



Birkbeck, University of London

Common Awards Scheme

Regulations for Taught Programmes of Study 2009/10

**Birkbeck College
(University of London)**

Regulations for Taught Programmes of Study

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Introduction and Scope of the Regulations

- (i) These regulations relate to taught programmes of study for students, of Birkbeck, University of London (hereafter referred to as “The College”). These regulations apply to all such programmes except for programmes of study operated from the College within the University of London external system, or where exemptions (either to specific regulations or to the regulations as a whole) are approved by the Academic Board of the College. These regulations may also apply to individual programmes of study operated from the College within the University of London external system subject to the approval of the Academic Board (see also (vii)).
- (ii) This document should be read in conjunction with the Ordinances of the University of London, the current edition of the College Calendar and the appropriate programme handbook and programme regulations and other supporting documentation published by the College. If any conflict between the University of London Ordinances and these regulations should arise, the former will take precedence.
- (iii) These regulations do not cover regulations relating to Research Students.
- (iv) The procedures and information given in any accompanying appendices are considered to have the full authority of the regulations contained within the main document. However, appendices or footnotes may be amended or withdrawn as appropriate by the College without reference to the Academic Board.
- (v) The authority to amend these regulations is held by Academic Board or their nominated group.
- (vi) These regulations are applicable to all students within the scope of the regulations until rescinded by the appropriate authority of the College.
- (vii) External Programmes of the University of London taught at the College shall abide by the general regulations unless alternative provision is made in the specific regulations for these programmes.

Purpose

- (viii) 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.
- (ix) It is the student’s responsibility to ensure they have read and understood the regulations. A student’s misinterpretation or lack of awareness of these regulations will not be considered a valid reason for non-compliance.

Scope of the Regulations

- (x) These regulations apply to the following degrees and to students registered at Birkbeck College for these degrees:
FdA, FdSc (hereafter called foundation degrees)
BA, BSc, BSc (Econ), LLB, DipHE, CertHE, CertCE (hereafter called undergraduate degrees)
MA, MFA, MSc, MRes, LLM, PGDip, PG Cert, Graduate Diploma, Graduate Certificate (hereafter called postgraduate degrees)
- (xi) The examination regulations apply to all examinations for programmes covered by these regulations.

Application of the Regulations

- (xii) These Regulations will apply to both new and continuing students.

Effective Dates for the Regulations

- (xiii) These Regulations will be effective from the beginning of the academic session 2008/2009.

Academic Year

- (xiv) Dates of the academic year are specified by the Academic Board of the College. The Academic Year will normally start in October. The word “year” when used without limitations means calendar year.

Definition of Terms

- (xv) The following list defines some of the terms used throughout this document:

Admission: the acceptance of a student onto a programme of study, usually with conditions such as proof of prior qualifications (see also Registration and Enrolment)

Assessment: the means by which the student’s achievement against the learning outcomes outlined in each module specification is measured, e.g. coursework and examination requirements for each module.

Associate Student: a student who is enrolled for one or more modules at the College but is not registered on a programme of study.

Award: a named qualification made by the College, in line with the QAA Framework for Higher Education Qualifications.

Classification: the category of award made upon completion of the programme, e.g. award of a first class honours degree or a foundation degree with distinction.

College: Reference to “the College” should be taken to refer to Birkbeck, University of London

Coursework: coursework can consist of essays, assignments, in-class tests, laboratory tests, projects, dissertations, practical work, presentations, placement or field trip reports, designs, theses, artefacts, digital photographic media, and computer based analysis. This is not an exhaustive list.

Credit: According to “Academic Credit in Higher Education in England” published by Universities UK, GuildHE and the QAA, “Credit is used in HE to summarise and describe an amount of learning; it can help to identify 'how much' learning was involved and 'how hard' it was.”

Degrees Committee: A sub-committee of the College Teaching Committee, which is in turn a Committee of Academic Board. The College currently operates 3 Degrees Committee, for Arts, Science & Social Science and the Faculty of Lifelong Learning Awards Committee

Enrolment: the annual procedure by which it is confirmed that students have progressed adequately, confirmed their mode of study and have made arrangements for the payment of fees for that academic year.

Examination: an element of the assessment of a module taken outside of the normal contact time, normally during the period of the academic year defined by the College as the “examination period”. It will normally be time limited and consist of defined questions, either unseen or seen by the student prior to the examination, that are designed to test all of the learning outcomes of the module in question, and will normally constitute the major part of the assessment of that module.

Examination Board: the body that is responsible for recommending awards to the Degrees Committees for an individual programme of study; examination boards and sub-boards have a range of other responsibilities as defined in these regulations. Each approved programme of study is either allocated to an existing examination sub-board, or has a new examination sub-board constituted for it.

Internal student: a student whose programme of study is operated by the College, and is not part of the University of London external system – see <http://www.londonexternal.ac.uk/> for further details

Master’s: Unless otherwise stated Master’s degrees shall refer to all postgraduate taught degrees: LLM, MA, MSc, MFA and MRes.

Module: A discrete, self-contained unit of assessed learning at a defined level to which a module credit-value has been assigned.

Module Specification: The approved format, aims, objectives, learning outcomes and assessment of a module as published by the College.

Open Enrolment programmes: Programme for which registration is on a module-by-module basis. This would normally be a Certificate of Higher Education programme offered by the Faculty of Lifelong Learning.

Programme Specification: The approved format and content of a programme, as published by the College (see <http://www.bbk.ac.uk/qa/programme/> for further details)

Programme of Study: An academically coherent grouping of modules leading to a named award

Reassessment: the procedure by which students who have not passed a module may attempt the assessment of the module again without attending lectures and classes.

Registration: the act of confirming that the student has met the conditions of admission and commenced a programme of study. Registration occurs once at the beginning of the relevant programme of study.

Research Student: Research students are students studying for the award of MPhil or PhD at the College, for whom the College's MPhil / PhD regulations apply.

Re-take: A "re-taken module" is a module for which a student is required to re-attend all classes and lectures and re-do all assessments for.

Student: For the purposes of these regulations "Student" means any person enrolled on a programme of study covered by these regulations or an individual module of one of these programmes of study.

Supplementary Module: a module taken by a registered student that is not part of their programme of study and will not count towards their award.

