert Contemporary Ethics  
MA Pastoral Liturgy  
PGDip Pastoral Liturgy  
PGCert Pastoral Liturgy  
MA Pastoral Theology  
PGDip Pastoral Theology  
PGCert Pastoral Theology

MA Philosophy (Federal award)  
MA Philosophy  
PGDip Philosophy  
PGCert Philosophy  
MA Philosophy and Religion  
PGDip Philosophy and Religion  
PGCert Philosophy and Religion  
MA Psychology of Religion  
PGDip Psychology of Religion  
PGCert Psychology of Religion

**College Awards**

CertHE Abrahamic Religions  
CertHE Divinity  
Cert HE Pastoral Mission  
CertHE Philosophy  
CertHE Philosophy, Religion and Ethics  
CertHE Philosophy and Theology  
CertHE Psychology and Philosophy  
CertHE Psychology and Theology  
CertHE Study of Religions  
CertHE Theology

DipHE Abrahamic Religions  
DipHE Divinity  
DipHE Pastoral Mission  
DipHE Philosophy  
DipHE Philosophy, Religion and Ethics  
DipHE Philosophy and Theology  
DipHE Psychology and Philosophy  
DipHE Psychology and Theology  
DipHE Study of Religions  
DipHE Theology  
DipHE Philosophy, Religion and Ethics

## APPENDIX B

### EXTENSION PROCEDURE

1. Students wishing to apply for an extension of a deadline for handing in a piece of coursework should complete the appropriate form, with supporting documentary evidence, to the Undergraduate or Postgraduate Administrator as appropriate. No extensions can be granted by academic staff.
2. Students who hand in a piece of coursework without an authorised extension will have two marks deducted from their mark for each day after the deadline. Students who hand in work more than ten days late without an agreed extension will have their work marked as a reassessment for a maximum mark of 40% for undergraduate work or 50 for postgraduate work.
3. Students may apply for up to three extensions in one academic year. Students with more serious difficulties who need to apply for more than three extensions, or one or more extensions of more than two working weeks, should use the deferred assessment procedure. Students should also use the deferred assessment procedure if they are unable to meet one or more deadlines for end-of-year essays, or to sit end-of-year examinations.
4. Extensions will only be granted to those who experience exceptional problems which have genuinely prevented them from submitting work on time. Students are expected to remember that they may experience minor adverse events from time to time, and to take these into account when organising their studies. Examples of circumstances in which students may be granted an extension may include, but are not limited to:
  - Significant illness or injury
  - Significant illness, injury, or death of a near relative or close friend
  - Relationship breakdown
  - Changes in relation to employment (part-time students only)
  - Financial and accommodation problems
5. Examples of acceptable documentary evidence may include, but are not limited to:
  - Medical certificate/hospital admission letter
  - Letter from a counsellor or similar
  - Medical certificate or related independent evidence in respect of the illness of a near relative or friend for whom the student was caring
  - Death certificate or related independent evidence or a confirmation from an independent source
  - Crime reference number
6. Students who have good reasons for requesting additional time will normally be given an extension of up to five days. In exceptional circumstances, an extension of up to ten days may be given.

7. Students must request an extension on or before the day when the work is due. Students, who, for good reason, are unable to apply for an extension in advance of the deadline, must use the mitigating circumstances procedure.

**APPENDIX C:  
APPLICATION FOR DEFERRED ASSESSMENT (Regulation 13)  
Summary and context within the regulations**

1. Students registered on both undergraduate and taught postgraduate programmes are required to be assessed in each module in the year in which they study that module. The regulations make the following provisions:

- If any assessment task required to pass the module is not submitted by a deadline or extended deadline, a mark of 0% is recorded for the assessment task in question.
- The Undergraduate or Postgraduate Administrator may agree extended submission dates for coursework for up to a total of 10 days (for UG modules).
- An extended submission date for an end-of-year essay, Undergraduate Dissertation or Postgraduate Dissertation cannot be agreed but may be permitted through the deferred assessment procedure described here.
- Full-time undergraduates must have passed at least three modules (or equivalent in half modules) to progress from year 1 to year 2, and at least seven modules (or equivalent) to progress to the final year of the programme.

2. Consent will not normally be given for a student to defer to the next academic year any part of the assessment of more than one module (or equivalent in half modules): if, exceptionally, this is necessary, the student will normally be required to interrupt his or her studies until the deferred assessment is complete and its outcome is a pass. Deferred assessment dates are normally within the same academic year, in such a way that the outcomes may be determined before the start of the next academic year. Where there is good reason, however, deferred assessment for all or part of ONE module, to take place in the next academic year, may be permitted, and the student may be allowed to continue to the next year of the programme, subject to having passed the other modules.

3. The Deferred Assessment procedures can therefore be used for:

- (a) End-of-year assessment (whether exam, essay, Dissertation);
- (b) UG Coursework which a student is unable (for good and unforeseen reason) to submit within any extension period which the Undergraduate Administrator can authorise.
- (c) PG Coursework which a student is unable (for good and unforeseen reason) to submit within any extension period which the module tutor can authorise.

**Procedure**

4. Students are encouraged to discuss with UG Personal Tutors or with PG Convenors the circumstances which cause them to seek deferred assessment, and the options open to them, but they are not required to do so before making the application.

5. To apply for deferred assessment a student should complete the UG or PG deferred assessment application form, available from the Student Services Centre or downloadable from Helios. The procedure is intended to involve a considered request in the light of circumstances and their implications rather than a response, at the very last minute, to having missed a deadline.

