

Imperial College London

**Regulations for Taught
Programmes of Study
20xx**

Imperial College London

Regulations for Taught Programmes of Study Table of Contents

Table of Contents

Introduction to the Regulations	5
Purpose of the Regulations	5
Scope of the Regulations	5
Application of the Regulations.....	6
Effective Dates for the Regulations	6
Academic Year	6
Definition of Terms	6
Part One: General Regulations.....	9
1.0. Admission and Registration of Students on to Taught Programmes.....	9
2.0. Accredited Prior Learning (APL).....	9
3.0. Period of Student Registration.....	11
4.0. Interruption of Studies.....	11
5.0. Enrolment.....	12
6.0. Module Registration.....	12
7.0. Withdrawal From a Programme of Study and the College	12
8.0. Supplementary Modules	13
9.0. Progression From One Year of Study to Another.....	13
Part Two: Structure and Framework	14
10.0. General Principles and Framework.....	14
12.0. Awards.....	17
Part Three: Assessment.....	19
13.0. General.....	19
14.0. Marking and Moderation and External Scrutiny	20
15.0. Examinations	20
16.0. Examination Arrangements and Reasonable Adjustments in Respect of Disability or Personalised Examination Provision (PEP).....	21
18.0. Passing a Module	22

19.0.	Reassessment.....	22
20.0.	Timing and Format of Reassessment.....	23
21.0.	“Compensated Fail” and Awards.....	24
22.0.	Failure of a Module.....	25
23.0.	Re-take of a Module.....	25
24.0.	Alternative Modules.....	25
25.0.	Reassessment in or Retake of a Module to Improve a Mark.....	26
26.0.	Deferral.....	26
27.0.	Deferral in the Whole Module.....	27
28.0.	Accepted Mitigating Circumstances Claims for Work That Has Achieved a Pass	27
29.0.	Non-participation in Deferred Assessment.....	27
30.0.	Change of Mark After a Sub-board of Examiners.....	27
31.0.	Representations from Candidates Concerning Assessment Results.....	28
Part Four: Conferment of Awards.....		29
32.0.	Approved Programme of Study.....	29
33.0.	Award of a Single Honours Degree.....	29
34.0.	Award of a Joint Honours Degree.....	29
35.0.	Award of a Major/Minor Honours Degree.....	29
36.0.	Determination of Honours Classification:.....	29
37.0.	Award of a Postgraduate Certificate (PG Cert).....	30
38.0.	Award of a Postgraduate Diploma (PG Dip).....	31
39.0.	Award of a Postgraduate Degree (excluding MRes).....	31
40.0.	Award of a Degree of Master of Research (MRes).....	31
41.0.	Classification of Postgraduate Taught Awards.....	31
42.0.	Awards and Borderline Classifications (Class of Honours and Pass, Merit or Distinction).....	32
43.0.	Regulations for Excluding and Terminating a Student’s Registration From a Taught Programme on Academic Grounds.....	32
44.0.	Notification of Results and Issue of Degree Certificates.....	32
45.0.	Field of Study.....	33
46.0.	Revocation of Degrees.....	33

47.0. Aegrotat Provisions 34

DRAFT

Introduction to the Regulations

- (i) These regulations relate to taught programmes of study for students, of Imperial College London (hereafter referred to as “The College”). These regulations apply to all programmes where exemptions (either to specific regulations or to the regulations as a whole) are approved by College Senate.
- (ii) This document should be read in conjunction with the College’s related policies, the appropriate programme handbook and programme regulations and other supporting documentation published by the College.
- (iii) These regulations do not apply to research degree programmes.
- (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 Senate.
- (v) The authority to amend these regulations is held by Senate 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.

Purpose of the Regulations

- (vii) These regulations have been adopted to meet the requirements of College Ordinance B1: ‘Degrees and Other Awards Granted by the University’.
- (viii) 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

- (ix) These regulations apply to the awards detailed in Regulation X.x and to students registered at Imperial College for these awards.