Part One – General Regulations

1 Admission of Students on to Taught Programmes

- 1.1 All decisions on admission, including decisions on crediting previous periods of study and examinations (see section 3, Accredited Prior Learning), are at the discretion of the College.
- 1.2 In order to be admitted to a programme of study offered by the College, a candidate must:
- (i) be at least 18 years of age unless the College exceptionally agrees to waive this requirement¹.
 - (ii) satisfy additional requirements, where prescribed, for admission to specific programmes. These additional programme requirements are referred to under Entry Requirements in the relevant programme specification.
 - (iii) A candidate will be required to demonstrate a proficiency in the English language to the satisfaction of the College.
- 1.3 All students admitted to the College must be on an approved programme of study²

2 Postgraduate Entrance Qualifications

- 2.1 The normal minimum entrance qualification for registration for a postgraduate degree is:
- (a) a Second Class Honours degree of a UK university or of the Cranfield Institute of Technology or of the CNAA, or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the course to be followed; *or*
 - (b) a Masters degree of the Royal College of Art;
 - (c) a registrable qualification appropriate to the course to be followed awarded by a UK university in Medicine, Dentistry or Veterinary Studies, or a qualification of an equivalent standard appropriate to the course to be followed by a university outside the UK; *or*
 - (d) a professional or other qualification obtained by written examinations and approved by the College.
- 2.2 Candidates possessing alternative qualifications obtained by written examination may also be considered by the College for admission to a postgraduate degree. The College may require such a candidate to pursue the programme for the period of at least one year longer than the minimum period prescribed in the individual

¹ This is currently under review, pending advice from the College Solicitors on age discrimination legislation.

² See the college policy on the approval of programmes of study

programme regulations and/or may prescribe a qualifying examination for such a candidate.

3 Accredited Prior Learning (APL)³

- 3.1 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.
- 3.2 Credit can be awarded for accredited prior learning (APL) for one or several modules⁴. Students who are joining the programme part way through will need to be awarded credits of accredited prior learning to ensure that the period of study they have missed is accounted for in terms of credit.⁵
- 3.3 The maximum number of Accredited Prior Learning credits accumulated at an institution other than the College⁶ that may be credited towards a College award⁷ is normally as follows:
- a) Cert HE: 60 credits
 - b) Dip HE: 120 credits
 - c) Foundation degree: 120 credits of which none may be at level 5 or above
 - d) Honours degree: 180 credits (minimum of 120 credits at level 6 (H) must have been studied at the College).
 - e) Graduate Diplomas: 60 credits
 - f) Postgraduate Diploma: 60 credits.
 - g) Masters programme: 60 credits.
- 3.4 Accredited Prior Learning credits may not be awarded to students studying for a Cert CE, Graduate Certificate or Postgraduate Certificate.
- 3.5 In addition to credit, a specific result may be recorded for a module if appropriate⁸.
- 3.6 APL credits may count towards the number of credits needed for the award. However, they may only count towards the classification if the credit is derived from study within the University of London. Where appropriate, an alternative method of deriving the degree classification for students including APL credits

³ See also the College Policy on Accredited Prior Learning

⁴ For example a student may have previously passed a module with similar content on a programme taken elsewhere for a prior award; this student may be awarded 30 APL credits for this module and would then be exempted from the requirement to complete this module within their new programme.

⁵ Otherwise students will reach the end of the programme without accumulating sufficient credit to be entitled to their target award. A student who transfers on to a UG programme starting in the second year could, without APL, credits be short of the 90 credits studied in the first year.

⁶ Credits accumulated on programmes at the College may be transferred at the discretion of the relevant admissions tutor.

⁷ See sections 41-61, Conferment of Awards

⁸ ie if a student has taken an equivalent module at another University of London College and gained a mark, the examination board may wish to use that actual mark towards the final classification

- within their assessment profile will be approved by the relevant Degrees Committee or nominee upon registration of the student.
- 3.7 The procedure for registering students with Accredited Prior Learning credits shall be as outlined in the College Policy on Accredited Prior Learning.
- 3.8 Credits may not be used towards an award of the University of London and an award of the same level at another institution.
- 3.9 A student who joins a programme part-way through may only be awarded credit for specific modules on their new programme of study where those modules form part of that programme of study.

4 Registration

- 4.1 Students who wish to proceed to a degree are required to register for a programme of study. Application for registration must be made through the College.
- 4.2 Except with the special permission of the College,
- (a) a student will not be permitted to register concurrently for more than one degree, diploma or certificate or for any combination of these awards of this University;
 - (b) nor will any person be registered as a student of the College while registered as a student for the equivalent qualification of any other university or other institution;
 - (c) nor will any person, except with special permission of the College, be admitted as a candidate to any examination leading to an award of this University, who has been admitted as a candidate for examination leading to the comparable award of another institution, unless (s)he has pursued separate prescribed courses leading to the examinations concerned.
- 4.3 No student who is registered as an External Student or as an Associate Student may be registered concurrently as a student of a programme covered by these regulations.
- 4.4 Except with special permission of the Academic Board,
- (a) a person who has entered or re-entered an examination for a first or higher degree, diploma or certificate of the University of London will not be permitted to register for another degree, diploma or certificate of the University, until the examination requirements for the degree entered or re-entered are completed;
 - (b) a Student registered for one degree, diploma or certificate of the College will not be permitted to enter or re-enter the examination for another degree, diploma or certificate of the University.

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.⁹
- 5.2 The following¹⁰ 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 interruption¹¹):

Undergraduate Programmes

Cert HE:	2 years ¹²
Diploma HE:	5 years
Foundation degrees (FdA & FDSc) :	5 years
Bachelors' degrees (BA, BSc):	7 years
Graduate Certificate	3 years
Graduate Diploma	4 years

Postgraduate Programmes

Postgraduate Certificate:	2 years
Postgraduate Diploma (PG Dip):	5 years
Masters (MA, MSc, MFA, MRes) degrees:	5 years

In addition, students transferring¹¹ 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 than two years full-time (or the part-time equivalent); and in no case shall the minimum period be less than one year full-time (or the part-time equivalent), that year being the final year of the degree programme.¹³
- 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.
- 5.6 Students on "open enrolment" programmes may enrol on individual modules without registering for a College award. If, after having taken modules to the value of 120 credits, the student has completed the requirements for a College

⁹ See in particular Ordinance 12(8)

¹⁰ See section 13 General Structure and Framework for the requirements of these awards

¹¹ See section 6, Interruption of Studies

¹² See Regulation 5.6

¹³ See Ordinance 15.10(14)

CertHE award, then the student may be awarded a CertHE at the discretion of the relevant examination board.

