

Academic Regulations

January 2004

ACADEMIC REGULATIONS OF THE UNIVERSITY 2004

The Academic Regulations, hereafter referred to as the Regulations, of the University provide the framework of principles and rules governing academic practice relating to the provision of learning and teaching leading to awards of the University and the basis for the assurance and maintenance of academic standards. The Regulations are approved by and operate with the authority of the Academic Board. They may be up-dated, reviewed or amended as determined from time to time by the Academic Board.

Ordinances

The Regulations implement the Ordinances of the University. The Ordinances are printed separately.

Handbook of Academic Procedures

Arrangements for implementing the Regulations are contained in the Handbook of Academic Procedures which is also published separately.

The Regulations may be copied without alteration for use in the University.

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ACADEMIC REGULATIONS 2004

Significant amendments have been made to the following paragraphs:

- A1.2.3 Foundation degree
- A1.2.6 Integrated bachelor/masters degree
- A1.3.2 Taught and supervised research degree
- A1.5 Higher doctorate
- A1.6 Awards of other awarding bodies
- A7.7 Standard of foundation degree
- A7.12 Doctor of Philosophy (DPhil)

- B1 Learning and credit
- B2 Credit tariff
- B3 Credit level
- B5 Credit, work-based learning and credit
- B6 Accredited learning and accreditation of experiential learning
- B7 Accredited learning (AL)
- B8 Accreditation of experiential learning (AEL)
- B9 Maximum permitted recognition of AL and AEL
- B10 Credit transfer between awards
- B12.2.1 calibration for credit of units of study offered elsewhere
- B13.4 Records of credit
- B13.5 Records of credit

- C5.1 Foundation degree

- D2.1 Entrance requirements in excess of minimum
- D2.2 English language requirements
- D2.3 Foundation degree entrance requirements
- D2.4 Undergraduate entrance requirements
- D2.5 Graduate entry awards minimum entry requirements

- E8.1 Reassessment to improve a mark
- E12.1 determination of penalties for assessment offences

- G2 Affiliated institutions replace accredited and associated institutions

- H Insertion of provisions reflecting the revised doctoral framework
- H Insertion of minimum credit requirements for research awards
- H1.1 Revised provisions for the Research Diploma
- H2 Insertion of provisions for a supervised DPhil
- H2.6 Maximum length of commentary for DPhil
- H3.4 Requirements for a higher doctorate

- J3 Visiting practitioner professor

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A AWARDS OF THE UNIVERSITY

A1 LIST OF AWARDS

A1.1 The University may grant awards as provided for in Ordinance 1.1 and as further specified and approved by Academic Board

A1.2 The following awards may be granted to persons who successfully complete the required taught route and satisfy the conditions in the Regulations:

A1.2.1 Certificate

Certificate (Cert)
Certificate in Education (Further Education) (Cert Ed (FE))
Certificate of Advanced Professional Studies in Education (CAPSE)
Certificate of Extension Studies (Cert Ext St)
Certificate of Higher Education (CertHE)
Certificate in Professional Development (CertPD)

A1.2.2 Diploma

Diploma (Dip)
Diploma of Extension Studies (Dip Ext St)
Diploma in Professional Studies (DPS)
Diploma of Higher Education (DipHE)

A1.2.3 Foundation degree

Foundation Degree Arts (FdA)
Foundation Degree Science (FdSc)

A1.2.4 Degree and degree with honours

Bachelor of Arts (BA)
Bachelor of Education (BEd)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Science (BSc)

A1.2.5 Degree

Bachelor of Town Planning (BTP)
Bachelor of Architecture (BArch)

A1.2.6 Integrated bachelor/masters degree

Master of Engineering (MEng)
Master of Planning (MPlan)

A1.2.7 Graduate entry certificate and diploma

Graduate Certificate (GradCert)
Graduate Diploma (GradDip)

A1.2.8 Postgraduate certificate and diploma

Postgraduate Certificate (PGCert)
Postgraduate Certificate in Education (PGCE)
Postgraduate Diploma (PGDip)

A1.2.9 Taught higher degree

Master of Arts (MA)
Master of Business Administration (MBA)
Master of Design (MDes)
Master of Education (MEd)
Master of Laws (LLM)
Master of Science (MSc)
Master of Fine Art (MFA)

A1.3 The following awards may be granted to persons who successfully complete approved supervised research (including, where required, taught units of study) and satisfy the conditions in the Regulations:

A1.3.1 Supervised research degree

Research Diploma (ResDip)
Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)

A1.3.2 Taught and supervised research degree

Doctor of Philosophy (PhD)
Doctor of Philosophy (DPhil)
Doctor of Business Administration (DBA)
Doctor of Education (EdD)
Doctor of Health Psychology (DHealth Psych)
(such other award titles for professional doctorates and professional practice doctorates as may be approved by the Academic Board from time to time)

A1.4 Research degree by published research

The award of Doctor of Philosophy (DPhil) may be granted to persons who successfully submit evidence of scholarship through a collection or substantial piece of published work and satisfy the conditions in the Regulations

A1.5 Higher doctorate

The following awards may be granted to persons who provide evidence of work of high distinction in accordance with the Regulations:

Doctor of Letters (DLitt)
Doctor of Science (DSc)

A1.6 Awards of other awarding bodies

The University may grant the following awards to persons who successfully complete the approved taught route and satisfy the conditions in the Regulations for:

Higher National Certificate
Higher National Diploma

A2 REGISTRATION FOR AWARDS

- A2.1 A student is entitled to receive only one award of the University as a result of a continuous period of registration for a specific award
- A2.2 Acceptance by the student of the highest award for which the student is eligible as determined by the decision of an examining board constitutes termination of the registration for that award. A student may, subject to satisfying the entry requirements, commence a new registration for a higher award within the same subject or programme, or register for a different award. Such registration shall be treated as a new registration for the purpose of eligibility for that award
- A2.3 A student may register for more than one specific award simultaneously subject to not exceeding the maximum number of credits for which enrolment is permitted at any one time
- A2.4 Registration for an award and enrolment on a module is subject to satisfying the entry requirements stated for the award or module
- A2.5 A student may enrol on a module without registering for an award