Application of the Regulations

- (x) These regulations will apply to both new and continuing students.

Effective Dates for the Regulations

- (xi) These regulations will be effective from the beginning of the academic session 20xx

Academic Year

- (xiv) Dates of the academic year are specified by Senate. 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

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.

Delegate: 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 [Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#).

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

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

Credit: a unit of “learning”, an amount and level of which is assigned to each module and award. Credit is awarded to a student in recognition of the verified achievement of the designated learning outcomes for the relevant module or award.

College Board of Examiners: a sub-committee of Senate. The College currently operates X Boards, for XXX at XXX level.

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: a method of assessment which is 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.

Sub-Board of Examiners: the body that is responsible for recommending awards to the College Boards of Examiners for an individual programme of study; sub-boards have a range of other responsibilities as defined in the appropriate policies. Each approved programme of study is either allocated to an existing examination sub-board, or has a new examination sub-board constituted for it.

Master’s: any postgraduate taught degree including MRes

Module: a self-contained, formally structured unit of study with a coherent and explicit set of learning outcomes and assessment criteria.

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

Practical Assessment: a method of assessment which can consist of practical skills assessment, oral presentations and viva vice examinations. This is not an exhaustive list.

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

Taught Programme of Study: an academically coherent grouping of modules, with a defined set of learning outcomes, leading to a named award.

Reassessment: the procedure by which students who have not passed a module may attempt one or more piece(s) of assessment 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 a research degree (normally for the award of MPhil or PhD) at the College, for whom the College's research degree 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.

Student: persons registered as pursuing a course of study leading to a degree of the College or another award of the College referred to in paragraph 2 of Ordinance B1: 'Degrees and Other Awards Granted by the University'

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.

Undergraduate: any undergraduate taught degree including MEng and MSci integrated Master's degrees.

Part One: General Regulations

1.0. Admission and Registration of Students on to Taught Programmes

- 1.1. In order to be considered for an award of the College students must be admitted by the College and must register and enrol for a programme of study offered by the College.
- 1.2. All decisions on admission will be taken in accordance with the College's Admissions Policy (see also regulation X.x, Accredited Prior Learning).
- 1.3. A student may not register concurrently for more than one degree, diploma or certificate or for any combination of these awards of the College with the following exceptions
 - a) Students are permitted to register concurrently for the Bachelor of Medicine & Bachelor of Surgery (MBBS) and the Bachelor of Science (intercalated) (BSc).
- 1.4. A student may not register as a student of the College while registered as a student for the equivalent qualification of any other university or institution except in named circumstances approved by the Senate.

2.0. Accredited Prior Learning (APL)¹

- 2.1. The College may at its discretion recognise for academic purposes prior certified or experiential learning. This recognition may give the learning a credit value and permit it to be counted towards the total number of credits required for an award.
- 2.2. Credit may be awarded for accredited prior learning (APL) for one or several modules². 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.

¹ See also the [College Policy for the Assessment of Prior Learning](#).

² 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, for example, be awarded 30 APL credits for this module and would then be exempted from the requirement to complete this module within the new programme.

2.3. The maximum number of Accredited Prior Learning credits accumulated at an institution other than the College³ that may be credited towards a College award⁴ is as follows:

a) Table i: Maximum amount of prior learning which may be accredited for each award.

Award	Maximum APL (Certified)	Maximum APL (Experiential)
Undergraduate Awards		
BEng, BSc	60 credits	X credits
MBBS	X credits	X credits
MSci, MEng	120 credits	X credits
Postgraduate Awards		
MBA, MEd, MPH, MSc	X credits	X credits
MRes	X credits	X credits
PGCert	X credits	X credits
PGDip	X credits	X credits

2.4. In addition to credit, a specific result may be recorded for a module, in accordance with the College's **Policy on Accredited Prior Learning**.