6. Applications must be accompanied by evidence of why deferred assessment is needed (see paras 9-10 below).
7. The Academic Registrar will convene meetings of the sub-committee of the Examination Board responsible for deferred assessment, composed of the Chair of the relevant Examination Board and the relevant Dean or nominee, meeting with the Registrar.
8. The relevant Personal Tutor (UG programmes) or Programme Convenor (PG programmes) may be asked to comment on applications.
9. The sub-committee of the Board of Examiners may involve the same membership as the sub-committee considering special assessment arrangements, and may if convenient consider both at the same meeting.

### **Acceptable reasons for deferral, and acceptable evidence**

10. The reasons for seeking deferred assessment must normally be matters which the student could not reasonably have foreseen when beginning the programme. They may include unexpected illness, bereavement, family break-up, or pregnancy. In the case of part-time students, they may include unforeseen changes in employment commitments, arising from cover for a colleague, promotion, change of job, or a necessary house move.
11. Requests on the basis of ill-health should be supported by a medical certificate or doctor's letter covering a relevant period of time. In some cases, there may not be a source of independent verifiable evidence, but the application should explain, very specifically, the nature of the reason and how it has affected capacity to complete assessment. (E.g. *"Following the unexpected illness of my boss at XYZ plc, at the beginning of March, I have been Acting Head of XXXX, whilst continuing in aspects of my own role. This continued until a decision was taken to employ temporary support, restricting my time to prepare the essay. The situation has now improved....."*)
12. The Academic Registrar or his or her nominee will notify the student and the relevant UG Personal Tutor or the PG Programme Convenor of the decision taken.

### **How does the deferred assessment procedure differ from the Mitigating Circumstances procedure?**

13. Both need to be based on circumstances which the student could not reasonably have foreseen. Both need to be evidenced. Both are considered by a sub-committee of the relevant Board of Examiners.
14. **Requests for deferred assessment** must be made BEFORE the deadline. A request for deferred assessment is intended to be a planned approach to managing assessment tasks affected by unforeseen circumstances.
15. **The Mitigating Circumstances Procedure** (regulation 15 and Appendix E) can be used up to a week AFTER the final assessment task affected by those circumstances. It can be used to bring to the attention of the Examination Board the fact that performance in assessment tasks actually completed was adversely affected by illness or similar unforeseen circumstances. Mitigating circumstances may be accepted as a reason why a

student was unable to take an examination, even though he or she expected to take it, and had never asked for deferral.

The actions which the Board of Examiners may take in the light of mitigating circumstances are detailed in regulation 15 and Appendix F. The required forms are available from the Academic Registrar or nominee, or on Helios.

## **APPENDIX D: REQUESTS FOR SUSPENSION OF STUDIES, AND SUSPENSION OF STUDIES WITH A PERIOD OF REPEAT STUDY**

1. A student who wishes to suspend his/her studies, or to suspend his/her studies and request a period of repeat study, must complete the required form and return it to the Academic Registrar or nominee by the Monday of Week 6 of the Lent Term.

2. Suspension of studies is not permitted just before the start of end-of-year assessments in order to avoid failure, as this would provide such students with an unfair advantage. Students who are unable complete their end-of-year assessments, or feel that their performance in the end-of-year assessments has been adversely affected by difficult circumstances, should use the Mitigating Circumstances procedure (Appendix E).

3. Requests for suspension of study and suspension of study with a repeat period of study will be considered by a sub-committee of the relevant Examination Board consisting of the Chair of Examiners, the Dean or his or her nominee, and the Academic Registrar or nominee, in consultation with the relevant Programme Convenor and/or Personal Tutor, if appropriate.

4. Examples of circumstances which would normally be considered may include, but are not limited to:

- Serious illness or injury
- Pregnancy
- Serious illness or death of a near-relative or close friend
- Family breakdown, or breakdown of long-term relationship
- Changes in relation to employment which could not have been foreseen (part-time students only)
- Financial and accommodation problems which could not have been foreseen

In each case, the circumstances considered must be likely to have an adverse effect on the student's ability to study over an extended period of time.

5. Applications must normally be supported by documentary evidence.

Examples of acceptable evidence may include, but are not limited to:

- Medical certificate/hospital admission letter (with relevant dates)
- Letter from a counsellor or similar
- Medical certificate or related independent evidence in respect of the illness of a near-relative or friend for whom the student was caring
- Death certificate or related independent evidence or a confirmation from an independent source
- Crime reference number

6. Although evidence is normally required, there may be situations which cannot be independently evidenced through documentation. Students may submit a clear explanation of the circumstances, the reason why they necessitate a suspension of studies or suspension of studies with a repeat period of study, and the reason why there is no corroborative evidence.

7. Evidence will only be known to the sub-committee of the Board. However, the student has the right to submit evidence confidentially, in a sealed envelope, to be read only by the Chair of the Board.

8. A student who is permitted to suspend his/her studies will normally be

required to resume his/her studies in the following academic year at the beginning of the term in which the suspension took place. Normally, the period

of suspension should not exceed two years, and the total duration of the student's programme of study does not exceed the maximum period set for the currency of credit for the award.

9. In considering whether a student will be permitted to repeat a period of study, the sub-committee may take into account the student's record of attendance and submission of assessed tasks in the current year of study.

10. When a student who is permitted to repeat a period of study has completed some assessed tasks during the current year of study, the subcommittee will consider whether these tasks may be repeated in a subsequent period of study, or whether the marks achieved may be carried forward into the repeated period of study.

11. The College expects all students to attend scheduled classes, tutorials, and meetings with Personal Tutors where appropriate, and to submit work for assessment as required. The College reserves the right to withdraw the registration of students who are repeating a year of study but, without good reason, fail to attend 80% of their scheduled classes or to submit work for assessment. Any such cases will be drawn to the attention of the relevant Dean, who will notify the student, the Programme Convenor and/or Personal Tutor, and refer the case for consideration by the Academic Management Team, if appropriate.