A3 CREDIT STRUCTURE OF AWARDS

- A3.1 Each award shall specify the minimum number of credits at stated levels which a student must obtain in order to receive the award

A4 INTERMEDIATE AWARDS

- A4.1 An award may be approved to include other awards at intermediate points of assessment
- A4.2 Acceptance by a student of an intermediate award terminates the student's registration on the award

A5 SANDWICH MODE

- A5.1 A student will be eligible for an award specifying a sandwich mode of study on satisfactory completion of a placement involving approved work experience of a duration meeting the requirement for a sandwich placement as specified by the regulations for the named award
- A5.2 A student who is unable or elects not to undertake a sandwich placement or who is deemed not to have completed satisfactorily a sandwich placement but who otherwise completes the

requirements for a named award is eligible for that award in the full-time mode. Such an award may carry a different title to the award specifying the sandwich mode

A6 JOINT AWARDS WITH OTHER INSTITUTIONS

- A6.1 The Academic Board may exceptionally approve awards offered jointly by the University with one or more institutions of higher education recognised by the University as having awarding powers comparable to those of the University. Such awards shall satisfy the Regulations and shall be governed by written agreement(s) specifying the responsibilities and obligations of the awarding institutions. These shall include responsibility for the maintenance of academic standards and quality, the assessment of students and arrangements for the granting of the award and the maintenance of award records

A7 STANDARD OF AWARDS

- A7.1 The standard of an award is defined by reference to the threshold knowledge and skills required of a student on entry to an award and by reference to the stated learning outcomes required for successful completion of the prescribed study or supervised research. Such learning outcomes shall be stated in the approved programme specification for each award
- A7.2 For taught awards the standard shall be expressed by reference to the minimum number of credits at specified levels which a student must obtain from assessed learning. Learning achieved outside the University may, within limits set by the Regulations, contribute to an award of the University where it has been accredited or otherwise certificated by an institution of higher education or body and is recognised for credit purposes by the University, or where it results from experiential learning which has been successfully assessed and awarded credit by the University
- A7.3 For all taught awards listed in A7.5 to A7.12 a student must have obtained at least the minimum credit requirements stated for the award
- A7.4 The University's awards are consistent with the qualification descriptors for awards in the Framework for Higher Education Qualifications as promulgated by the Quality Assurance Agency for Higher Education
- A7.5 The standard of Certificate awards shall be defined as:

Certificate The standard expected of a student with prior knowledge and skills equivalent to five GCSE passes who has successfully completed the prescribed study

Certificate in Education (Further Education) The standard expected of a student with prior knowledge and skills satisfying the University's general entrance requirements who has successfully completed prescribed study of the theory and practice of teaching education and who has demonstrated practical competence in teaching

Certificate of Advanced Professional Studies in Education The standard expected of a qualified teacher who has successfully completed prescribed study relevant to the practice of teaching

Certificate of Extension Studies The standard expected of a graduate who has successfully completed prescribed study designed to broaden skills or knowledge in a given area or who has undertaken a structured investigation

Certificate of Higher Education The standard expected of a student with prior knowledge and skills appropriate for the University's general entrance requirements who has successfully completed prescribed study

Certificate in Professional Development The standard expected of a student with the prior knowledge and skills appropriate for entry to an award route leading to a certificate, diploma or first degree, who has successfully completed a coherent area of study of a professional nature

A7.6 The standard of Diploma awards shall be defined as:

Diploma The standard expected of a student with prior knowledge and skills satisfying the University's general entrance requirements who has successfully completed prescribed study

Diploma of Extension Studies The standard expected of a graduate who has successfully completed a programme designed to broaden skills or knowledge in a given area or who has undertaken a structured investigation

Diploma of Higher Education The standard expected of a student with prior knowledge and skills satisfying the University's general entrance requirement who has successfully completed prescribed study

Diploma in Professional Studies The standard expected of a person with a relevant professional qualification and a specified period of professional experience who has successfully completed prescribed study of a professional nature

A7.7 The standard of foundation degree awards shall be defined as:

Foundation degree The standard expected of a student with prior knowledge and skills satisfying the University's general entrance requirements who has successfully completed required study which includes appropriate work related study

A7.8 The standard of first degree awards shall be defined as:

Degree The standard expected of a student with prior knowledge and skills meeting the University's general entrance requirement who has successfully completed prescribed study

Degree with Honours The standard expected of a student with prior knowledge and skills meeting the University's general entrance requirement who has successfully completed prescribed study including having demonstrated the capacity for sustained independent work

Integrated bachelor/masters degree The standard expected of a student with prior knowledge and skills appropriate for the University's general entrance requirement who has successfully completed prescribed study which extends beyond the scope and length of award routes leading to a Bachelor award

A7.9 The standard of graduate awards shall be defined as:

Graduate Certificate The standard expected of a graduate on entry who has successfully completed a prescribed programme, including a specified minimum of credit at levels 2 and 3, designed to build on existing intellectual attainment and develop new knowledge and skills in a professional discipline

Graduate Diploma The standard expected of a graduate on entry who has successfully completed a prescribed programme, including a specified minimum of credit at level 3 and above,

designed to build on existing intellectual attainment and develop new knowledge and skills in a professional discipline

A7.10 The standard of postgraduate awards shall be defined as:

Postgraduate Certificate The standard expected of a graduate having successfully completed prescribed study

Postgraduate Certificate in Education The standard expected of a graduate who has successfully completed prescribed study of the theory and practice of teaching and who has demonstrated practical competence in teaching. Such students shall satisfy any additional requirements as determined from time to time by the Secretary of State for Education