2.5. APL credits may count towards the number of credits needed for the award. However, they may normally only count towards the classification if the credit is derived from study within the College. Where appropriate, an alternative method of deriving the degree classification for students including APL credits within their assessment profile will be approved by the relevant College Board of Examiners or nominated sub-board upon registration of the student.

³ All credits accumulated on programmes at the College may be transferred to other programmes at the discretion of the relevant **admissions tutor**, subject to the provisions of the College **Policy for the Assessment of Prior Learning**.

⁴ See regulations X.x – X.x “Conferment of Awards”.

- 2.6. 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.

3.0. Period of Student Registration

- 3.1. Except in named circumstances approved by the Senate the minimum and maximum periods of registration for each award including any periods of interruption or reassessment are as follows:

- a) Table ii: Minimum and Maximum Periods of registration for each award.

Award	Minimum Period of Registration	Minimum Period of Registration with APL (certified)	Minimum Period of Registration with APL (Experiential)	Maximum Period of Registration
Undergraduate Awards				
BEng, BSc	3 years	2 Years	X Years	X Years
MBBS	6 years	2 Years	X Years	X Years
MSci, MEng	4 years	2 Years	X Years	X Years
Postgraduate Awards				
MBA, MEd, MPH, MSc	1 year	X Years	X Years	5 Years
MRes	1 year	X Years	X Years	5 Years
PGCert	3 months	X years	X years	2 years
PGDip	6 months	X years	X years	4 years

4.0. Interruption of Studies.

- 4.1. Students may spend a maximum of two years during their programme on "Interruption" status, in accordance with the College's [Interruption of Studies Policy](#). Students who do not re-enrol by the end of this period will be considered to have withdrawn from the programme of study, and their registration will be terminated.

- 4.2. Students may undertake reassessments during an Interruption of Studies but may not re-take a module or attempt a module for the first time.

5.0. Enrolment

- 5.1. 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 interruption of studies). All students must abide by the enrolment procedure published by the College and must enrol to the satisfaction of the College.
- 5.2. Students who fail to complete enrolment for each academic year of their programme will be considered to have withdrawn, and their registration will be terminated.
- 5.3. Each student's academic progress will be reviewed annually and a decision will be made, in consultation with the appropriate sub-board of examiners 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.⁵

6.0. Module Registration

- 6.1. Awards may only be made to students who have completed the appropriate modules for the programme, as specified in the relevant programme specification. Students are responsible for ensuring that they have registered for the correct modules each year.

7.0. Withdrawal From a Programme of Study and the College

- 7.1. A student who withdraws from a programme of study at the College ceases immediately to be a registered student at the college.

⁵ See also the College [Policy on the Termination of Registration of a Student](#).

- 7.2. A student who withdraws before completing the target award may be offered an intermediate award at the discretion of the College board of Examiners⁶.

8.0. Supplementary Modules

- 8.1. A registered student 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 and level in credits. No classification will be awarded. Neither will the supplementary modules affect in any way the classification of any degree awarded previously.

9.0. Progression From One Year of Study to Another

- 9.1. At the end of each academic year students will:
- a) be eligible to progress in their studies or;
 - b) not be eligible to progress in their studies but will be offered the possibility of repeating (re-taking or being reassessed in) those piece(s) of assessment required in order to progress, or;
 - c) not be eligible to be further assessed and therefore have their registration terminated.
- 9.2. The specific requirements for progression on any programme will be published in the relevant Programme Specification.

⁶ A student should request this in writing to the Registry. It will not normally be awarded automatically.

Part Two: Structure and Framework

10.0. General Principles and Framework

- 10.1. Programme and module specific requirements will be 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.
- 10.2. All modules must be assigned a credit value. Modules may only be offered in single (7.5 credits), double (15 credits) or quadruple sizes (30 credits). In the case of MRes research projects only 45 credit modules may also be offered. No other size of module will be permitted.
- 10.3. All modules will be assigned a numerical value in credits designating the level of study in accordance with the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies and the Qualifications Framework of the European Higher Education Area.
- 10.4. Where a module outline 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.
- 10.5. 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 regulation X.x "Compensated Fail") may be awarded for a core module.
- 10.6. 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.
- 10.7. 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.