## **APPENDIX E: MITIGATING CIRCUMSTANCES WHICH HAVE ADVERSELY AFFECTED A STUDENT'S ASSESSMENT ("EVILS") - REGULATION 15**

### **What are mitigating circumstances?**

1. Regulation 15 defines mitigating circumstances as "circumstances beyond the student's control, which could not have been foreseen, and which have seriously and adversely affected a student's performance in assessment, or have unexpectedly prevented a student from completing assessment by the required date."
2. Normally, therefore, requests will not readily be accepted in respect of
  - (a) Circumstances which the student knew about before starting the programme: (e.g. the student who had four children under five and a full time job at point of registering for a part-time programme may not cite this as mitigation for poor performance – although specific unforeseen difficulties arising from that situation might be considered as a basis for deferred assessment (Appendix C))
  - (b) Non-submission of an assessment task because of illness over a considerable period before the assessment date, in which the student has not explored the possibility of deferral. There may, however, be occasions when this is valid – e.g. the evidence suggests that the student was too unwell to make coherent decisions. This may be particularly (but not exclusively) in cases of depression or mental health problems.
3. Mitigating circumstances may relate to:
  - (a) Serious problems which prevented the student from completing by the due date an assessment task which he or she reasonably expected to complete, or problems which prevented attendance at an examination.
  - (b) Serious problems/illness on the day of an examination, which the student believes adversely affected performance in an element of assessment which the student nevertheless completed.
  - (c) Problems over an extended period which the student believes seriously and adversely affected preparation for the assessment task (NOT just on the day before the assessment was due).
4. Mitigating circumstances commonly relate to health, but other circumstances may be equally relevant – including the death of a close relative or friend, family break-up, or being a victim of crime.

### **The procedure**

5. Requests for mitigating circumstances to be taken into account must be submitted:
  - To the Academic Registrar or nominee.
  - In writing, normally on the form available from the Academic Registrar or nominee or from Helios
  - At the latest by one week after the last assessment task the student believes to have been affected by the circumstances.
  - With evidence (see para 10 below). However, if the student is waiting to obtain evidence, the form should be submitted by the normal date, with a note that evidence is to follow.
6. The Examination Board will not normally take account of information about

a student's circumstances on the basis of informal disclosure to teaching or administrative staff, but for which no formal request has been received. In such cases the Examination Board will normally assume that the student does not wish these circumstances to be considered.

One reason for requiring a formal written request via the Academic Registrar or nominee is to ensure greater consistency, since it cannot be ensured that all teachers would have an equivalent awareness of students' circumstances, interpret them consistently, or report them in the same way.

7. Requests to consider mitigating circumstances will be considered, normally in the week before the meeting of the Board of Examiners, by a subcommittee of the Board of Examiners consisting of the Chair of the Board, and the relevant Dean or nominee meeting with the Academic Registrar or nominee, and then brought to the attention of the Board if appropriate.

8. The sub-committee meeting will consider the evidence provided in terms of:

- timing in relation to the relevant assessment;
- seriousness and likely potential impact on performance.

The sub-committee will maintain a record of whether the case is "serious and strongly supported", or "likely to have had some effect on the assessment" or "not supported".

The Committee will focus on the nature of the circumstances and the quality of the evidence, and will NOT look at the student's provisional marks at this stage. The Academic Registrar or nominee will maintain a record of the judgments of the sub-committee.

9. Documents for the Examination Board will incorporate a marker to show that the student has asked for evidence of mitigating circumstances to be taken into account.

### **Acceptable evidence**

10. Serious mitigating circumstances may be the basis of Examination Board decisions to reduce the student's assessment requirement, set aside normal penalties for reassessment, or award a classification higher than that signified by the normal application of the formula for determining classification in first degrees, or pass, merit and distinction in taught postgraduate degrees or the Graduate Certificate or Diploma. The Examination Board has considerable discretion in cases of proven mitigating circumstances. For this reason, evidence of mitigating circumstances needs to be judged scrupulously, as far as possible requiring a burden of proof greater than in the case of deferred assessment. Where independent verification is possible, it will always be required. Examples include, but are not limited to:

- Medical certificate/hospital admission letter (with relevant dates)
- Letter from a Counsellor or similar
- Medical certificate or related evidence in respect of the illness of a spouse, child, parent etc
- Death certificate or related independent evidence or a confirmation from an independent source
- Crime reference number (with dates)

If photocopies are provided, the College has the right to ask for original evidence. A translation may be required if the evidence is in a language other than English, which the College is unable to translate.

11. Pregnancy will not of itself be regarded as a mitigating circumstance.

Financial hardship will not normally be accepted as a mitigating circumstance. In both cases, evidence that the student's health was affected might be accepted.

12. Evidence will only be known to the small sub-committee of the Board. However, the student has the right to submit evidence confidentially, in a sealed envelope, to be read only by the Chair of the Board. If, despite this, a student prefers not to reveal *mitigating circumstances before the Examination Board, they may not then be submitted as grounds for appeal, after publication of the results.*

13. Although evidence is normally required, there may be situations which cannot be independently evidenced through documentation. Students may submit a clear explanation of the circumstances, their effect on work for assessment, and the reasons why there is no corroborative evidence. Supporting evidence that the student had told someone of the situation at the time may be accepted (e.g. "I also discussed this with my Personal Tutor/the Programme Convenor in March").

### **Decisions which the Board of Examiners may take**

14. The Board of Examiners will act in accordance with Regulation 15.6. The Board may decide to act in cases where

- (a) the sub-committee has judged that the mitigating circumstances are valid and may have affected assessment; AND
- (b) the student has not completed the assessment affected, or has performed noticeably worse than in previous modules.