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.^{14,15}
- 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.¹⁶
- 7.3 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.¹⁷
- 7.4 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

¹⁴ The interruption of studies effectively therefore “stops the clock” on the period of registration for the duration of the period of interruption.

¹⁵ See the College Policy on Breaks in Study

¹⁶ 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.

¹⁷ See also University Statute 39 and the College Policy on the Termination of Registration of a Student on Academic Grounds

- 7.5 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 College Registry.
- 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 sub-board of Examiners¹⁸.
- 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. No field of study or Honours classification will be awarded. Neither will the supplementary courses modules affect in any way any classification of Honours in any degree awarded previously.

11 Progression From One Year of Study to Another

- 11.1 At the end of each academic year students shall:
- be eligible to progress in their studies;
 - not be eligible to progress in their studies but will be offered the possibility of repeating those elements required in order to progress;
 - not be eligible to be further assessed and therefore have their registration terminated.

¹⁸ A student should request this in writing to the Registry. It will not normally be awarded automatically

- 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 part-time study. Holders of Foundation degrees may also be considered for admission to other Honours degree programmes.

Part Two – 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 and Module specifications 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 half (15 credits), single (30 credits), double sizes (60 credits) or exceptionally quadruple sizes¹⁹ (120 credits). No other size of module will be permitted. Half modules will normally be taught in one term, whereas single, double and quadruple 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 Framework for Higher Education Qualifications.
- 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 with the exception of core modules on the LLB programme where up to 30 credits may be compensated at the discretion of the examination board..
- 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. Where a programme specification indicates that a number of elective modules may be chosen as part of the programme of study then students may replace an optional module with a module from another programme subject to approval by the student's supervisor and availability of the elective module in question.
- 13.9. 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

¹⁹ Quadruple units will normally only be the dissertation element of approved MRes programmes.

(intercollegiate study). Overall module results for no more than 50% of the credits taken through intercollegiate study may be counted towards a degree classification.

- 13.10. Any student awarded a foundation degree who subsequently transfers on to, and qualifies for, an honours degree shall retain both awards.
- 13.11. A minimum overall module result of 40% for an undergraduate module and 50% for a postgraduate module must be achieved for the module to be passed. Modules studied at level 6 (H) as part of a postgraduate programme of study also require a minimum overall module result of 50% to be achieved for the module to be passed.
- 13.12. Additionally a minimum level of achievement in any or all of the assessed elements within the prescribed assessment for the module may be required. These requirements shall be published in the relevant module specification.
- 13.13. 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.
- 13.14. 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 grounds of illness or other adequate cause. (See also section 6 Interruption of Studies.)
- 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. (See also Section 6, Interruption of Studies)
- 14.3. Postgraduate degrees shall be so organised as to fall into one or both of the following categories:
 - (i) a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall normally be not less than one calendar year, the examinations being completed by the end of that period;

- (ii) a period of part-time study of between two and five years, during which candidates will be examined in accordance with the individual programme regulations.
- 14.4 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.
- 14.5 All taught programmes comprise a number of prescribed modules for which credit is awarded when the module is passed²⁰. A specified number of credits must be achieved to be eligible for an award for a given programme.
- 14.6 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 (C) or above and at least 90 credits will be at Level 5 (I) or above.
 - (b) For an Honours Degree, 360 credits will be taken, of which no more than 120 credits may be at Level 4 (C) and no less than 120 credits may be at Level 6 (H) or above.
 - (c) Unless stated in the specific programme regulations, an honours programme should normally include an elective module or modules to the value of 30 credits
 - (d) All Masters Degrees will contain 180 credits, normally including a dissertation double module. Any Level M award above Postgraduate Certificate may include no more than one Level 6 (H) module (30 credits) in the total credits considered for the award.
 - (e) An MRes degree will normally include research methods and dissertation core modules to the value of 120 credits. The research methods and dissertation may be one combined 120 credit module or a number of distinct research methods modules and a dissertation module totaling 120 credits. The remaining 60 credits of the overall 180 credits required may be subject specific.
- 14.7 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 (see also sections 41-43, 50-51 Conferment of Awards)
- 14.8 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, option or elective.

²⁰ See also section 27 "Compensated Fail" and Awards

- 14.9 The number of credits required for the award shall not exceed that given in regulation 14.6.
- 14.10 Where a student follows a module during the long vacation, the credit value of the module in question shall be assigned either to the previous or following year of study, but in neither year shall the total number of credits studied exceed that specified in the programme specification.

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 Examination Boards or their nominated body 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.

16 Awards²¹

The College may confer the following awards:

- 16.1 Awards at Level C in the Framework for Higher Education Qualifications for England, Wales and Northern Ireland Certificate of Higher Education (CertHE)

²¹ See also University Ordinance 12 and the QAA Framework for Higher Education Qualifications

- 16.2 Awards at level I in the Framework for Higher Education Qualifications for England, Wales and Northern Ireland
 - Diploma of Higher Education (DipHE)
 - Foundation Degree
 - Pass Degree

- 16.3 Awards at Level H in the Framework for Higher Education Qualifications for England, Wales and Northern Ireland
 - Bachelor of Arts (BA) with Honours
 - Bachelor of Science (BSc) with Honours
 - Bachelor of Laws (LLB) with Honours
 - Graduate Diploma
 - Graduate Certificate

- 16.4 Awards at level M in the Framework for Higher Education Qualifications for England, Wales and Northern Ireland
 - Postgraduate Certificate (PGCert)
 - Postgraduate Diploma (PGDip)
 - Master of Arts (MA)
 - Master of Science (MSc)
 - Master of Laws (LLM)
 - Master of Fine Art (MFA)
 - Master of Research (MRes)

- 16.5 In addition the College may also confer the award of Certificate of Continuing Education.