Postgraduate Diploma The standard expected of a graduate who has successfully completed prescribed study

Masters Degree The standard is that expected of a graduate who has successfully completed prescribed study including successful completion of a compulsory element of advanced independent work

A7.11 The standard of supervised research awards shall be defined as:

Research Diploma The standard expected of a graduate who has successfully completed an individual programme including an element of directed private study and research

Master of Philosophy The standard expected of a graduate who has satisfactorily completed a research training and has investigated and critically evaluated an approved topic over at least eighteen months of full-time study or part-time equivalent, has satisfied the requirements of any taught units of study and has presented a satisfactory thesis

Doctor of Philosophy (PhD) The standard expected of a graduate who has satisfactorily completed research training and has investigated and critically studied an appropriate topic over at least twenty four months of full-time study or part-time equivalent resulting in a significant, independent and original contribution to knowledge, has satisfied the requirements of any taught units of study and has presented a satisfactory thesis

Professional Doctorate and Professional Practice Doctorate The standard expected of a graduate who has satisfactorily completed taught units of study, research training including evidence of dissemination and evaluation of research-based enquiry within a specific professional context, and has investigated and critically studied an aspect of professional practice over at least twenty four months of full-time study or part-time equivalent, resulting in a significant, independent and original contribution to knowledge or to the development of professional practice and has presented a satisfactory thesis

A7.12 The standard of research awards granted on successful submission of published research shall be defined as:

Doctor of Philosophy (DPhil) The standard expected of a graduate who has successfully completed taught units of study including a specified minimum of taught credit and who has successfully submitted a collection of published work demonstrating a significant and original contribution to current knowledge or scholarship

Higher Doctorate The standard expected of a graduate who has successfully provided evidence of leading authority in the field of study concerned and has made an original and significant contribution to the advancement or application of knowledge or scholarship in that field

A8 AWARD REQUIREMENTS

- A8.1 An award may be obtained only by means of the mode(s) as validated and approved
- A8.2 The period of study for an award may be shorter or longer than the normal expectation stated in the regulations for the award depending on whether a student enters with knowledge or skills higher or lower than those specified for the award and on the rate of progress through the award
- A8.3 Successful completion of an award, module or similar unit of study requires that the student fulfills the stated objectives, including meeting the specified learning outcomes for the award, module or similar unit of study

A9 AWARD TITLES

- A9.1 Awards granted for successful completion of taught study may be named or unnamed. Named awards shall have entry conditions, curriculum and other particular requirements specified as necessary for the award
- A9.2 Joint or combined awards within the University Modular Scheme may be granted with descriptors showing the main fields of study. Such award descriptors shall be specified in the programme specification and assessment regulations for these awards
- A9.3 An award may be untitled:
 - a where the award itself is sufficiently descriptive; or
 - b where the award is an unnamed University award as permitted in the University Modular Assessment Regulations
- A9.4 Unnamed awards are not permitted for the HNC, HND, the integrated bachelor/masters degree and the masters degree

A10 DIFFERENTIAL LEVELS OF AWARDS

- A10.1 An award may be granted with Merit, Distinction, or with Honours classification where:
 - a Regulations A10.2, A10.3, A10.4 and A10.5 permit the granting of Merit, Distinction or Honours classification; and
 - b the approved assessment regulations specify the criteria for the granting of such differentiations
- A10.2 Awards granted with Merit are permitted for:
 - a Postgraduate certificate
 - b Postgraduate diploma
 - c Masters

- d otherwise only where Merit is specifically requested by a professional or statutory body

A10.3 The following awards may be granted with Distinction:

- a Certificate of Higher Education
- b Diploma of Higher Education
- c Degree
- d Integrated bachelor/masters
- e Graduate Certificate
- f Graduate Diploma
- h Postgraduate Certificate
- i Postgraduate Certificate in Education
- j Certificate in Management
- k Postgraduate Diploma
- l Diploma in Management Studies
- m Masters

A10.4 First Degrees with Honours are awarded with the following classifications:

- First Class
- Second Class (Upper Division)
- Second Class (Lower Division)
- Third Class

A10.5 The University may approve other forms of award differentiation where specifically required by a professional or statutory body and agreed by the University for the purpose of the professional recognition or accreditation of a University award

A11 AEGROTAT AWARDS

A11.1 An award may be granted in aegrotat form to a student who satisfies the general conditions for the award and who is unable for reasons of illness or similar cause accepted by the examining board to complete or be assessed for the award. An aegrotat award is not classified neither is it awarded with merit, distinction or other differential level

A12 POSTHUMOUS AWARDS

A12.1 Any award may be granted posthumously, either in normal or aegrotat form, in respect of a deceased student who was a registered student at the time of death and who satisfied the remaining general conditions for grant of the award so far as practicable and for whom sufficient

assessable work was available at the time of death to enable the examining board to recommend an award

B CREDIT

B1 LEARNING AND CREDIT

- B1.1 Credit is a means of specifying and quantifying achievement of assessed learning with reference to designated learning outcomes
- B1.2 Standard credit is awarded for the achievement of assessed learning at a specified level
- B1.3 Placement credit is awarded for the completion and achievement of a pass in an approved placement, period of work experience or language study abroad as defined in the requirements of a specific award. Placement credit defines the amount of credit achieved, but does not define a level
- B1.4 The minimum credit requirements for eligibility for a University award refer to standard credit. Placement credit may not contribute to or be substituted for standard credit for the purpose of satisfying the required minimum credit total for an award

