

**Heythrop College**  
**University of London**  
**Support for Student Completion 2018**

## **1 Introduction**

This document sets out the approaches and measures in place to protect you as our students in the College's final year. It sets out some important information including guidance on submission dates, notification of results, Graduation 2018, and the approach we will take if accepted mitigating circumstances prevent you from completing all outstanding assessments in 2018.

If you are concerned about the effect of these arrangements on the completion of your studies it will be important that you let us know as soon as possible. Please feel free to contact us for an informal discussion, or for any specific advice and support needed. In particular, should you have concerns that it may not be possible for you to complete your remaining work by August 2018 you are urged to contact the Student Enrichment Manager (for issues around study skills and planning) or the Student Support Manager (for issues around mitigating circumstances, health or disability).

Student Enrichment Manager: Kim Burke, [k.burke@heythrop.ac.uk](mailto:k.burke@heythrop.ac.uk)

Student Support Manager: Dominic McLoughlin, [d.mcloughlin@heythrop.ac.uk](mailto:d.mcloughlin@heythrop.ac.uk)

You should also of course feel free to contact your personal tutor, programme convener or Dean.

## **2 The student experience commitment**

The College has put in place a number of measures to protect and enhance the student experience following the Governing Body decisions taken from June 2015 onwards that culminated in the resolution that Heythrop College should close shortly after the end of the 2017/18 academic year. These have included

- Preserving the academic excellence and integrity of the College and the quality of our awards, with most academic staff remaining in post and with continued research activity and infrastructure
- Maintaining a breadth of choice for modules and dissertation topics taught and supervised by specialist staff
- Securing additional funding for a range of social and sporting extracurricular activities, health and wellbeing events, opportunities for additional academic activities such as conference attendance grants, enhanced careers service provision and access to employability based activities such as funded internships, and increased staffing in the Heythrop Students' Union.
- Enabling access to the Library until at least summer 2018
- Providing high quality student support on site, including:
  - Support for health, wellbeing and disability
  - Academic study skills support
  - Counselling
  - Mentoring
  - Chaplaincy
- Ensuring availability of other professional support staff, including Student Services and ICT Services

For details of the student experience commitment for 2017/18 see <http://www.heythrop.ac.uk/student-life/student-experience-commitment-201718>

### **3 Submissions, Resubmissions, Deferrals and Mitigating Circumstances**

For postgraduates the deadlines for end-of-year essays and dissertations are in April 2018. The April deadline allows meaningful time for resubmissions before the College closure, and for any appeals to be processed following the resubmissions.

For undergraduates the deadlines for end-of-year essays and dissertation are in May 2018, as is the examination period.

The resubmission deadline for postgraduates and undergraduates and the resit examination period will be in mid-August 2018.

For students with accepted mitigating circumstances that have prevented successful submission of work or resit of examinations in mid-August, there will be a final opportunity in the last week of September 2018. See also *Undergraduate and Taught Postgraduate Transfers, Aegrotat Provisions and Interim Awards* below.

The dates in detail are set out in the table below.

Postgraduate end-of-year essays and dissertation submission deadline	16 April 2018
Postgraduate resubmission deadline	13 August 2018
Postgraduate August deferral deadline	14 August 2018
Undergraduate dissertation deadline	8 May 2018
Undergraduate end-of-year essay deadline	15 May 2018
Undergraduate examination period	21-25 May 2018
Undergraduate August resubmission deadline	13 August 2018
Undergraduate August deferral deadline	14 August 2018
Undergraduate examination resit period	20-24 August 2018
Final submission point for resubmissions and deferrals (undergraduate and postgraduate students with accepted mitigating circumstances)	28 September 2018

### **4 Notification of results**

Postgraduate students who have successfully submitted all work by the April 2018 deadline will be notified of results in mid-June 2018.

Undergraduate students who have successfully submitted all work by the May 2018 deadlines will be notified of results in mid-July 2018.

Undergraduate and Postgraduate students who submit work by the August 2018 deadlines (or sit exams in August 2018) will be notified of results in late September 2018.

Students who as a result of accepted mitigating circumstances submit work or sit exams in the last week of September 2018 will be notified of results in late October 2018.

## **5 Undergraduate and Taught Postgraduate Transfers, Aegrotat Provisions and Interim Awards**

The College has placed special emphasis on putting in place a range of measures to ensure that you are fully supported in completing successfully in 2018 including those set out in *Protecting the student experience in 2017/18* above and the availability of at least two resubmission/resit points (August 2018 and, for those with accepted mitigating circumstances, the last week of September 2018).

The College recognises that, nevertheless, there may be students with accepted mitigating circumstances that prevent them from successfully submitting work in the last week of September 2018, the final opportunity.

In the event that there are any such students, the College will (a) seek to facilitate a transfer to another institution; (b) offer, if you are eligible, an Aegrotat award (the section of the regulations dealing with the Aegrotat Provisions<sup>1</sup> is appended); (c) seek another way forward through the University of London; (d) offer, if you are eligible, an interim award (a Certificate or Diploma); (e) provide a transcript of results and overall credit volume for completed modules.

## **6 Research students**

Almost all research students have either completed their studies or have transferred to the University of London School of Advanced Studies. Should any of the remaining students be unable to complete in good time in 2018, we will seek to arrange a transfer for you to the School of Advanced Studies.