- 10.8. Any student awarded a Postgraduate certificate and/or Postgraduate Diploma who subsequently transfers on to, and qualifies for a Master's degree shall retain both or all awards.
- 10.9. 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 with the following exceptions:
- a) Modules studied at level 6 as part of a postgraduate programme of study require a minimum overall module result of 50% to be achieved for the module to be passed
 - b) Modules studied at level 7 as part of an undergraduate programme of study require a minimum overall module result of 50% to be achieved for the module to be passed
- 10.10. A minimum level of achievement in any or all piece(s) of assessment(s) within the prescribed assessment for the module may be required. These requirements will be published in the relevant module outline.
- 10.11. Credit for a module irrespective of the value cannot be divided. A student must therefore satisfy the examiners for the whole module in order to be awarded credit for that module.
- 10.12. Credits awarded for a module may normally only contribute towards one award with the following exceptions:
- a) Credit which has been considered as accredited prior learning (see regulation X.x)
 - b) Credit awarded for modules on the Bachelor of Medicine & Bachelor of Surgery (MBBS) may also contribute towards the Bachelor of Science (BSc) (intercalated)

11.0. Curriculum Structure

- 11.1. Each programme must contain a prescribed set of modules to fulfil the minimum credit requirements for the relevant award as follows:
- a) Table iii: Minimum credit requirements by FHEQ level for each award.

Award	Total Credit for Award (minimum)	Level 4 (minimum)	Level 5 (minimum)	Level 6 (minimum)	Level 7 (minimum)
Undergraduate Awards					
BEng	180	45	45	45	
BSc	180	45	45	45	
MBBS	380 ⁷	n/a	n/a	n/a	n/a
MSci	240	45	45	45	60
MEng	240	45	45	45	60
Postgraduate Awards					
MBA	90				75
MEd	90				75
MPH	90				75
MRes	90				75
MSc	90				75
PGCert	60				45
PGDip	30				20

11.2. All taught programmes comprise a number of prescribed modules for which credit is awarded when the module is passed⁸. A specified number of credits must be achieved to be eligible for an award for a given programme.

11.3. A programme of study will 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 regulations X.x – X.x “Conferment of Awards”).

⁷ Credit is not awarded for the Bachelor of Medicine & Bachelor of Surgery however for the purposes of reporting a notional credit value of 380 credits has been applied. This consists 60 credits each for years 1-4 and 70 credits each for years 5-6.

⁸ See also regulations X.x “Compensated Fail” and Awards.

- 11.4. Individual programme specifications will state the required number of credits at each level in order to receive the named award for that programme, where this exceeds the number of credits outlined in regulation X.x.
- 11.5. The programme specification will state the modules that must be studied for the award and will state whether these modules are core, optional or elective.

12.0. Awards

12.1. In accordance with Paragraph One of the College Ordinance B1: 'Degrees and Other Awards Granted by the University' the College may confer the following awards:

- a) Bachelor of Engineering (BEng) with Honours
- b) Bachelor of Medicine and Bachelor of Surgery (MB,BS)
- c) Bachelor of Science (BSc) with Honours
- d) Master in Science (MSci) with Honours
- e) Master of Engineering (MEng) with Honours
- f) Master of Business Administration (MBA)
- g) Master of Education (MEd)
- h) Master of Public Health (MPH)
- i) Master of Research (MRes)
- j) Master of Science (MSc)

12.2. In addition to those awards named in the College Ordinances and in accordance with Paragraph Two of the College Ordinance B1: 'Degrees and Other Awards Granted by the University' the College may confer the following Certificates and Diplomas

- a) Certificate of Higher Education (CertHE)

- b) **Diploma of Higher Education (DipHE)**
- c) Postgraduate Certificate (PGCert)
- d) Postgraduate Diploma (PGDip)