Part Three: Assessment

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 the Chair of the Examination Board on behalf of that Board.²²
- 17.2 The pass mark for all elements of assessment on programmes at undergraduate level is 40%
- 17.3 The pass mark for all elements of assessment on programmes at postgraduate level is 50%²³²⁴
- 17.4 A student will be deemed to have attempted a module if they have registered for that module and not submitted any written notification indicating withdrawal from the module or programme by the relevant published deadlines.
- 17.5 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 (see Section 32 Failure or Poor Performance With Mitigating Circumstances) they will be deemed to have failed the module and to have used up one attempt at the assessment(s) for the module. A result of 0 will be recorded for that module.

18 Coursework and Examinations

- 18.1 The assessment requirements for any module shall consist of one or more "elements" of assessment. An element of assessment may be a formal examination, coursework, viva voce examination or any other type of assessment method as deemed appropriate by the College and approved during the approval of the module and/or programme.
- 18.2 Students must adhere to the prescribed assessment requirements for each individual element that they undertake, as outlined in the relevant module specification. This includes attendance at all prescribed assessment and submission of elements for assessment by published deadlines. Failure to submit or attend assessment to the satisfaction of the College will result in the failure of

²² The marks for all elements of assessment (including reassessments) must be reported on a scale of 0-100 and to the nearest whole number, except for those modules where the result should be reported as simply either pass or fail.

²³ For detailed guidance on the recording of module results on the SITS database please see the relevant SITS manual, available from the Management and Information Systems team within the Registry

²⁴ the pass mark for elements of assessment of level 6 modules taken as part of a postgraduate programme of study is 50%

the individual assessment. A mark of 0 will be normally recorded for that element in these circumstances²⁵.

- 18.3 Students must, at the request of the College submit their work to any College-approved plagiarism detection service. A deadline for this submission may also be set by the relevant School. Failure to comply with any such request, or failure to meet the relevant deadline, will constitute an assessment offence and will be dealt with according to the College Policy on Assessment Offences.

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.
- 19.2 The selection, appointment, and role of Visiting Examiners shall be governed by the College's policies on the appointment of boards and committees of examiners.

20 Examinations

- 20.1 At any examination in which there is a practical examination in any experimental science subject, a candidate must satisfy the examiners in both the practical and written parts of the examination.
- 20.2 All answers to examination questions must be written in English unless instructions are given to the contrary.
- 20.3 Candidates must not remove any examination script(s) (whether completed or not) from an examination room.
- 20.4 Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, oral or similar examination are permitted to use only such books, notes, instruments or other materials or aids as are specifically permitted by the appropriate authority for the examination in question. No stationery is permitted in examinations other than approved examination stationery, which should be used for any rough notes and then crossed through where such notes are not to be submitted for assessment.
- 20.5 Where candidates are permitted to use their own electronic calculators at examinations, the machine to be 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

²⁵ It is the student's responsibility to ensure that work is submitted by the published deadlines and in accordance with the published system. Students must check with the Module Director and/or School in advance of the deadline if they are unsure of the correct procedure for submission of work.

- examination scripts the name and type of machine use. The unauthorised use of material stored in a pre-programmable memory will constitute an assessment offence.
- 20.6 Except as provided in regulation 20.4 above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of the candidate on entry to the examination room must be deposited immediately with the Invigilator.
- 20.7 Any unauthorised materials or aids introduced by a candidate into an examination room must upon request be surrendered to the Invigilator. Any aids so surrendered may be handed over by the Invigilator to the College which may make copies thereof, and the original aids (together with all such copies) may be retained by the College at its absolute discretion.
- 20.8 Candidates shall not, unless expressly so authorised, 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 any similar activity.
- 20.9 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/her own and any quotation from the published or unpublished works of other persons must be duly acknowledged.
- 20.10 Candidates shall not obtain, or attempt to obtain, access to examination papers prior to the start of the examination, unless expressly authorized to do so.
- 20.11 Candidates shall not copy, or attempt to copy, the work of another candidate during an examination, whether by looking at what they have written or are writing, or by asking them for information, in whatever form.
- 20.12 Candidates may not attempt to tamper with examination scripts or coursework after they have been relinquished.
- 20.13 Candidates may not attempt to add to or amend examination scripts after they have been instructed to cease writing during or at the end of an examination.
- 20.14 Failure to observe any of the provisions of paragraphs 20.3 – 20.13 above will constitute an assessment offence.

21 Special Examination Arrangements

- 21.1 At the discretion of the College appropriate alternative arrangements (hereafter referred to as “Special Arrangements”) may be made for a candidate who is severely ill or otherwise disabled, to take his/her examination.²⁶
- 21.2 The procedure for applying for Special Examination Arrangements and for their approval is defined in the College’s Policy on Special Examination Arrangements.
- 21.3 Students who request Special Arrangements, but who do not attend the examination are liable for any academic penalty that may be applied for non-attendance at or non-submission of assessment (see regulation 17.5)

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, and termination of registration at, the College. The procedures for investigating suspected assessment offences including the penalties that may be awarded are detailed in College Policy on Assessment Offences which shall be considered to have the full force of the College’s regulations.

23 Late Submission of Assessment²⁷

- 23.1 Any piece of assessment that is submitted late and for which no application for consideration of mitigating circumstances has been accepted will be awarded a mark of no more than 40% (undergraduate modules) or no more than 50% (postgraduate modules). Where an application for 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.
- 23.2 Where an assessment has not been submitted or attended and no application for consideration of mitigating circumstances has been accepted (e.g. an examination) a mark of zero will be awarded.

24 Passing a Module

- 24.1 If a student fails to achieve an overall pass in a module (as defined in the relevant module specification) the Board of Examiners or nominated committee may decide at its discretion (subject to regulations 25.1 – 25.5) to allow the student to:

²⁶ Applications for Special Examination Arrangements should be made to the College as early as possible after registration and must reach the Examinations Officer in the Registry no later than six weeks before the date of the candidate’s first examinations test. Applications received after this date will only be considered for cases of sudden illness or accidental injury.

²⁷ See also section 33, Deferral in the Whole Module, the College Policy on Mitigating Circumstances and the College Policy on Late Submission of Coursework.