## **7 Student voice**

The College remains committed to hearing feedback and views from our students and acting on these where feasible. Most College committees have at least one student member (in 2017-18 this is usually one or both of the HSU Co-Presidents). You will be asked to complete evaluation forms and an online survey during the year. Should you wish to raise any feedback or concerns you are encouraged to contact:

a) your module tutor

b) your Dean:

Dr Sean Ryan, Dean of Undergraduate Studies [s.ryan@heythrop.ac.uk](mailto:s.ryan@heythrop.ac.uk)

Dr Edward Howells, Dean of Postgraduate Studies [e.howells@heythrop.ac.uk](mailto:e.howells@heythrop.ac.uk)

Professor Michael Barnes, Dean of Research Students  
[m.barnes@heythrop.ac.uk](mailto:m.barnes@heythrop.ac.uk)

c) the HSU Co-Presidents:

Mr Henry Edwards-Xu [h.edwards-xu@heythrop.ac.uk](mailto:h.edwards-xu@heythrop.ac.uk)

Mr Matthew Holland [m.holland@heythrop.ac.uk](mailto:m.holland@heythrop.ac.uk)

d) your programme convenor (for those taking taught modules in 2017-18)

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<sup>1</sup> Aegrotat Provisions allow a degree to be conferred in certain circumstances where a student cannot complete their programme in the foreseeable future due to serious medical or other equivalent reasons.

## **8 Appeals and complaints**

The College will deal with any appeals and student complaints in accordance with the relevant procedures in autumn 2018.

## **9 Graduation 2018**

A Graduation Ceremony for those who successfully complete by September 2018 will take place on Wednesday 12 December 2018 at Senate House, University of London. You will be provided with more details in due course.

## **10 Academic references**

The College is exploring ways in which it may be possible for you to obtain academic references after the closure. However, you should consider asking for a reference prior to closure if you are aware that you will need one in 2019.

## **11 Access to work on HELIOS**

You will be able to access work you have submitted to HELIOS for a period after the closure.

## **12 Alumni degree certificates and records of learning and achievement**

The University of London currently holds details of degree outcomes for Heythrop alumni. Arrangements have been made to transfer our records of module marks to the University to allow you to obtain duplicate transcripts (records of learning and achievement) as well as degree certificate from the University transcripts office after the College has closed.

## **13 Alumni organisation**

HAAS, the Heythrop Association of Alumni and Staff, is looking into setting itself up as a separate organisation to continue to be active after the College closes.

## **14 Careers**

You will continue to have access to the University of London Careers Service in in 2017/18 and in 2018/19.

## **15 Feedback**

Should you have any queries or comments about the arrangements set out in this paper, please do not hesitate to contact the Director of Administration.

Director of Administration: Saladin Rospigliosi, [s.rospigliosi@heythrop.ac.uk](mailto:s.rospigliosi@heythrop.ac.uk)

Approved by the *Teaching Out and Protecting the Student Experience Group* January 2018

*Last Update 8 February 2018 NA*

## **Appendix: Extract from the Academic Regulations**

### **47. Aegrotat Provisions for undergraduate and taught postgraduate degrees**

47.1 An Aegrotat award may be conferred where a student cannot complete their programme in the foreseeable future due to serious medical or other equivalent reasons, and the student's overall module results:

- (a) for undergraduate degrees create an average at level 6 of at least 40%
- (b) for postgraduate degrees create an average of at least 50%

47.2 An Aegrotat award may only be conferred for degree programmes

47.3 An Aegrotat award may not be conferred on programmes accredited by a professional body which does not sanction this form of award.

47.4 An Aegrotat award shall not be conferred with any distinction or honours classification.

47.5 To be eligible for consideration of an Aegrotat award a candidate must:

- (a) submit the request for an Aegrotat award to Student Services 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.

47.6 The Exemptions and Special Assessment Arrangements Committee may recommend that a candidate should be considered for an Aegrotat award, based on the evidence considered in approving deferrals or Mitigating Circumstances.

47.7 On consideration of the student's application or the Exemptions and Special Assessment Arrangements Committee's recommendation, the Board of Examiners may:

- (i) for undergraduate awards
  - (a) award the minimum pass mark for a maximum of one 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 the average over the best 90 credits<sup>2</sup> at level 6 is at least 40% then the student may have an Aegrotat award conferred upon them,
  - (b) award credit for a maximum of one 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 judgment the student would have passed the module had they not had Mitigating Circumstances preventing them 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 them..
- (ii) for taught postgraduate awards

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<sup>2</sup> 330 credits with 90 credits at levels 6 are required for a BA or BD Pass degree.

- (a) award the minimum pass mark for a maximum of one 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 recalculation the average across all modules is at least 50% and the student has passed at least 50% of the credits required for the target award then the student may have an Aegrotat award conferred on them.
- (b) award credit for a maximum of one 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 judgment 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.

47.8 Where a student cannot meet the minimum stated above an Aegrotat award may not be conferred.

47.9 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 either (if further submission opportunities are available) re-enter the assessments for which s/he is eligible with a view to completing the requirements for the award of a degree, or elect to leave with an interim award, or elect to seek a transfer to another institution.

47.10 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.

47.11 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.

47.12 The transcript shall clearly denote the manner in which the credit was awarded.