DRAFT

Part Three: Assessment

13.0. General

- 13.1. The individual assessment marks and overall module result of any module can only be approved by a sub-board of examiners or exceptionally the Chair of the sub-board on behalf of that sub-board.
- 13.2. The marks for all pieces 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.
- 13.3. The pass mark for all pieces of assessment on programmes at undergraduate level is 40% except level 7 modules taken as part of an undergraduate degree (normally an integrated masters) where the pass mark will be 50%.
- 13.4. The pass mark for all pieces of assessment on programmes at postgraduate level is 50%.
- 13.5. If a student attempts a module but does not submit any work for the appropriate assessment(s) as described in the module Outline for that module, and does not have an application for mitigating circumstances accepted by the Examination Board (see regulation X.x “Deferral”) 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.
- 13.6. A student will be deemed to have attempted a module if they have registered for that module and not submitted any written notification to the College indicating withdrawal from the module or programme by the relevant published deadlines.
- 13.7. The assessment requirements for any module will consist of one or more pieces of assessment. An assessment may be any type of assessment method as deemed appropriate by the College and approved during the approval of the module and/or programme.
- 13.8. Students must adhere to the requirements for each individual assessment that they undertake, as described in the relevant module outline. This includes attendance at or submission of all prescribed assessment(s)

Failure to attend an assessment or submit by the published deadline will result in the failure of the individual assessment. In these circumstances a mark of 0 will be recorded for the relevant piece of assessment⁹.

- 13.9. All written assessments may be submitted through the College's approved plagiarism detection service(s) in accordance with the College **Policy on Assessment Offences**.

14.0. Marking and Moderation and External Scrutiny

- 14.1. The marking and moderation of all assessment will be governed by College **Policy on marking and moderation**, on assessment board practice and the roles of examiners.
- 14.2. The selection, appointment, and role of External Examiners will be governed by the College's **Policy on the appointment of boards of examiners**.

15.0. Examinations

- 15.1. **At any written examination in which there is also a practical examination a candidate must satisfy the examiners in both the practical and written parts of the examination.**
- 15.2. All answers to examination questions must be written in English unless instructions are given to the contrary.
- 15.3. Candidates must not remove any examination script(s) (whether completed or not) from an examination room.
- 15.4. 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.

⁹ 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 Programme Director or Director of Undergraduate Studies in advance of the deadline if they are unsure of the correct procedure for submission of work.

- 15.5. 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 examination scripts the name and type of machine used. The unauthorised use of material stored in a pre-programmable memory will constitute an assessment offence.
- 15.6. Except as provided in regulation X.x above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room (other than to an area of the room designated for the purpose of storing such materials or aids) 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.
- 15.7. The procedures for investigating suspected assessment offences including the penalties that may be awarded are detailed in the College Policy on Assessment Offences which will be considered to have the full force of the College's regulations.
- 16.0. Examination Arrangements and Reasonable Adjustments in Respect of Disability or Personalised Examination Provision (PEP).**
- 16.1. At the discretion of the College appropriate alternative assessment arrangements may be made for a candidate who is severely ill or otherwise disabled to take his/her examination.
- 16.2. The procedure for applying for such arrangements and for their approval is defined in the College's Policy on Alternative Assessment Arrangements for Students With Disabilities.
- 16.3. Students who request such 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 X.x)
- 17.0. Late Submission of Assessment
- 17.1. XXX

18.0. Passing a Module

- 18.1. If a student fails to achieve an overall pass in a module (as defined in the relevant module outline) the Board of Examiners or nominated committee may decide at its discretion to allow the student to:
- a) be reassessed in one or more of the piece(s) of assessment for the module by a date the sub-board of Examiners or nominated committee will set, or;
 - b) retake the entire module (i.e. re-attend all lectures and seminars AND re-attempt all pieces of the assessment).
- 18.2. Reassessment, as defined in regulation X.x may take the same format as the original assessment in question, or may take an alternative format at the discretion of the relevant examination board.
- 18.3. Students will be offered # attempts at passing each piece of assessment (other than where an assessment offences panel has decreed otherwise), including a maximum of # reassessment opportunity.