Actions open to the Board include, but are not limited to:

- (a) allowing the student to be reassessed as if for the first time, without any penalty otherwise applicable to reassessment;
- (b) modifying the requirement for reassessment to pass the module (for example by setting aside the requirement for an item of coursework) in order to produce a manageable but sufficient assessment of the student's preparedness to progress to the next year of study;
- (c) if the overall profile of marks justifies it, modifying the formula for determining degree classification, to accept a determining mark other than that prescribed by the regulations (for example, where mitigating circumstances in the final year mean that the normally required proportion of final year marks do not fall into the category of highest marks determining classification).
- (d) Recommending an Aegrotat award where regulation 28 allows this.

### **How do mitigating circumstances relate to appeals?**

15. One of the grounds for requesting a review of the decision of an Examination Board is "Where the candidate requesting reconsideration of the decision can provide adequate evidence, which is acceptable to the Board of Examiners, that his/her assessment was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to divulge before the Board of examiners reached its decision."

16. A student may not normally cite in an appeal circumstances which were known before the meeting of the Examination Board, but not notified through the Mitigating Circumstances procedure. The argument that information too sensitive to be revealed before the Board can be revealed after getting a

disappointing result will not normally be accepted. Previously undisclosed circumstances may, however, be valid grounds for appeal – for example a previously undiagnosed condition which affected performance, or serious personal problems or illness covering the normal date for submitting details of mitigating circumstances.

## APPENDIX F:

### PLAGIARISM PROCEDURE

#### 1. General:

For all undergraduate and postgraduate assessments submitted through Helios or otherwise:

1. The member of academic staff who discovers a case of suspected plagiarism (generally from the Turnitin report on Helios) contacts the Academic Conduct Officer and the Undergraduate or Postgraduate Administrator.
2. The suspected plagiarised work must be submitted to the Academic Conduct Officer.  
The Academic Conduct Officer may request further information if it is necessary to make an informed decision.
3. The Academic Conduct Officer determines whether the suspected case is **minor** or **significant**.

#### 2. Minor Cases

For suspected Minor Cases, the Academic Conduct Officer contacts the student via e-mail. The student concerned is obliged to attend a meeting at the date and time specified by the Academic Conduct Officer.

- If, under exceptional circumstances and for good reasons, the student cannot attend at the given date or time, an alternative arrangement may be made.
- If the student does not respond to the e-mail, the UG or PG Dean will contact the student and require them to attend a meeting with the Academic Conduct Officer

The student attends a meeting with the Academic Conduct Officer and the Undergraduate/ Postgraduate Administrator who takes notes of the meeting.

- If the student does not attend a meeting, without sufficient reason, the Academic Conduct Officer and the relevant Dean deal with the case in the student's absence, (and in this case a more severe penalty may be imposed).

The decision is communicated to the:

- student
- Degree Convenor
- Dean of Undergraduate or Postgraduate Studies
- Appropriate student administrator (UG or PG)

### **Penalties for minor offences**

One or more of the following penalties may be incurred:

- The unaffected parts of the work are marked as normal *OR* (if a substantial part of a low-weighted element of assessment is affected) a mark of 0% is awarded for the relevant element.
- If (and only if) the mark award for the element causes the student to fail the module, he or she is permitted to repeat the assessment task, for a maximum of the pass mark.
- A written warning may be sent (based on a semi-standard template) and held on the student's record until three years after the offence, or one year after the student has left the College, whichever is the longer period.
- The student is explicitly directed towards guidance on good practice in handling sources, in the student handbook, study skills guidance or study skills website.

### **3. Significant Cases, including at an advanced stage of the student's programme**

The Academic Conduct Officer reports potential Significant Cases to the Academic Registrar or nominee and the Undergraduate or Postgraduate Administrator as appropriate for further action.

#### **A case is normally considered significant in any of the following circumstances:**

- It is a suspected second offence (i.e. a first offence has been admitted or an allegation sustained after investigation);
- It affects a substantial proportion of an assessment task contributing 50% or more to a module mark (normally an end-of-module essay);
- It is a blatant case, involving the inclusion of identified substantial portions of unattributed material from one or more published or unpublished source;
- There is prima facie evidence of intent to deceive – for example, an entire

text copied or downloaded from a known source, with minimal editing; work copied from another student or former student, in the same institution or another institution, or the use including by purchase, of a written assignment prepared by a third party with an attempt to pass the piece of work off as the student's own effort. An example of this type, occurring in the second year of an undergraduate programme or beyond, should be treated as significant even if the assessment task affected is a coursework task contributing no more than 20% of the module mark.