- a) be reassessed in one or more of the elements of assessment for the module by a date the Board of Examiners or nominated committee will set (a student will not normally be reassessed in an element of the module in which they have already achieved a pass); or
 - b) retake the entire module (i.e. re-attend all lectures and seminars AND re-attempt all elements of the assessment).
- 24.2 Re-assessment, as defined in regulation 24.1(a) may take the same format as the original assessment of the element in question, or may take an alternative format at the discretion of the relevant examination board.
- 24.3 At Undergraduate level, students will be offered *three* attempts at passing any element (other than where an assessment offences panel has decreed otherwise), including a maximum of one reassessment opportunity.
- 24.4 At postgraduate level, students will be offered *two* attempts at passing any element²⁸ (other than where an assessment offences panel has decreed otherwise).

25 Reassessment

- 25.1 The Board of Examiners or nominated committee has the final decision on whether to allow a student to be reassessed in any element of a module.
- 25.2 To be eligible to be reassessed in one or all of the elements of a module a student must have achieved a minimum overall result of between 30%-39% for undergraduate and 40%-49% for postgraduates in the module.²⁹
- 25.3 If a module contains more than one element of assessment, a student will not normally have to be reassessed in an element in which they have already achieved a pass.
- 25.4 Any student who is offered reassessment but who does not take up the offer will retain the fail mark originally recorded for the element and the overall module result.
- 25.5 Reassessment is not compulsory. However, students who do not take up the offer of reassessment or fail the reassessment will be required to do one of the following:
- (a) retake the module (obligatory if the failed reassessment is part of a core module with the exception of core modules on the LLB programme where students may be re-assessed or carry the module as a compensated fail at the discretion of the Board of Examiners);

²⁸ If a student has exhausted all attempts at achieving a pass in a core module they would normally be excluded from the programme and College (see section 56, Regulations for Excluding and Terminating a Student's Registration from a Taught Programme on Academic Grounds).

²⁹ Reassessment in one or all elements of a module does not normally involve re-registering for the module or attendance; neither does it involve payment of tuition fees except when the student is registered as "Exam Only" in which case the appropriate fee shall be levied.

- (b) attempt an alternative module if the module is no longer available;
- (c) include the module as a compensated fail in their profile towards their award (see section 27 “Compensated Fail” and Awards).

26 Timing and Format of Reassessment

- 26.1 The relevant Board of Examiners or nominated committee will determine and approve the timing and format of the reassessment that will take place. This will be either:
- a) at the next normal assessment opportunity (i.e. when the module next operates); or
 - b) as a reassessment before the start of the following academic year (usually between June and September). In this instance the Board of Examiners or nominated committee may at their discretion permit the use of an alternative form of assessment to that originally used for the module.^{30, 31, 32, 33}

27 “Compensated Fail” and Awards

- 27.1 When a student has exhausted all attempts at a module and has not passed that module, the Board of Examiners shall award a compensated fail or fail for the module. A “compensated fail”, will be awarded at the discretion of the sub-board of examiners and may only be awarded for modules where the overall result is 30-39% (undergraduate, other than the LLB), 35-39% (LLB) or 40-49% (postgraduate). A “compensated fail” may not be awarded for a core module with the exception of core modules on the LLB programme where up to 30 credits may be compensated at the discretion of the examination board.
- 27.2 A student may elect to include a number of Compensated Fail credits as part of a foundation degree, honours degree and Masters degree programme and still be entitled to the award (see sections 43-52).
- 27.3 The maximum number of Compensated Fail credits that may be accumulated by the end of the programme is as follows:
- | | |
|--------------------|-----------------|
| Foundation Degree | 30 credits |
| BA & BSc | 60 credits |
| LLB | 30 credits |
| LLM, MFA, MSc & MA | 30 credits |
| MRes | No compensation |

³⁰ For example, the Board may decide that the reassessment requirement for a failed examination can be met by the submission of one or more pieces of coursework, oral examination or other form of assessment.

³¹ Some modules will only be reassessed at the next normal opportunity as alternative forms of assessment may be neither practical, appropriate or fulfill the learning outcomes of the element or module in question.

³² Where practical, core modules should normally be reassessed before the start of the following academic year in order to aid progression

³³ The relevant School Office will co-ordinate the arrangements for any reassessment (except the planning and operation of any formal examinations) and shall notify the students of the new date for the submission of coursework for any reassessment. It is the student’s responsibility to make sure that they have received this information.

30.4 The maximum overall module result for any alternative module will be 100%.

31. Reassessment in or Retake of a Module to Improve a Mark

31.1 A student may only be reassessed in or retake a module they have already passed if they have been offered a deferral opportunity as a result of a successful claim for Mitigating Circumstances (see section 32, Deferral).³⁷

32. Deferral

32.1 A student who fails to attend or submit one or more elements of assessment, or whose performance in one or more elements of assessment has been unduly affected for reasons judged to be valid by the Board of Examiners may be allowed to be assessed as if for the first time. This shall be known as a 'deferral'

32.2 The date and format of the deferral shall be the decision of the Board of Examiners or nominated committee but would *normally* be at a time between the date of the Board or nominated committee meeting and the start of the following academic year.

32.3 A student who fails a deferral shall be either reassessed or should retake the module depending on their overall module result.

32.4 A deferral does not count towards the number of attempts at any individual element of assessment or module.

33. Deferral in the Whole Module

33.1 Where the relevant Board of Examiners or nominated committee feels that the evidence justifies the award of a deferral in **all** elements of the assessment for the module, deferral on the whole module *may* be given. This will not count as a separate additional attempt in terms of the maximum number of attempts permitted to pass the module.³⁸

34. Award of a Pass Mark for Failed Elements of Assessment.

34.1 Where a student has had a claim of mitigating circumstances accepted by the Board of Examiners or nominated committee, a pass mark for a module that would otherwise be considered as a fail may be awarded only if after consideration of the other marks awarded in the module the board considers that the student would have passed the element in question had they not had mitigating circumstances.

³⁷ This means that, normally, once a satisfactory standard has been achieved in a module a student may not seek to improve their mark, grade or overall module result. Students may not take additional credits in an attempt to improve the classification of their award.

³⁸ See College Policy on Mitigating Circumstances

35. Accepted Mitigating Circumstances Claims for Work That Has Achieved a Pass

- 35.1 If, after having a Mitigating Circumstances claim accepted, a student achieves a pass result in the module, they will be given the choice of accepting the result or taking a deferral in the element(s) of work affected. A student who takes a deferral under these circumstances will be awarded either the mark for their original assessment or that for the deferral attempt for the assessment in question, whichever is the higher.³⁹

36. Non-participation in Deferred Assessment

- 36.1 Students who are offered a deferral opportunity and do not take the assessment will retain their original mark and overall module result. Students may only take the deferral opportunity within a specified period of time after the offer has been made to them. A deferral opportunity cannot be “carried over” to the next time the assessment occurs without a further successful application to the Mitigating Circumstances Board.