19.0. Reassessment

- 19.1. The Sub-board of Examiners or nominated committee has the final decision on whether to allow a student to be reassessed in any assessment.
- 19.2. A student may be eligible for reassessment in one or all pieces of assessment associated with a module that they have not previously passed, at the discretion of the relevant Sub-board of Examiners or nominated committee, subject to regulations X.x and X.x below¹⁰.
- 19.3. If a module contains more than one piece of assessment, a student will not be permitted to be reassessed in any piece of assessment in which they have already achieved a pass (subject to regulation X.x “Deferral”)
- 19.4. Any student who is offered the opportunity to be reassessed but who does not take up this opportunity will retain the original mark recorded for the piece of assessment and the overall module result.

¹⁰ Reassessment in one or all elements of a module does not normally involve re-registering for the module or attendance

19.5. Except where the assessment has been deferred (see X.x “Deferral”) Any piece of assessment that is submitted as a reassessment will be capped at the relevant pass mark (see regulation X.x and X.x).

19.6. 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);
- 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 regulations X.x “Compensated Fail” and Awards).

20.0. Timing and Format of Reassessment

20.1. The relevant Sub-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:

- (i) at the next normal assessment opportunity (i.e. when the module next operates); or
- (ii) as a reassessment before the start of the following academic year (usually between June and September). In this instance the Sub-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.^{11,12,13}

¹¹ For example, the sub-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.

¹² 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.

¹³ The relevant Departmental Office will co-ordinate the arrangements for any reassessment and must notify the students of the new date for the submission of coursework for any reassessment.

21.0. “Compensated Fail” and Awards

- 21.1. Where a student has achieved a result of 30-39% (undergraduate), or 40-49% (postgraduate), the sub-board of examiners may, at its discretion, offer a “compensated fail”.
- 21.2. A compensated fail may not be awarded for a core module.
- 21.3. Where a student has not exhausted the prescribed number of attempts at that module the student may reject the offer of a compensated fail and seek to pass the module at the next available opportunity; any offer of a compensated fail will lapse once a further assessment is attempted, although sub-boards may repeat the offer if the student does not subsequently pass the module, at their discretion.
- 21.4. The maximum number of Compensated Fail credits that may be included towards an award is as follows:
- a) Table iv: Maximum number of credits which may be compensated.

Award	Maximum compensation
Undergraduate Awards	
BEng, BSc	X credits
MBBS	X credits
MSci, MEng	X credits
Postgraduate Awards	
MBA, Med, MPH, MSc	X credits
MRes	X credits
PGCert	X credits
PGDip	X credits

- 21.5. No more than XX credits may be compensated at any one level within a programme of study.

- 21.6. Where a student has accepted the award of a compensated fail, and progressed to the next year of academic study, they may not rescind this acceptance and attempt any further assessment at that module.
- 21.7. Where a student has exhausted all attempts at a module and has not passed that module, and has not been offered and accepted the offer of a “compensated fail” then the Board of Examiners will award a fail for the module.

22.0. Failure of a Module

- 22.1. If a student fails to achieve at least the relevant pass mark as specified in **XX** above in any module, and is not awarded a compensated fail for that module, then they will be deemed to have failed that module.
- 22.2. **XXX**

23.0. Re-take of a Module

- 23.1. If a student re-takes (i.e. repeats all assessments with attendance) a module, as required by the Board of Examiners, she/he must re-register for and attend the module and complete all assessments. This applies regardless of the marks the student achieved in any element of assessment at the previous attempt.
- 23.2. The maximum overall module result for any re-taken module will be **XX**%.