### **Procedure for significant cases**

- The marker should make a copy of the work and annotate it and/or provide a commentary outlining the grounds for believing that it includes plagiarism.
- The marker should refer the case initially to the Academic Conduct Officer. The Academic Conduct Officer will normally consult a relevant External Examiner. If initial comments confirm that there appears to be a case to answer, the Chair of the Board of Examiners, the Dean and the Registrar, in consultation as appropriate with the marker, will decide how the allegation should be expressed, and (using the marker's commentary) prepare a report summarising the evidence which has led to the allegation.
- A letter will be sent by the Academic Registrar or nominee, normally to the student's term-time address, outlining the allegation and inviting the student to interview. If the student is attending the College, a copy may additionally be given directly to the student in the interest of timely resolution of the case. The student will be given the opportunity, by a defined date not less than ten College Working days from the date of the letter, to acknowledge the offence, offer any explanation which he or she wishes to be taken into account, and agree that a penalty may be set by an investigating panel without the student being represented. The letter will advise the student that, if he or she does not reply by a specified date, the allegation may be considered in his or her absence, and a penalty set.
- Unless the student admits the allegation and chooses not to attend, the Academic Registrar or nominee will convene a panel of three members of the Academic Board who have not been involved in the assessment of the relevant module. The Academic Registrar or his or her nominee will take a note of the meeting. The student shall have the right to be accompanied by a friend, who may be a member of the Heythrop Students' Union, but who shall not normally be attending in the role of a legal adviser. A member of the staff of the College may not act as the student's friend at the interview.
- All relevant documents relevant to the case will be circulated at least five working days in advance of the meeting, to all members of the interview panel, to the student, and to the student's friend, if identified. Indicatively, papers may include the relevant parts of the work submitted, the alleged source (if applicable), another example of the student's written work (if relevant), and information used by the College to inform students of the regulations on plagiarism and expected practice in referencing.
- The panel has authority to question the student, and also to hear or receive evidence from the marker(s) or other relevant members of staff.
- If the panel is satisfied that there is no case to answer, no further action will be taken and no record will be maintained on the student's file. The Academic

Registrar or nominee will hold a record of the meeting separately, for one year.

- If, following the interview or on the basis of the evidence alone if the student does not attend, the panel is satisfied that there has been an offence, the panel will set a penalty, normally from those listed below.
- The role of the panel is to set a penalty where relevant. The academic consequences of the penalty, in terms of the student's progression or the award which may be conferred, will be considered by the Board of Examiners (or a delegated sub-group thereof) in the normal way.

### **Penalties for significant offences**

Plagiarism in course essays or coursework:

- A requirement to repeat the assessment task(s) for a maximum mark of the minimum pass mark for the essay or task
- A requirement that all work is submitted for the module but that each piece receives a capped mark of the minimum pass mark

Plagiarism in an end-of-year essay:

- A mark of 0% for the assessment task, with opportunity to be reassessed for a maximum of the pass mark.
- A mark of 0% for the assessment task, with no opportunity to be reassessed in that task.
- A requirement that all work is submitted for the module but that each piece receives a capped mark of the minimum pass mark.

If the penalty applied allows the possibility that the student could pass the module in the year of study in which the offence occurred, the student may continue in the normal way, resubmitting coursework and completing the assessment of the module within the same academic year in accordance with the penalty set.

Students have a right to appeal, as detailed in regulation 20.4.

### **C: Procedure where plagiarism is suspected but the source has not been identified**

If, after thorough investigation through undertaken within the College no source for suspected plagiarism has been identified, and the student has denied any misconduct, the relevant Programme Convenor will consult the External Examiner, the relevant Dean, Chair of the relevant Board of Examiners and the Academic Registrar or nominee. If they agree, the student will be invited to an interview with a small panel normally chaired by the Chair of the Board of Examiners (unless he or she has been involved in assessing the student), and including another internal member of the Board of Examiners and a relevant external or intercollegiate examiner. The interview will normally explore the subject matter of the work under investigation, and the methods and sources used in its preparation. The purpose of the interview is not to assess the student, but to establish whether the student has knowledge and understanding sufficient to have completed the work him or herself.

If on the basis of the interview it is decided that the student could have completed the work him or herself, the work shall be assessed on its merits. The Academic Registrar will notify the student of this decision.

If the interview panel is convinced beyond reasonable doubt that the student could not have written the work, a penalty will be imposed from the approved tariff, based on a judgment of the seriousness of the case.

**Third party allegations**

If an allegation of plagiarism is made by a third party (e.g. another student on the programme, an External Examiner) the allegation will be investigated using one of the processes above, according to the character of the alleged offence. Anonymous allegations will not be investigated.

## **APPENDIX G: ACADEMIC OBLIGATIONS**

### **1. Introduction:**

Each year a number of students discuss the possibility of retaking a year of study, due to their poor progress during the year. In some cases this may be as a result of illness or adverse personal circumstances, and the College wishes to support such students to progress without penalty. The mitigating circumstances policy (evils) can be invoked to enable these students to be supported in such circumstances.

In other cases students may have not fulfilled their academic obligations, to the detriment of their studies. While the College wishes to support all its members to reach their full potential, and recognises that some students who fail to meet academic obligations may be facing unrecognised obstacles to learning, equally it wishes to be fair to all students and treat fairly those who do fulfil all requirements placed on them, by not condoning failure to meet academic obligations by others.

### **2. Principles:**

1. Students who fail to meet academic obligations through illness or adverse personal circumstances will be dealt with through the mitigating circumstances policy
2. Students who fail to meet their academic obligations due to other reasons will be dealt with through disciplinary procedures which may incur penalties
3. Possible penalties will be made clear to students during induction so that everyone realises that failing to meet academic obligations is a serious issue
4. All decision on such students will be made by a panel, to support equity of treatment
5. The aim of decisions will be to support the future progress of a student if they are allowed to continue their studies

### **Regulations on failure to meet academic obligations:**

1. Students are expected to comply with all academic requirements placed on them by the College, including attendance at all scheduled classes, whether lectures, seminars or academic tutorials, having regular meetings with personal tutors, undertaking the required self directed work, submitting work for assessment and sitting examinations to the agreed timetable. Failure to do so will constitute a failure to meet academic obligations
2. It is the student's responsibility to notify the College of any personal circumstances, including ill health, which may have an impact on their ability to meet academic obligations.
3. Personal tutors will raise initial concerns over attendance, submission of work etc with the student. At this stage, the aim is to support students by identifying any barriers to study, to agree a

schedule of work to rectify any problems, and to suggest support such as study skills development etc.