37. Change of Mark After a Sub-board of Examiners

- 37.1 In the event that a mark for any assessed work needs to be amended after the Board or Sub-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.^{40 41}
- 37.2 The full range of sanctions outlined in the College Code of Student Discipline may be applied retrospectively if evidence of an assessment offence is produced after a mark has been awarded.⁴²

38. Representations from Candidates Concerning Assessment Results

- 38.1 The College will 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.

³⁹ If a student opts for a deferral in the element of work or module affected, they must inform the College in writing no later than 10 working days after the release of the Exam Board’s decision. Students are strongly advised to seek guidance from the Module Tutor concerned and/or from their Personal Tutor, in order to ascertain whether it would be appropriate and beneficial to attempt a deferral in a piece of work or module which they have already passed.

⁴⁰ Markers and Chairs of Sub-boards in conjunction with Registry should consider for any continuing student whether the change in overall module result has any effect on their progression status.

⁴¹ The student shall be informed of the mark amendment and any resulting change to their progression, degree or degree classification in writing by the Registry.

⁴² The Chair should inform the student in writing that the mark is held in suspension and that the Board or Sub-Board of Examiners has the right to examine any past submissions.

- 38.2 Any representation should be addressed in the first instance to the Registrar of the College in the case of College-based assessment.
- 38.3 Any representation by or on behalf of a candidate must be submitted in writing within six weeks of the date of notification of results to the candidate.
- 38.4 There is no right of appeal on academic grounds against any assessment, module or degree result.

Part Four: Conferment of Awards**39. Approved Programme of Study**

- 39.1 No award may be conferred on a student unless they are registered on an approved programme of study with a named award.
- 39.2 The requirements for each named award will be set out in the relevant programme specification.
- 39.3 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.

40. Award of a Certificate of Continuing Education

- 40.1 To qualify for the award of a Certificate of Continuing Education, a student must have passed a minimum of 60 credits at Credit Level 4(C) or above.

41. Award of a Certificate of Higher Education (Cert HE)

- 41.1 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 3 or above including at least 90 credits at Credit Level 4 (C) or above;
 - (b) met any specific subject or scheme requirements for the named award.
- 41.2 The College may award a Certificate of Higher Education with Distinction to a student by the following method
- (i) Each module taken at level 4 or above that has been assigned a result of 0-100 shall have a value, v , where $v =$ one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0).
 - (ii) For each of these modules there shall be a result awarded by the board of examiners on the College Common Scale, m .
 - (iii) For each programme the classification will be based on the formula $\frac{\sum(v*m)}{\sum v}$
 - (iv) Based on the calculation outlined in paragraph 41.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above

Pass: The student has achieved an average result of 40% or above but less than 70%

42. Award of a Diploma of Higher Education (Dip HE)

- 42.1 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 3 or above in total, including no more than 30 credits at Credit Level 3,
- (b) passed modules worth at least 90 credits passed at Credit Level 5 (I) or above;
- (c) satisfied any specific subject or scheme requirements for the named award.

42.2 The College may award a Diploma of Higher Education with Distinction to a student by the following method

- (i) Each module taken at level 5 or above which has been assigned a result of 0-100 shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0). Modules taken at level 4 as part of the programme specification for a named Diploma of Higher Education DO NOT contribute to the determination of pass or distinction for any Diploma of Higher Education.
- (ii) For each of these modules there shall be a result awarded by the board of examiners on the College Common Scale, m .
- (iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$
- (iv) Based on the calculation outlined in paragraph 42.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above.

Pass: The student has achieved an average result of 40% or above but less than 70%.

43. Award of a Foundation Degree (FdA and FdSc)

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

- (a) accumulated credit worth at least 240 credits at Credit Level 3 or above in total, including no more than 30 credits at level 3 and at least 90 credits at Credit Level 5 (I) or above
- (b) no more than 30 credits as a Compensated Fail;
- (c) met the approved programme specifications including passing all core modules.

43.2 In accordance with University Ordinances, the College may award a Foundation degree with pass, merit and distinction

- (i) Each module taken at level 5 or above which has been assigned a result of 0-100 shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0). Modules taken at level 4 as part of the programme specification for a named Foundation Degree DO NOT contribute to the determination of pass, merit or distinction for any Foundation Degree.
- (ii) For each of these modules there shall be a result awarded by the board of examiners on the College Common Scale, m .

- (iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$
- (iv) Based on the calculation outlined in paragraph 43.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70 or above.
Merit: The student has achieved a result of 60% or above but less than 70%
Pass: The student has achieved a result of 40% or above but less than 60%.

Modules studied at credit level 4 do not contribute to the determination of a merit or distinction.

44. Award of a Single Honours Degree

- 44.1 To qualify for the award of a Degree with Honours, a student must have:
 - (a) completed the minimum period of study prescribed for the degree and;
 - (b) accumulated at least 360 credits at Credit Level 4 (C) or above (including at least 240 credits at Credit Levels 5 (I) and 6 (H), and at least 120 credits at Credit Level 6) of which, at least 300 credits must be passed at credit level 4(C) or above including a minimum of 90 credits passed at level 6 (H);
 - (c) no more than 60 credits as a Compensated Fail overall (or no more than 30 credits on the LLB) with no more than 30 credits at level 6 (H);
 - (d) met the approved programme specifications including passing all core modules⁴³;
- 44.2 A candidate for the award of an Honours degree who has previously completed modules as part of a Foundation degree shall be assessed for the award of Honours on the basis of his or her performance in all the relevant modules prescribed for the Honours degree including those completed during the period of registration for the Foundation degree.

45. Award of a Joint Honours Degree

- 45.1 To qualify for the award of a Degree with Joint Honours, a student must have complied with 44.1 (above) and accumulated no more than 210 credits in one subject area and no less than 150 credits in the second subject area.