B2 CREDIT TARIFF

- B2.1 The credit tariff is the number of hours on average a student is expected to study to achieve specified learning outcomes at a specified level. This notional study time includes staff/student contact, independent study, private study, time spent in professional practice where required, revision and completion of assessment requirements
- B2.2 Under the University's credit tariff 1 credit involves 10 hours of notional study time
- B2.3 The total notional study hours for a University award is determined by the credit requirements for that award
- B2.4 The minimum credit size of a module within the University Modular Framework is 10 credits
- B2.5 The maximum credit size of a module is normally 60 credits. Normally only project or dissertation modules are approved at the value of 60 credits. For awards within the University Modular Framework, exceptions to the maximum are permitted only where a justification is accepted at validation
- B2.6 Sub-division of learning into units of less than 10 credits may exceptionally be approved for assessed learning undertaken outside the University Modular Framework

B3 CREDIT LEVEL

- B3.1 A credit level is an indicator of the relative demand, complexity and depth of learning and of the autonomy expected of the learner. A module/unit of study shall be defined as being at a specified level
- B3.2 Levels are differentiated by learning outcomes. Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate after completion of a process of learning

- B3.3 Learning outcomes and their assessment requirements specify what a student must meet to be awarded credit
- B3.4 The assessment requirements of a module or unit of study will be proportionate to the credit tariff and level of the module
- B3.5 The University defines the standard of each level of assessed learning in general terms as follows:
- level 0 learning beyond the requirement or its equivalent for entry to foundation routes
 - level 1 learning beyond the completion of the University's general entry requirements
 - level 2 learning beyond level 1
 - level 3 learning beyond level 2
 - level M learning beyond level 3 or beyond the acquisition of relevant professional experience

B4 CREDIT STRUCTURE OF AWARDS

- B4.1 Unless specifically excepted, all awards of the University shall be defined in terms of their minimum credit requirements. To be eligible for an award, a student must have successfully completed the required number of credits at the required level as specified for that award
- B4.2 Where a student has not achieved the required credit total for an award, and an examining board has accepted extenuating circumstances affecting performance relating to the unachieved credit, the board may consider recommending an award where the student has achieved at least 80% of the required credit total for the award

B5 PLACEMENTS, WORK-BASED LEARNING AND CREDIT

- B5.1 Credit may be awarded for placements and work-based learning undertaken outside the University
- B5.2 Standard University credit of a specified amount and at a specified level is awarded for approved placements or work-based learning which are assessed in accordance with the regulations for the award for which the placement or work-based learning is a requirement
- B5.3 Placement credit is awarded for the completion and achievement of a pass in an approved placement, period of work experience or language study abroad as defined in the requirements of a specific award. Placement credit defines the amount of credit achieved, but does not define a level

B6 ACCREDITED LEARNING AND ACCREDITATION OF EXPERIENTIAL LEARNING

- B6.1 The University may recognize credit or credit equivalence achieved from successful study in other institutions as contributing to awards of the University. Such study may have been completed before or be undertaken in parallel with assessment of a student for an award of the University
- B6.2 The University may award credit for experiential learning undertaken through employment or other personal experience subject to successful assessment of evidence of such learning in accordance with assessment regulations and procedures determined by the University

B7 ACCREDITED LEARNING (AL)

- B7.1 Learning which has been assessed and accredited by an institution of higher education or other external body and is recognised by the University as contributing to the credit requirements for a University award shall be described as Accredited Learning (AL)
- B7.2 Evidence of accredited learning shall be open to scrutiny and verification by the University in order to establish that the learning achieved by the student meets the learning outcomes of modules or units of study valid for the award for which the student is registered
- B7.3 Faculties shall establish procedures for the scrutiny of applications for recognition of accredited learning to enable matching of the learning achieved by the student with the specified learning outcomes for modules, groups of modules or other units of study for which the accredited learning will be a substitute
- B7.4 Recognised accredited learning shall identify the level and the amount of credit in accordance with procedures set down by the University

B8 ACCREDITATION OF EXPERIENTIAL LEARNING (AEL)

- B8.1 Accredited experiential learning is learning achieved through employment or other work-based learning or personal experience that has not previously been assessed or considered for educational or qualification purposes
- B8.2 The University may award credit for experiential learning. Such learning must be documented and open to assessment in accordance with University procedures including, where appropriate, by formal examination
- B8.3 Assessment of experiential learning shall require the matching of the learning achieved by the student with the learning outcomes specified for modules, groups of modules or other units of study valid for the award for which the student is registered
- B8.4 Faculties shall establish procedures for the assessment of experiential learning to lead to the award of University credit. All assessed experiential learning shall be considered for the award of credit by the appropriate examining board
- B8.5 Experiential learning that is assessed and confirmed by the University for the award of University credit shall be described as Accredited Experiential Learning (AEL)

B9 MAXIMUM PERMITTED RECOGNITION OF AL AND AEL

- B9.1 Recognised accredited learning and successfully assessed experiential learning may contribute to the credit requirements of an undergraduate or postgraduate taught award of the University to a maximum of two thirds of the credit total required for that award
- B9.2 The two thirds ceiling shall not apply where a student has obtained all credit by study and assessment under the University's Regulations
- B9.3 Where both accredited and experiential learning contribute to the credit requirements of an award of the University, the combination shall not exceed two-thirds of the total credit requirements for the award
- B9.4 Where a student fails to meet the requirements of the award on which he or she is registered but is eligible to receive a lower award, the two thirds limit for credit gained by external AL or AEL shall be reduced accordingly for the lower award

B9.5 For a masters degree, all credit beyond the credit total required to achieve a postgraduate diploma must be achieved by study and assessment under the Regulations

B10 CREDIT TRANSFER BETWEEN AWARDS

B10.1 A student may transfer credit gained in the context of one award to another award where the learning outcomes are deemed to be valid for the requirements of the new award. Such credit transfer shall be permitted to students of the University and to students external to the University who apply to register for an award of the University and who wish to transfer credit gained elsewhere

B10.2 A student may apply for the transfer of credit:

- a at the point of registration for a University award
- b at the point of transfer from one University award to another University award
- c having accepted a University award and registering for another award at a higher level, subject to B10.4 below

B10.3 Applications to register for a University award on the basis of AL, AEL or a combination of AL and AEL are subject to Regulations B6, B7, B8 and B9 above

B10.4 Where a student terminates registration and accepts an award, the credit gained may be used to contribute towards an award at a higher level, but not towards an award at the same or lower level

B10.5 Marks achieved for AL (whether internal or external) or for AEL are not transferable. Only the credit is transferred

B10.6 It is not necessary for a student formally to request recognition of transferred credit to another award where that credit is for modules or units of study which are already valid for the award to which the student is seeking to transfer

B10.7 A student who has discontinued registration without having achieved or accepted an award may resume registration for that award at a later date subject to continuing to meet the requirements of that award. Credit or marks achieved from modules or units of study before registration ceased may contribute to the resumed award provided that the modules or units of study continue to be valid for the award

B11 CREDIT RATING OF SHORT COURSES

B11.1 Periods of study such as short courses provided by the University may be calibrated for University credit provided that the learning achieved can be assessed against learning outcomes and the notional study time generates a minimum of 10 credits at undergraduate or postgraduate level. Sub-division of learning into units of less than 10 credits may exceptionally be approved for assessed learning undertaken outside the University Modular Framework

B12 CREDIT RATING OF LEARNING OFFERED BY EXTERNAL ORGANISATIONS

B12.1 Learning leading to awards of the University

B12.1.1 Learning offered by organisations external to the University may be calibrated for credit. Where such credit is valid for awards of the University, credit calibration will normally be undertaken in conjunction with validation or approval of the award or module and will conform to the credit structure of the University's awards

B12.2 Learning not leading directly to awards of the University

B12.2.1 Units of study offered by organisations external to the University may be calibrated for credit. Such credit may or may not lead directly to a University award. Units of study shall be credit rated in accordance with the University's Regulations and shall be undertaken by procedures established by the Academic Board

B12.2.2 To be considered for credit calibration an organisation external to the University must be supported by a faculty of the University and the learning offered must demonstrate that:

- i the learning is concerned both with the development of the individual and the achievement of organisational objectives;
- ii there is a learning environment sufficient and appropriate to meet the learning needs of students and able to support their learning experience;
- iii the specified learning outcomes are adequately expressed in terms of knowledge skills and competence;
- iv the learning outcomes are properly assessed and involve approved examiners external and independent of the providing organisation; and
- v the provision is subject to regular monitoring and review which is open to scrutiny by the University

B13 CREDIT RECORDS

B13.1 The definitive record of the credit value of awards of the University and of other learning which is credit rated by the University shall be held by the Academic Secretary

B13.2 The record of credit gained by a student enrolled on modules shall be maintained by the faculty taking responsibility for the field in which the module is located

B13.3 The record of credit gained by a student registered for an award of the University shall be maintained by the faculty taking responsibility for the award

B13.4 Records of credit for students registered for awards of the University through an institution external to the University shall be maintained by the external institution in a form acceptable to the University. These records shall be available to authorised officers of the University on request

B13.5 Records of credit for students studying with an external organisation who are not registered for an award of the University shall be maintained by the faculty designated as linked to the external organisation

C AWARD ROUTES

C1 APPROVAL AND VALIDATION

C1.1 The Academic Board shall have overall responsibility for the approval of awards and the validation of routes leading to awards of the University whether such routes are taught by the University or by another organisation operating in an approved relationship with the University

- C1.2 The Academic Board shall establish procedures to enable proposed new awards and award routes to be validated and for the validation process to provide assurance of the standards of awards and the quality of learning and teaching in accordance with the objectives and policies of the University
- C1.3 For each award of the University, and for each award of an external body for which the University offers taught provision, there shall be an approved programme specification stating the award, award structure, curriculum, assessment regulations and other requirements as set down from time to time by the Academic Board. The programme specification shall be completed by the faculty taking responsibility for the award no later than the date set for this purpose by the validation panel. The programme specification shall be made accessible throughout the University in conformity with arrangements approved by the Academic Board
- C1.4 Academic Board may charge a committee or body established by such a committee to undertake on its behalf validation of programmes leading to awards of the University

C2 MONITORING AND EVALUATION

- C2.1 All awards, fields, modules and supervised research contributing to awards of the University shall be subject to annual monitoring and regular evaluation in accordance with procedures established by the Academic Board
- C2.2 The procedures shall require faculties and other approved units of the University having responsibility for delivering awards, to show how monitoring of awards, fields and modules is undertaken, how action has been taken to deal with matters identified and, where action is beyond the remit or capacity of the faculty or monitoring body to take forward, to bring such matters to the attention of the University
- C2.3 Faculties shall establish arrangements for the annual monitoring and regular review of all non award-bearing provision for which they are responsible
- C2.4 Where monitoring and evaluation of awards are undertaken by external organisations, the Academic Board shall establish procedures, normally involving the relevant faculty or comparable body within the University in whose subject area the awards fall, to receive and consider evidence of such monitoring and for ensuring that appropriate action, where necessary, is taken
- C2.5 The Academic Board may charge a committee or body established by such committee periodically to review monitoring and evaluation by faculties and external institutions and to require regular reports
- C2.6 The Academic Board may establish procedures for reviewing such other aspects of its educational provision as it may choose to specify from time to time. Such procedures shall have regard for the requirements of external organizations and professional bodies involved in recognition or accreditation of the University's awards, or where external organisations may request information on or arising from the University's quality assurance arrangements

C3 MODIFICATIONS TO APPROVED AWARD ROUTES

- C3.1 The Academic Board shall establish procedures enabling approved awards, award routes, fields and modules to be modified and for the programme specifications of all such provision to be amended and maintained as accurate, accessible and comprehensive records of learning and teaching as offered to students