24.0. Alternative Modules

- 24.1. In the event that a failed core module is no longer available the student must attempt an alternative module determined by the relevant sub-board of examiners.
- 24.2. Where an optional module has been failed the student may attempt an alternative module on approval from the relevant sub-board of examiners.^{14,15}

¹⁴ Students would normally re-take the original option module unless it is no longer running or the Department agrees that an alternative option is appropriate.

24.3. Where an alternative module is attempted the student will have only the same number of attempts to pass the module as would have applied if the original module was available.

24.4. The maximum overall module result for any alternative module will be XX%.

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

25.1. A student may only be reassessed in or re-take 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 regulation X.x, "Deferral").¹⁶

26.0. Deferral

26.1. A student who fails to attend or submit one or more piece of assessment, or whose performance in one or more piece of assessment has been unduly affected may, as a result of having a successful claim for mitigating circumstances, be allowed to be assessed as if for the first time. This shall be known as deferral.

26.2. The date and format of any deferred assessment will be at the discretion of the sub-board of examiners or nominated committee.

26.3. A student who fails a deferred assessment will either be subject to reassessment or should re-take the module depending on their overall module result.

26.4. A deferral does not count towards the number of attempts at any individual element of assessment or module and the reassessment will not be capped at the pass mark (regulations X.x and X.x).

¹⁵ The Chairman of the relevant Board or nominated committee will normally approve the alternative module by chair's action, which will be reported to the next available meeting of the Board or nominated committee.

¹⁶ 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.

27.0. Deferral in the Whole Module

- 27.1. Where the relevant sub-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.¹⁷

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

- 28.1. 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 piece(s) of assessment 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.

29.0. Non-participation in Deferred Assessment

- 29.1. 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 for consideration of mitigating circumstances to the sub-board of examiners or its nominated committee.

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

- 30.1. 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 College board.^{18,19}

¹⁷ See [Mitigating Circumstances Policy, Procedure and Guidance](#).

¹⁸ Markers and Chairs of Sub-boards of Examiners in conjunction with Registry should consider for any continuing student whether the change in overall module result has any effect on their progression status.

¹⁹ 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.

- 30.2. 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.²⁰

31.0. Representations from Candidates Concerning Assessment Results

- 31.1. Representations from candidates concerning assessment results will be considered in accordance with the College's **Procedure for Appeals Against Decisions of Examiners**.

²⁰ 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.

Part Four: Conferment of Awards**32.0. Approved Programme of Study**

- 32.1. The College 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.

33.0. Award of a Single Honours Degree

- 33.1. To qualify for the award of a Degree with Honours, a student must have:

- (i) accumulated at least 180 credits at Credit Level 4 or above of which, at least 150 credits must be passed at Credit Level 4 or above including a minimum of 45 credits passed at level 6 or above;
- (ii) no more than xx credits as a Compensated Fail overall with no more than xx credits at level 6 or above;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.

34.0. Award of a Joint Honours Degree

- 34.1. To qualify for the award of a Degree with Joint Honours, a student must have complied with regulation x.x above and accumulated no more than xx credits in one subject area and no less than xx credits in the second subject area.

35.0. Award of a Major/Minor Honours Degree

- 35.1. To qualify for the award of a Degree with Major/Minor Honours, a student must have complied with regulation x.x above and accumulated at least 25% of the programme in the minor subject area.

36.0. Determination of Honours Classification:

- 36.1. An honours classification may only be awarded for undergraduate honours programmes (single, joint and major/minor).

36.2. **Year Weightings**36.3. **Classification Algorithm**

36.4. The College sets the class of Degree that may be awarded as follows:

- a) **First:** 70% or above for the average weighted module results
- b) **Upper Second:** 60% or above for the average weighted module results
- c) **Lower Second:** 50% or above for the average weighted module results
- d) **Third:** 40% or above for the average weighted module results

36.5. In circumstances where a student has taken more than 240 credits at Levels 5 and 6, the sub-board may recommend that the lowest scoring Level 5 or 6 modules would not be considered to determine the overall calculation. The calculation must be based on at least 240 credits, of which at least 120 credits must be at level 6.