46. Award of a Major/Minor Honours Degree

- 46.1 To qualify for the award of a Degree with Major/minor Honours, a student must have complied with 44.1 (above) and accumulated at least 25% of the programme (90 credits) in the minor subject area

⁴³ Students on the LLB programme may, at the discretion of the examination board, include core modules up to the value of 30 credits as a “compensated fail” and still receive their award – see section 27 “Compensated Fail and Awards”

47. Determination of Honours Classification:

- 47.1 An honours classification may only be awarded for undergraduate honours programmes (single, joint and major/minor)⁴⁴.
- a) A student must have met the individual programme specifications at Level 4 to be given an honours degree. However, the overall module results at Level 4 DO NOT contribute to the determination of classification. Only modules at credit levels 5 (I) and 6 (H), that have been assigned a mark of 0-100, shall contribute to the classification of honours.
 - b) All modules at credit levels 5 (I) and 6 (H) that have been assigned a mark of 0-100, shall be given a *weighted* result which is calculated as follows:
 - c) Each of these modules shall be assigned a *weighting*, *w*, where *w*=1 for a level 5 module and *w*=2 for a level 6 module.
 - d) Each of these modules shall have a value, *v*, where *v*= one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0).
 - e) For each of these modules there shall be a result awarded by the board of examiners on the College Common Scale, *m*.
 - f) The weighted average result shall be the sum of the products (*v***w***m*) for each module, divided by the sum of the products (*v***w*) for each of these modules, expressed as follows:

$$\frac{\sum_i v_i w_i m_i}{\sum_i v_i w_i}$$
 - g) The classification of honours degree to be awarded shall be based on the average of all the weighted results for completed modules from Levels 5 (I) and 6 (H) that have been assigned a mark of 0-100.
 - h) The College sets the class of Degree that may be awarded as follows:

First:	70% or above for the average weighted module results
Upper Second:	60% or above for the average weighted module results
Lower Second:	50% or above for the average weighted module results
Third:	40% or above for the average weighted module results
 - i) The final Degree classification agreed through the assessment process is based on academic judgement and the above calculation is only used as a guide.
 - j) Once a student has fulfilled the criteria for the honours degree they may not undertake further modules in order to improve his/her average result.

⁴⁴ The Accelerated LLB programme is exempt from this regulation; a revised regulation 47.1, appended to these regulations, is in force for this programme.

48. Award of a Pass Classification

- 48.1 To qualify for the award of a Pass classification, a student must have:
- (a) accumulated credit worth at least 300 credits at Credit Level 4 (C) or above;
 - (b) of which 240 credits must be passed at credit level 4 (C) or above and
 - (c) no more than 60 credits as a Compensated Fail (no more than 30 credits as a Compensated Fail on the LLB);
 - (d) passed all the prescribed core modules for the honours programme
 - (e) not have satisfied the requirements outlined in regulation 44.1 for the award of an honours degree.

49. Award of a Graduate Certificate or Graduate Diploma

- 49.1 To qualify for the award of a Graduate Certificate a student must have:
- (a) passed modules to the value of 60 credits at credit level 5 or above of which no more than 15 credits may be from credit level 5 (I);
 - (b) met the approved programme specifications including passing all core modules;
- 49.2 To qualify for the award of a Graduate Diploma a student must have:
- (a) passed modules to the value of 90 credits at level 6 (H) or above⁴⁵
 - (b) met the approved programme specifications including passing all core modules;
- 49.3 The College may award a Graduate Certificate or Graduate Diploma as follows
- (i) Each module taken at level 6 which has been assigned a result of 0-100 shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, 2.0). Modules taken at level 5 as part of the programme specification for a named Graduate Certificate or Diploma DO NOT contribute to the determination of pass or distinction for any Graduate Certificate or Diploma.
 - (ii) For each of these modules there shall be a result awarded by the board of examiners on the College Common Scale, m .
 - (iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$
 - (iv) Based on the calculation outlined in paragraph 49.3 (iii) the College will classify its awards as one of the following:
 - Distinction:** The student has achieved a result of 70% or above.
 - Merit:** The student has achieved a result of 60% or above but less than 70%.
 - Pass:** The student has achieved an average result of 40% or above but less than 60%.

⁴⁵ Some Birkbeck Graduate Diplomas require 120 credits to be obtained in order for the programme requirements to be fulfilled.

50. Award of a Postgraduate Certificate (PG Cert)

- 50.1 To qualify for the award of a postgraduate certificate a student must have passed modules to the value of 60 credits at level 7.

51. Award of a Postgraduate Diploma (PG Dip)

- 51.1 To qualify for the award of a postgraduate diploma a student must have passed modules to the value of 120 credits at credit level 6 (H) or above of which no more than 30 credits may be from credit level 6 (H).

52. Award of a Postgraduate Degree (MA; MFA; MSc; LLM *excluding MRes*)

- 52.1 To qualify for the award of a postgraduate degree a student must have:
- (a) accumulated credit to the value of 180 credits at credit level 6 (H) or above of which no more than 30 credits may be from credit level 6 (H);
 - (b) and no more than 30 credits as a Compensated Fail.
 - (c) met the approved programme specifications including passing all core modules.

53. Award of a Degree of Master of Research (MRes)

- 53.1 To qualify for the award of Master of Research a student must have:
- (a) passed modules to the value of 180 credits at credit level 6 (H) or above of which no more than 30 credits may be from credit level 6 (H). No compensation may be included in the award.
 - (b) satisfied any specific subject or scheme requirements for the named award.

54. Classification of Postgraduate Taught Awards

- 54.1 The College classifies its awards at Postgraduate taught level (PG cert, PG Dip, MA, MSc, MRes, MFA and LLM) by the following method
- (i) Each module taken at level 7 that has been assigned a result of 0-100 shall have a value, v , where $v =$ one thirtieth of the credit point value of the module (namely, 0.5, 1.0, 2.0, 3.0 or 4.0). Modules taken at level 6 as part of the programme specification for a named postgraduate award DO NOT contribute to the determination of pass, merit or distinction for any taught postgraduate award.
 - (ii) For each of these modules there shall be a result awarded by the board of examiners on the College Common Scale, m .
 - (iii) For each programme the classification will be based on the formula $\frac{\sum(v*m)}{\sum v}$
 - (iv) Based on the calculation outlined in paragraph 54.1 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above.