C4 RELATIONSHIPS WITH OTHER AWARDING BODIES

- C4.1 The Academic Board may establish procedures for the validation, monitoring and review of routes leading to awards of another body where the processes of that body so provide

C5 MINIMUM AND MAXIMUM LENGTH OF TAUGHT AWARD ROUTES

- C5.1 The following minimum periods of defined study for awards normally apply to award routes designed to admit to the start of the programme students meeting the University's general entrance requirements:

Certificate	15 weeks
Certificate of Advanced Professional Studies in Education	15 weeks
Certificate in Professional Development	15 weeks
Certificate of Extension Studies	15 weeks
Certificate in Education (Further Education)	30 weeks
Certificate of Higher Education	30 weeks
Diploma in Extension Studies	30 weeks
Diploma	60 weeks
Diploma in Professional Studies	30 weeks
Diploma of Extension Studies	30 weeks
Diploma of Higher Education	60 weeks
Foundation Degree	60 weeks
Degree/Honours degree	90 weeks
Graduate Certificate	30 weeks
Graduate Diploma	30 weeks
Postgraduate Certificate in Education	36 weeks
Postgraduate Certificate	15 weeks
Certificate in Management	15 weeks
Postgraduate Diploma	30 weeks
Diploma in Management Studies	30 weeks
Masters Degree	45 weeks

- C5.2 The normal maximum period for completion of an award shall be determined by the assessment regulations for that award, including the maximum permitted opportunities for reassessment
- C5.3 For awards which are recognised or accredited by professional bodies, specific maximum registration periods may be required in order to safeguard continuing currency of knowledge and its application in a professional context
- C5.4 The maximum period within which a student may complete the route to a specified award including permitted reassessment may also be constrained by limitations on the life span of a module or group of modules in order to safeguard the currency of knowledge

D STUDENTS OF THE UNIVERSITY

D1 ADMISSION

- D1.1 A student is admitted to the University when he or she has satisfied the University's general entrance requirements or otherwise provided evidence of ability to achieve the required standard at entry, has registered for an award or enrolled on a module or short course and paid the required fees
- D1.2 An applicant may seek admission at any point beyond the initial entry point for an award subject to satisfying the entry requirements specified for the award and to provision of evidence to the satisfaction of the University that the applicant has achieved the learning outcomes specified for any part of the award not undertaken under the assessment regulations for the award

D2 GENERAL ENTRANCE REQUIREMENTS

- D2.1 The general entrance requirements constitute the minimum entry requirements for entry to an award of the University. Particular awards may require specific levels of attainment in specific subject areas which are above these minima
- D2.2 English language requirements: a recognised English language qualification is normally required for entry to all awards. If the applicant's first language is not English, tests such as the British Council's International English Language Test (IELTS) are acceptable. All applicants must achieve a minimum grade of 6.0; applicants for graduate entry awards, postgraduate certificates, postgraduate diplomas, masters and doctorate awards must achieve a minimum grade of 6.5
- D2.3 The minimum level of attainment required for entry to the start of a foundation degree, the start of a foundation route or routes leading to the award of a Higher National Diploma is:
- a at least 40 UCAS tariff points in one subject at Advanced General Certificate of Education (AGCE) or Advanced Vocational Certificate of Education (AVCE) or BTEC National Award (NA) supported by three subjects at General Certificate of secondary Education (GCSE) at grade C or above; or
 - b a BTEC National Certificate of National Diploma; or
 - c National Vocational Qualifications or Scottish Vocational Qualifications Level III in the number of subjects specified in the regulations for the award; or
 - d a Quality Assurance Agency (QAA) recognised Access certificate awarded by an Authorised Validating Agency; or
 - e such other european and international qualifications and/or experience which the University considers equivalent to the above; or
 - f such other qualifications as may be recognised as equivalent by the Academic Board
- D2.4 The minimum level of attainment required for entry to undergraduate certificates, diplomas, first degrees (degree and degree with honours) is:
- a at least 40 UCAS tariff points in each of two subjects at Advanced General Certificate of Education (AGCE) or Advanced Vocational Certificate of Education (AVCE) or BTEC

- National Award (NA) supported by three subjects at General Certificate of Secondary Education (GCSE) at grade C or above; or
- b at least 40 UCAS tariff points in each of three subjects at AGCE or AVCE supported by one subject at GCSE at grade C or above; or
 - c at least 40 UCAS tariff points in each of two subjects in an AGCE or AVCE or BTEC NA; and at least 20 UCAS tariff points in each of two subjects in an Advanced Subsidiary (AS) supported by one subject at GCSE at grade C or above; or
 - d three subjects at grade C or above in Higher Grade of the Scottish Certificate of Education supported by two subjects at Standard Grade 3 or above or Intermediate 2; or four subjects at Higher Grade; or
 - e a 12 unit Vocational Certificate of Education (VCE) double award; or
 - f a BTEC National Certificate or National Diploma; or
 - g National Vocational Qualifications or Scottish Vocational Qualifications Level III in the number of subjects specified in the regulations for the award; or
 - h a QAA recognised Access certificate awarded by an Authorised Validating Agency; or
 - i the European Baccalaureate; or
 - j the International Baccalaureate; or
 - h the award of an Irish Leaving Certificate with grade C or above in three subjects at higher level and two at ordinary; or four subjects at higher level; or
 - i such other european and international qualifications which are nationally recognised as being the equivalent to the above; or
 - k such other qualifications as may be recognised as equivalent by the Academic Board
- D2.5 The normal minimum level of attainment required for entry to graduate entry awards (the graduate certificate and diploma) is a first degree or equivalent professional qualification or approved experience
- D2.6 The normal minimum level of attainment required for entry to postgraduate certificates, diplomas or masters degrees is a first degree and/or at least two years professional experience in an area relevant to the field of study of the award