36.6. The final Degree classification agreed through the assessment process is based on academic judgement and the above calculation (regulation X.X) is only used as a guide.

36.7. 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.

37.0. Award of a Postgraduate Certificate (PG Cert)

37.1. To qualify for the award of a postgraduate certificate a student must have passed modules to the value of no fewer than 30 credits at Credit Level 6 or above of which no more than 10 credits may be from Level 6.

38.0. Award of a Postgraduate Diploma (PG Dip)

38.1. To qualify for the award of a postgraduate diploma a student must have passed modules to the value of no fewer than 60 credits at Level 6 or above of which no more than 15 credits may be from Level 6.

39.0. Award of a Postgraduate Degree (excluding MRes)

39.1. To qualify for the award of a postgraduate degree a student must have:

- (i) accumulated credit to the value of no fewer than 90 credits at level 6 or above of which no more than 15 credits may be from credit level 6;
- (ii) and no more than XX credits as a Compensated Fail;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.

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

40.1. To qualify for the award of Master of Research a student must have:

- (i) passed modules to the value of no fewer than 90 credits at credit level 6 or above of which no more than 15 credits may be from credit level 6.
- (ii) no compensation may be included in the award.
- (iii) met specific requirements for an award as outlined in the approved programme specification for that award.

41.0. Classification of Postgraduate Taught Awards

41.1. Classification algorithm

41.2. The College sets the class of Degree that may be awarded as follows:

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

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

41.3. Masters students must normally achieve a distinction mark in the dissertation in order to be awarded a distinction.

41.4. 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.

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

42.1. Where a student's average result is within 2.5% 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.

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

43.1. The College's regulations on the termination of a student's registration from a taught programme on academic grounds are codified in the College's Policy and Procedure for the Termination of a Student's Registration.

44.0. Notification of Results and Issue of Degree Certificates

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

44.2. A Degree Certificate under the Seal of the University shall be subsequently delivered to each candidate who has been awarded a degree.

44.3. Date Award Granted

44.4. The diploma will record the field of study (see below), where appropriate.

45.0. Field of Study

45.1. The appropriate College Board of Examiners will determine the field of study in accordance with the guidelines laid down in regulation X.x below.

45.2. The field of study will be descriptive of the modules included in a degree curriculum that have been passed by the student.

45.3. Except where a single subject is appropriate, the subjects named in the field will 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” will be used in the degree title;
- c) unless specified in the relevant programme specification, where a major/minor degree is awarded, the conjunction “with” will 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.

46.0. Revocation of Degrees

46.1. On behalf of the College the Provost may, on the recommendation of the Senate, 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 College 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.

47.0. Aegrotat Provisions

- 47.1. 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 creates an average exceeding 40%.
- 47.2. An aegrotat award may only be conferred for honours 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 may not be conferred with any distinction or honours classification.
- 47.5. To be eligible for consideration of an aegrotat award a candidate²¹ must:
- a) submit the request for an aegrotat award to the Academic Registrar in writing after the publication of results, and;
 - b) be unable to attempt any further modules or undertake any further assessments/reassessments and/or re-takes 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. On consideration of the students application the appropriate College Board of Examiners may:
- a) award the minimum pass mark for a missed or failed piece of assessment if after taking into account the student's performance in other areas of the module in question they are satisfied that the

²¹ 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.

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 re-take 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 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 re-take in the foreseeable future.²² 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.

47.7. Where a student cannot meet the minimum stated above an aegrotat award may not be conferred.²³

47.8. On receipt of the offer of an aegrotat Degree, the candidate may either:

- a) accept the offer, in which case the degree will be conferred, or;
- b) decline the offer, and re-enter the assessments for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter assessments shall cease to be eligible for an aegrotat Degree in respect of the assessments on which his/her original application was based.

²² The transcript shall clearly denote the manner in which the credit was awarded.

²³ 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.

- 47.9. 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.

DRAFT