4. The personal tutor may ask the student to agree to a regular series of progress meetings as a support mechanism and may refer the student for more specialised support if required
5. A note will be placed in the students file detailing the agreed action plan
6. Any subsequent failure to meet academic obligations will be referred to the Dean for attention. The Dean will ask the student to attend a meeting with a panel to consider the case
7. The panel will consist of the Dean, another member of academic staff who does not teach the student and the Academic Registrar or nominee
8. The student may bring a friend to the meeting. A meeting will take place without the student if they do not reply to the letter from the Academic Registrar or nominee, which will be sent out at least seven working days before the meeting
9. The panel will meet with the personal tutor, the programme convenor (or receive written submission from them) and with the student
10. After consideration of evidence from the student and staff the panel may make one of the following recommendations to the Board of Examiners depending on the severity of the case:
  - a) that no penalty is imposed on the student
  - b) that a student is deemed to have lost the right to resit examinations or resubmit coursework
  - c) that marks for resubmitted work must be capped at a pass mark
  - d) that the student can retake all or part of the year without penalty
  - e) that the student can retake all or part of the year, but marks will be capped at a pass
11. As part of any permission to retake a year or part of a year, a student must agree in writing to an action plan which will be monitored by staff, to support the student in meeting future academic obligations. Failure to meet this plan may result in the student's registration being terminated.

## **APPENDIX H: PROCEDURE FOR APPEAL AGAINST THE DECISION OF AN EXAMINATION BOARD FOR A COLLEGE-BASED TAUGHT PROGRAMME**

### **Definition**

1. An appeal is a written request to the College to review a formal academic decision made by a Board of Examiners. Appeals can only be made within the permitted grounds for appeal, explained in paragraph 7 below.

### **Scope and applicability**

2. This procedure is open to students on College-based taught programmes. Students registered on the University of London Federal MA in Philosophy may use the “procedure for consideration of representations concerning decisions of boards of examiners” detailed in the University Ordinances and Regulations. The appeals procedure for MPhilStud/MPhil/PhD students is detailed in the College Code of Practice for Postgraduate Research Degrees.

3. The examination board decisions about which it is possible to appeal are normally that a student has failed and must withdraw from a programme without an award, or that a student has not been permitted a further attempt at assessment in circumstances where the regulations permitted the examination board to offer another attempt. Appeals can only be considered if they are based on the permitted grounds, defined in paragraph 7 below.

4. It is the responsibility of students to familiarise themselves with the Regulations and other College information about assessment. An appeal will not be considered on the grounds that students did not read, or misunderstood, the regulations.

5. The procedure **cannot** be used to appeal against the mark given for a piece of work assessed on the grounds that the student considers the work worthy of a higher mark.

6. An appeal is different from a complaint, even where the complaint relates to teaching or supervision which a student believes has adversely affected assessment. The College has a published complaints procedure which can be used to consider complaints about supervision or preparation for assessment.

### **Grounds for appeal**

7. There are two possible grounds for making an appeal:

(c) Where the candidate requesting reconsideration of the decision can provide adequate evidence, which is acceptable to the Board of Examiners, that his/her assessment was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to divulge before the Board of examiners reached its decision.

(d) There is clear evidence, produced by the candidate or any other person, of material administrative error, or evidence that the assessment was not conducted in accordance with the relevant regulations.

### **Procedure for appeal**

8. An appeal for a review of an Examination Board decision must be made in writing, to the Academic Registrar or nominee within 28 days of the date of notification of the Examination Board’s decision, unless, having regard to the

circumstances of a particular case, the Academic Registrar or nominee determines that an appeal received outside this period be allowed.

9. Appeals should normally be presented on the form available from the Academic Registrar or nominee, which is intended to assist students in relating their request to the two permitted grounds for appeal.

10. The appeal must be supported by evidence relevant to the grounds for appeal. Appendix A to this procedure provides guidance on the nature of evidence and the way in which it will be used.

11. The Academic Registrar, or his or her nominee, shall

(a) maintain a record of appeals made, action taken, and the eventual outcome;

(b) advise the candidate of the progress of the appeal.

(c) Provide an annual report to the Academic Board on appeals received and their outcome.

12. On receipt of the appeal, the Academic Registrar or his or her nominee shall first consult the relevant Dean (or his or her nominee, as required during vacation periods) to consider whether the grounds stated fall within the allowable grounds, and whether (if so) the candidate has provided evidence sufficient to allow consideration or investigation of the appeal.

13. The Academic Registrar or nominee may refer the appeal back to the candidate. If, after such consultation, he or she considers that the appeal

(a) falls outside the allowable grounds or

(b) challenges the academic judgment of the examiners or is based solely on dissatisfaction with an assessment outcome; or

(c) is frivolous or vexatious and/or wholly without substance or merit.

According to circumstances, the Academic Registrar or nominee may advise the student that the appeal is not allowable, or may specify a date by which additional evidence must be provided.

14. The Academic Registrar or nominee shall acknowledge in writing within five working days any appeal which conforms to the requirements, and will provide an estimate of the date by which the candidate will be further advised of the progress of the appeal.

## **Consideration of appeals**

### **Stage 1: Referral to the Board of Examiners**

15. Any appeal presented with evidence and on allowable grounds as set out in paragraph 7 shall be referred to the relevant Board of Examiners or to any sub-group of the Board designated by the Board for this purpose. Where relevant, the Academic Registrar or nominee will gather together evidence (from the records of the Examination Board and the conduct of assessment, as appropriate) relevant to the substance of the appeal. If that evidence clearly substantiates the grounds for appeal cited by the candidate, the Chair of the Examination Board or other appropriate officer acting on his or her behalf may consult members of the Board as and by whatever means s/he sees fit to reach a decision with minimum delay.