D3 OTHER ENTRY PROFILES

- D3.1 Possession of knowledge and skills needed for admission to the University may be demonstrated by means other than possession of the normal entrance requirements
- D3.2 An applicant who does not satisfy the normal minimum entrance requirements for an award or module may be admitted on provision of evidence which demonstrates to the University's satisfaction that the applicant can benefit from study at the appropriate level and is likely on the evidence presented to achieve the required standard. The University may accept the following as satisfying all or part of its entry requirements:

- a qualifications, credit or other forms of accredited learning from institutions of higher education or recognised bodies;
- b evidence of experiential learning not previously assessed by or contributing to the awards of other institutions or bodies which is open to scrutiny and where necessary assessment

D4 ADMISSION TO PROGRAMMES LEADING TO AWARDS OF BODIES OTHER THAN THE UNIVERSITY

- D4.1 Admission to programmes conducted by the University leading to awards of other bodies shall be subject to the requirements of the body concerned

D5 ADMISSION TO NON AWARD-BEARING PROVISION OF THE UNIVERSITY

- D5.1 Admission of students to non award-bearing provision of the University shall be as approved and as provided for in the information describing such provision

D6 REGISTRATION AND ENROLMENT

- D6.1 Subject to the provisions of regulations D6.2, D6.3, D6.4 and D6.5, a student or prospective student not having any outstanding debt or other obligation to the University may apply to register for an award for which he or she meets the specified entry requirements including any requirements set by a professional body for recognition or accreditation of an award for professional employment, or to enrol on any module or unit of study for which he or she meets the specified entry requirements, prerequisites and co-requisites

- D6.2 Registration or enrolment is subject to the availability of the award and/or module and/or unit of study and to any limit on the number of available places on the award and/or module and/or unit of study. The University may take account of logistical and educational reasons in determining entry to an award or module

- D6.3 Subject to any restrictions in the assessment regulations for an award, a student may continue to enrol on modules or units of study for which he or she has satisfied any pre-requisites or co-requisites and is not in debt to the University (or has been given permission by the Vice-Chancellor to enrol despite the existence of the debt); is not subject to restrictions as a result of a breach of discipline, suspension or investigation for other academic reasons; and has not been expelled from the award or the University

- D6.4 A student may not be enrolled for more than 180 credits at any one time

- D6.5 The University may in exceptional circumstances and at its sole discretion refuse to permit a student to register for an award, to enrol on a module or unit of study or to continue in enrolment on a module

D7 RESPONSIBILITIES OF STUDENTS

- D7.1 A student shall be individually responsible for providing the University with such information as it may require for admission, registration and enrolment, including any information specified as

being necessary at the point of initial registration for a specific award, for the certification of credit and awards and for any other purpose connected with the University's functions

- D7.2 Such information shall include full and accurate details of name, permanent and, if different, local address and date of birth. Changes of name or address are to be notified to the University without delay, and in any event, before the termination of the student's registration
- D7.3 A student shall be individually responsible for paying fees for his or her award or module(s) as required by the University or for providing satisfactory evidence of sponsorship by a local education authority, research council, employer or agency accepted by the University
- D7.4 A student shall be individually responsible for undertaking and managing such learning activities as are required to enable him or her to meet the requirements and objectives of the award or module on which the student is registered or enrolled
- D7.5 A student shall be individually responsible for complying with all rules, Regulations and Procedures applying to him or her as determined by the Academic Board, the Board of Governors or the Vice-Chancellor

D8 STUDENT CONSULTATION AND FEEDBACK

- D8.1 The Academic Board shall require faculties and other approved units to establish and promulgate arrangements, including formal procedures, for securing consultation with and feedback from students on teaching, learning, assessment methods and procedures and other arrangements for awards, award routes and modules, and for establishing procedures for securing consultation with and feedback from research degree students on arrangements for supervision, learning, assessment methods and procedures and other matters concerning research degree provision

D9 STUDENT COMPLAINTS ABOUT ACADEMIC PROVISION

- D9.1 The Academic Board shall establish procedures for dealing with complaints from students about any academic matter related to teaching and learning provision on award routes or modules or any academic matters relating to the provision for supervised postgraduate research
- D9.2 An academic complaint shall be defined as a matter of concern to a student about the delivery, management or assessment methods and procedures of an award, award route or module, or of supervised research, which has not been resolved through the normal consultation procedures as established under Regulation D8
- D9.3 A complaint made in respect of an award route, module or supervised research shall be made whilst the study is in progress
- D9.4 A complaint from a research degree student about supervision arrangements must be communicated to the Academic Secretary before the thesis is submitted by the student for examination

D10 SUSPENSION AND EXPULSION OF STUDENTS FOR ACADEMIC REASONS

- D10.1 The procedures established by Academic Board for the suspension and expulsion of students for an unsatisfactory standard of work or for other academic reasons shall:

- a provide that, where an examining board has determined that a student has failed to meet the stated requirements for assessment after undertaking all permitted reassessments and is not eligible to enrol on other modules, the student may be required by the Dean or his or her nominee to withdraw from the award; and
- b specify conditions under which the Vice-Chancellor may, after giving the student an opportunity to make representations, suspend or expel a student for academic reasons other than failure to meet the stated requirements for assessment

E ASSESSMENT AND EXAMINATION FOR TAUGHT AWARDS

E1 PURPOSE OF ASSESSMENT

- E1.1 The purpose of assessment is to determine whether a student has met the objectives and learning outcomes set for awards and modules and has achieved the standard required of the module, or equivalent learning unit, or of the award overall
- E1.2 Assessment regulations shall specify the conditions and requirements for assessment, including the circumstances and requirements for reassessment. The assessment of a student's performance must accord with the assessment regulations stated in the programme and module specifications applying to the award, module or similar unit of study for which a student is registered or enrolled