- Merit:** The student has achieved a result of above 60% but less than 70% in modules.
- Pass:** The student has achieved a result of above 50% but less than 60%.

54.2 In addition to 54.1 above, Masters students must normally achieve a distinction mark in the dissertation in order to be awarded a distinction.

54.3 Modules taken at level 6 (H) as part of the programme specification for a named postgraduate award DO NOT contribute to the determination of pass, merit or distinction for any taught postgraduate award.

55. Awards and Borderline Classifications (Class of Honours and Pass, Merit or Distinction)

55.1 Where a student's average result is within 2% of the next (higher) degree classification the Sub Board of Examiners should consider the number of modules and credit for which the assessment falls within a particular class. If a candidate has a preponderance of module results in a higher class than that determined by the aggregate result, the higher class of degree may be awarded.

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

56.1 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 core module and has no more attempts to convert the module to a pass (or compensated fail for LLB students);
- (c) the student has failed a compulsory module and has no more attempts to convert the module to a compensated fail;
- (d) 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;
- (e) 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;
- (f) 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.
- (g) 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.

56.2 A student's registration may be terminated on academic grounds, other than failure in an examination⁴⁶. This includes the following: unsatisfactory academic progress, unsatisfactory attendance at prescribed lectures, seminars, classes, practical sessions, or other prescribed academic activities, failure to complete or submit required written work by due dates or to satisfactory standards, failure to

⁴⁶ See the College Policy on the Termination of Registration

attend for prescribed tests or examinations, failure to comply with examination requirements or regulations. This list is not exhaustive.

- 56.3 The procedure for termination under 56.2 (above) shall be determined by the Academic Board.
- 56.4 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, PG Cert, PG Dip) if the student has fulfilled the criteria for that intermediate award.
- 56.5 A student who has been excluded on academic grounds may not normally be re-admitted to the same programme from which they were excluded or any other programme of the College.
- 56.6 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, PG Cert, PG Dip) 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.
- 56.7 The College Disciplinary Panel may restrict the final award classification that the student may achieve if found to have committed an assessment offence on that programme.

57. Award of Degrees

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

58. Notification of Results and Issue of Diplomas

- 58.1 After the Examiners have reached a decision, every candidate will be notified by the Registrar of the result of his/her examination.
- 58.2 A Diploma under the Seal of the University shall be subsequently delivered to each candidate who has been awarded a degree. For undergraduates the date of the award of the degree to successful candidates will be 31 July, but where a candidate completes the degree at a time other than at the summer examination the date of the award will be the first day of the month following the examiners' report. For postgraduates the date of the award of the degree will be the first of the following dates to fall after the last element of the examination has been completed: 1 March, 1 August, 1 November or 31 December.
- 58.3 The diploma will record the field of study (see below), where appropriate.

59. Field of Study

- 59.1 The examiners shall determine the field of study in accordance with the guidelines laid down in regulation 59.3 below.
- 59.2 The field of study shall be descriptive of the modules included in a degree curriculum but it shall be based only on a consideration of those modules that have been passed. The levels of pass are not relevant to the determination of the field of study.
- 59.3 Except where a single subject is appropriate, the subjects named in the field shall be determined as follows:
- (a) where appropriate, comprehensive titles will be used, for example, Biological Sciences, Combined Sciences, etc.;
 - (b) unless specified in the relevant programme specification, where a joint degree is awarded the conjunction “and” shall be used in the degree title
 - (c) unless specified in the relevant programme specification, where a major/minor degree is awarded, the conjunction “with” shall be used, with the major subject being referred to first
 - (d) where it is inappropriate to describe a curriculum in terms of one or two subjects or by a comprehensive title as in (a) above, the degree will be awarded without reference to a field.

60. Revocation of Degrees

- 60.1 On behalf of the College and in accordance with Ordinance 13, the Master 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.

61. Aegrotat Provisions

- 61.1 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%.
- 61.2 An aegrotat award may only be conferred for foundation degree and honours degree programmes.
- 61.3 An Aegrotat award may not be conferred on programmes accredited by a professional body which does not sanction this form of award.

- 61.4 An Aegrotat award shall not be conferred with any distinction or honours classification.
- 61.5 To be eligible for consideration of an Aegrotat award a candidate⁴⁷ 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.
- 61.6 On consideration of the students 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.⁴⁸ 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.
- 61.7 Where a student cannot meet the minimum stated above an Aegrotat award may not be conferred⁴⁹
- 61.8 On receipt of the offer of an Aegrotat Degree, the candidate may either

⁴⁷ A Sub-Board of examiners may make representations on the candidates behalf where that candidate is unable for medical or other reasons to submit the claim for her/himself.

⁴⁸ The transcript shall clearly denote the manner in which the credit was awarded.

⁴⁹ In this instance an intermediate award may be conferred if the student withdraws from the programme or has exceeded either the number of attempts for a module or the maximum period of registration or the student may be counselled to suspend/interrupt their studies until such a time as they are able to continue, taking in to account the amount of time remaining in the maximum period of registration.

- (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.
- 61.9 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.

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Appendix

Exemptions

The Accelerated LLB programme is exempt from Regulation 48.1 of the General Regulations For Taught Programmes of Study. In its place the following regulation is in force.

48.1 An honours classification will be awarded to students who meet the requirements outlined in regulation 45.1 of the College's Regulations for Taught Programmes of Study. The determination of the classification will take place as follows:

- a) Each module shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0).
- b) For each module there shall be a result awarded by the board of examiners on the College Common Scale, m .
- c) The average result shall be the sum of the products ($v \cdot m$) for each module, divided by the sum of the products (v) for each module, expressed as follows:

$$\frac{\sum_i v_i m_i}{\sum_i v_i}$$

- d) The classification of honours degree to be awarded shall be based on the average of all the results for completed modules from Levels 4 (C), 5 (I) and 6 (H).
- e) The College sets the class of Degree that may be awarded as follows:
 - First: 70% or above for the average module results
 - Upper Second: 60% or above for the weighted module results
 - Lower Second: 50% or above for the weighted module results
 - Third: 40% or above for the weighted module results
- f) The final Degree classification agreed through the assessment process is based on academic judgement and the above calculation is only used as a guide.
- g) Once a student has fulfilled the criteria for the honours degree they may not undertake further modules in order to improve his/her average result.