16. If evidence gathered from the College records clearly refutes the grounds for appeal given by the candidate, the appeal may be dismissed by the Examination Board or designated sub-group thereof.

17. The Board shall lodge with the Academic Registrar or nominee a written response giving reasons for the decision taken. The report may

- (a) Reaffirm the original decision on the grounds that the matters raised in the appeal were known to the Board, and were taken into account and given due allowance;
- (b) Reaffirm its original decision on the grounds that the matters raised in the case and the evidence presented, although not previously known, were not such as to alter the decision made;
- (c) Review its decision and report an amended decision. If the amended decision changes the classification or makes an award where no award was previously recommended, the revised decision requires consultation with a relevant external or intercollegiate examiner;
- (d) Advise that, although there are apparent grounds for appeal, the evidence is conflicting or is insufficient to allow a decision to be made, and that the appeal should be referred to an appeals panel (as detailed in para 22-29 below).
- (e) Report on administrative errors found, together with revised or recompiled marks or results;
- (f) Recommend that the student be permitted to undertake further assessment, within the regulations or (exceptionally) subject to special approval by or on behalf of the Academic Board.
- (g) Report the Board's response to any evidence of procedural irregularity in the conduct of assessment, and if appropriate make recommendations to remedy the problem in future.

18. Within five working days of receiving the report from the Board of Examiners, the Academic Registrar or nominee shall advise the student, in writing, of the outcome. The letter should briefly outline the reason for the decision, and in particular should seek to respond to any misunderstanding of the regulations or the Board's process revealed by the candidate's appeal. In most cases, it is expected that consideration of the appeal will be concluded at this stage. However, the letter should advise the student of his/her right to submit evidence of irregularity/unfairness in the consideration of the case, to support a request that the matter be considered by an Appeals Panel.

19. The Academic Registrar or nominee shall also take steps to ensure timely action in respects of any Examination Board decisions under paragraph 17(d), (e), (f), or (g).

### **Stage 2: Appeal Panel**

20. An Appeal Panel may be convened

- (a) On the recommendation of the Board of Examiners (para 17(d))
- (b) On receipt on a written statement from the candidate, providing evidence that the procedure for considering the initial appeal had not been followed, or that supporting evidence provided had not been given fair or reasonable consideration.

21. If the request for an appeals panel comes from the candidate, the Academic Registrar or nominee shall consult as he or she considers appropriate, to advise the Chair of the Academic Board whether material new evidence of irregularity has been presented. The Chair of the Academic Board will decide whether the case may go forward to an Appeal Panel.

22. An Appeal Panel shall consist of

(a) One senior member of the Academic Staff of the College, drawn from a list of those approved by the Chair of the Academic Board as eligible to chair such panels, and who has not been involved in making the original decision of the Board of Examiners.

(b) Two other members of the Academic Board, unconnected with the case;

(c) The Academic Registrar or nominee

(d) One Student member of the Academic Board

23. The Appeal Panel should meet as soon as is practicable, and at the latest within 28 days of receipt of a request from the candidate.

24. The Appeal panel shall consider documentary evidence, all of which must also be available to the appellant.

25. The Appellant shall be invited to attend the meeting of the panel. He or she has the right to be accompanied by a friend, who should normally be another student of the College.

26. The Chair of the relevant Board of Examiners shall be invited to give evidence to the Appeal Panel if he or she wishes. Other persons may be asked to attend the panel to give evidence if the panel so wishes.

27. The Academic Registrar or his or her nominee shall maintain a record of the deliberations of the Panel.

28. The Appeal Panel may decide

(a) to dismiss the appeal. This will then be the final decision of the College.

(b) To allow the appeal, in which case a report shall be submitted to the Principal of the College, who shall, unless he determines that some other procedure is applicable, direct the Board of Examiners to cause a fresh decision to be made. Such a decision, properly made within the appropriate regulations, shall be the final decision of the College.

29. The Academic Registrar or nominee shall inform the candidate, the Chair of the Board of Examiners and the Programme Convenor of the outcome of the appeal. In accordance with the Human Rights Act, the decision and reasoned judgment of the Appeals Panel may be published if the student so requests.

30. Normally, If the matter is still under consideration by an Appeal Panel, the student will be permitted to continue attending the programme of study where this is applicable.

31. If the appeal has been dismissed by the Appeal Panel, the student may appeal to the Office of the Independent Adjudicator, who will not normally intervene unless it can be shown that the College has failed to observe its published procedures.

32. All correspondence relating to an appeal should be destroyed after six years. Anonymised statistics of appeals may be retained.

### **Examination Board decisions against which appeal is possible**

- The decision must have been made, formally, by the Board. A student cannot appeal before the decision has been taken.
- It is not possible to appeal against classification simply because the student believes it to be too low. If the student alleges that the Board failed to take account of information which might have been the basis for the positive exercise of discretion within the regulations, or that discretion was exercised unfairly, this could be a legitimate ground for appeal.

- A student may not appeal against the findings of an investigation about plagiarism, but may appeal for review of the penalty applied.

### **Grounds for appeal**

- **Procedural error:**

Examples could be:

- omission of a mark from the Exam Board information;
- calculation error;
- assessment was not set as specified in written information to students (or in subsequent well-evidenced changes communicated to students);
- a special examination arrangement was agreed but not in fact provided.

- **“mitigating circumstances”**

- “illness or other factors” do not necessarily constitute grounds for appeal, even if quite serious, if the student failed to reveal them before the Board reached its decision. Mitigating circumstances mentioned only after the Board’s decision is known, but which the student knew about in advance, are not usually grounds for appeal.
- A significant illness experienced before the Board but only diagnosed and understood after it might be grounds for appeal.
- If the student’s performance was in line with his or her performance in modules unaffected by illness, there may be little ground for appeal.

### **Evidence to substantiate grounds for appeal**

Typically, evidence of procedural error will include explanation of a specific error which the candidate believes to have been made (e.g. “I think my mark for module X excludes the second coursework task, because...”, “The examination paper required four essays but the programme handbook (page 3) said there would be three...”)

Evidence of illness or other relevant factors might include a medical certificate, death certificate, police incident reference, etc., **together with** details of the reasons why the student was unable or for valid reasons unwilling to divulge this earlier.

### **How evidence is considered**

The timing of the mitigating circumstances, as shown in the evidence, will be considered in relation to the date of the examination or the submission date for coursework, and whether the candidate requested or was given an extension of the hand-in date. The scale and duration of the mitigating circumstances may be considered, in relation to their likely impact, and the extent to which the candidate’s performance in assessment differed from his or her attainment in previous assessment.

## **APPENDIX I: GLOSSARY**

### **Advanced Student**

An Advanced student is one admitted to a programme of study at a point other than the beginning of the programme, on the basis of an appropriate and relevant recognised higher education qualification, or higher education credit based on

assessment elsewhere. Regulations 9.2-9.7 explain issues in relation to admission, eligibility, minimum period of study at the College, and how classification is calculated. See also *Transfer Student*.

**Aegrotat** An award made when a student has been unable to complete a programme of study, or the assessment thereof, because of illness or similar circumstances (from the Latin “s/he is ill”). Only first degrees may be conferred as aegrotat awards. To make the award, the Examination Board must be satisfied that, but for illness or other valid reason, the student would have met the

standard required. Aegrotat degrees are not classified. If a lesser proportion of assessment has been affected by illness, the Examination Board may have sufficient evidence to make a normal classified award. The terms on which aegrotat awards may be made are detailed in Regulation 28.

### **Alternative assessment**

Students affected by disability normally take the same assessment as other students, though special assessment arrangements may be agreed by a sub-committee of the Board of Examiners. Regulation 14.4 details the circumstances in which an alternative form of assessment may be appropriate, and how this is to be agreed.

**Coursework** Coursework is a required assessment task, undertaken during the period when a module is taught or shortly after its end. Assessed coursework will contribute a defined proportion of the overall module mark. See also *End-of-Year Assessment*.

### **Deferred Assessment**

Deferred assessment is an exceptional agreement that a student may submit assessment, or sit an examination, at a date later than the final deadline (after extension if allowed in the case of coursework). Deferred assessment may be permitted by a subcommittee of the Board of Examiners, on the basis of an application supported by evidence. Regulation 13 and Appendix D (with deferred assessment request forms) refer.

### **End-of-year assessment**

End of year assessment is the final assessment task of a module, normally undertaken after the end of the module teaching, and contributing a defined proportion of the overall module mark. The module teacher may not agree an extension of the deadline for end-of-year assessment. See also *Coursework*.

### **Interruption of Studies**

A student may, at the discretion of the College, be permitted to interrupt studies for a period of up to two years. Regulation 8.3 details the limits of any such interruption.

### **Mitigating Circumstances**

Regulation 15 defines mitigating circumstances (15.1) and the actions which the Board of Examiners may take if evidence is accepted that a student's performance in assessment has been adversely affected by Mitigating Circumstances (15.6) The notification procedure and arrangements for considering Mitigating Circumstances are detailed in Appendix F and the associated form for student use. Mitigating Circumstances are sometimes referred to orally within the University as "Evils", though the term has never been in the Regulations.

### **Oral Examination**

The term "oral assessment" describes an oral mode of assessment within a programme of study, either as the normal assessment method or as **alternative assessment**. Regulation 18 refers. See also **Viva Voce Examination**. Appendix G also explains the purpose of, and arrangements for, an interview with a student in a case where plagiarism is suspected but the source is not known.

### **Programme Specification**

The programme specification is the formal published specification of each programme of study, including the required and optional modules which make up the Programme. Specific entry and curriculum requirements of each programme are defined in the Programme Specification and referenced in the Regulations.

### **Progression**

"Progression" is used in the regulations to mean continuation to the next year or level of an approved programme of study. Regulations 33, 38 and 43 detail the requirements for progression in first-degree programmes.

### **Reassessment**

The term "reassessment" is used in these regulations in place of "re-entry" to an examination, used in previous regulations. A student who has failed a module at the first attempt will normally be permitted to be reassessed on one occasion only in the elements of assessment which caused failure (Regulation 16 refers). The regulations may specify a maximum mark which can be given for reassessed work (e.g. regulation 32). Where an Examination Board has accepted evidence of **mitigating circumstances**, a candidate may be reassessed as if for the first time, without penalty.

**Registration** To study for an award, students must register on a programme. Regulation 6 outlines what is required to become registered, and to maintain registration. Regulations 26 and 55 explain the **normal and maximum period of registration** in specified programmes. The term Registration is also used in relation to a student's entry on the College's record system in respect of each individual module which they study.

**Transfer Student**

A transfer student is one admitted to a programme of study at a point other than the beginning of the programme, on the basis of higher education study elsewhere, which is not a completed HE qualification. The growth of modular assessment for credit has blurred the clear distinction between **Advanced Students** and Transfer Students. Transfer students may be admitted to a programme from another similar programme elsewhere, typically during the first year or between academic years. Regulations 9.2-9.7 explain issues in relation to admission, eligibility, minimum period of study at the College, and how classification is calculated.

**Viva Voce Examination**

A Viva Voce examination may be conducted as an aid to determining classification when the candidate's determining mark is marginal or when the candidate has missed a significant element of assessment for reasons accepted by the Examination Board. Regulation 19 refers. See also **Oral Assessment**.