E2 CONFIRMATION OF STANDARD

- E2.1 Assessment shall be undertaken by competent and approved internal and external examiners
- E2.2 All recommendations leading to awards of the University shall be agreed by approved external examiners

E3 EXAMINERS' JUDGEMENT

- E3.1 The final decision on the award of credit and the recommendation of awards to students rests with the judgement of examiners
- E3.2 Examiners' judgements are exercised within the framework of rules set by the assessment regulations for the module and award. Examiners may exercise discretion in relation to individual students only in so far as such discretion is consistent with the provision of the assessment regulations for the module and award
- E3.3 The academic judgements of the examiners shall be final

E4 ASSESSMENT RESPONSIBILITIES

- E4.1 The University shall:
 - a undertake the assessment of students in accordance with the assessment regulations of the module or award;

- b provide invigilation for examinations undertaken in the University in accordance with procedures approved by the Academic Board;
- c publish the results of students' assessments relating to their progress on awards or to completion of awards;
- d issue individually to students their marks or grades;
- e investigate allegations of assessment offences in accordance with procedures approved by the Academic Board;
- f issue assessment regulations and requirements including timetables for examinations, instructions to candidates taking assessments or examinations under controlled conditions, and dates and any other requirements for submission of assessed work

E4.2 A student shall be individually responsible for:

- a reading information issued to students on assessment arrangements, attending examinations and submitting work for assessment in the manner and at the time required. If a student fails to attend examination(s) or submit work for assessment, without valid reason, the examining board may determine that the student has failed the assessments concerned;
- b providing, in accordance with such procedures as are approved by the University from time to time, the appropriate examining board before its meeting with written evidence of any illness or other valid cause adversely affecting performance in assessment which the student wishes the examining board to take into account;
- c undertaking assessments in a manner which does not seek to gain unfair advantage;
- d ascertaining results as published by the University

E5 EXAMINING BOARDS

- E5.1 There shall be an examining board for each award of the University, or, in the case of the University's Modular Framework, an examining board for all awards in each modular scheme. Examining boards shall be accountable to the Academic Board and shall have a constitution approved by or on behalf of the Academic Board. Examining boards shall include the external examiner(s) approved by the Academic Board
- E5.2 The Academic Board may from time to time prescribe the terms of reference and composition for types of examining boards. These shall be specified in the assessment regulations for the award
- E5.3 Faculties shall provide full administrative and secretariat support for examining boards and shall ensure that all such boards maintain comprehensive and accurate records of proceedings
- E5.4 No other body or person may act on behalf of the Academic Board in recommending the award of credit or granting of an award or in amending the properly executed decision of an examining board acting within its terms of reference
- E5.5 An examining board may be required by the Academic Board to review a decision under Regulation E13 or may have that decision annulled under Regulation E14. Where an examining

board is required to review its decision, it may delegate its responsibility to a sub-committee established for this purpose with terms of reference limited to the review in question

- E5.6 The proceedings of an examining board are binding on its members and confidential to it, to a panel of its members or to a review panel authorised by the Academic Board, or to such officers as may be authorised by the Vice-Chancellor for the purpose of considering an application for review of a decision of an examining board

E6 EXTERNAL EXAMINERS

- E6.1 At least one external examiner shall be associated with the assessment of each award of the University. This Regulation does not apply to honorary degrees of the University

- E6.2 The Academic Board shall establish procedures relating to the selection, approval, appointment, roles and responsibilities of external examiners

- E6.3 External examiners shall:

- i be sent all necessary information and materials relating to their role and responsibilities and the University's requirements;
- ii as required by their specific responsibilities, judge students impartially for assessment without being influenced by previous association with the University, its staff, or any of the students;
- iii as required by their specific responsibilities, compare the performance of students with information available on the assessment of students elsewhere in higher education and/or with the standards expected by the appropriate professions;
- iv be knowledgeable about and competent in assessing student achievement in higher education at levels relevant to the subjects and awards to which their appointments relate;
- v have broad and current knowledge and relevant expertise in the area of work related to their appointment

- E6.4 External examiners shall report annually in writing to the Vice-Chancellor of the University on the conduct of the assessments with which they have been involved and on related matters taking account of the University's requirements for such reports as determined by the Academic Board

- E6.5 The appointment of an external examiner may be terminated by the University as its sole discretion if the external examiner has not fulfilled his or her duties in a manner consistent with the standards required by the University

E7 ASSESSMENT REGULATIONS FOR TAUGHT AWARDS

- E7.1 No module, similar unit of study, or award route shall be approved without assessment regulations. These shall describe the nature and methods of assessment. The Academic Board may approve assessment regulations for specified categories of awards

- E7.2 Assessment regulations shall identify at a minimum:

- a the requirements for satisfying the examiners for the award of credit for a module or similar unit of study;
 - b the conditions for credit accumulation and for continuation of study within the award;
 - c the requirements for students to satisfy the examiners for a named award, and for meeting the requirements of differentiated levels of the award where applicable;
 - d the conditions under which referral for reassessment is possible and any limitations on the marks achieved;
 - e the conditions which may lead the examining board to fail a student and/or to require the student to withdraw from a module/award;
 - f the conditions for the recommendation of intermediate awards;
 - g the involvement of external examiners in assessment, in addition to their participation in examining boards;
 - h the terms of reference and composition of the examining board and any subsidiary boards
- E7.3 Having regard to the standard of the award and the student's overall profile of assessment an award board may exercise its discretion as permitted under the assessment regulations in recommending an award to a student
- E7.4 The Academic Board shall establish procedures for consideration of requests from professional and statutory bodies for variations to assessment regulations in respect of awards recognised or accredited by such bodies

E8 REASSESSMENT

- E8.1 Referral or reassessment is not permitted solely to improve a mark where a pass has already been achieved
- E8.2 Reassessment for an award or for credit shall normally take place within a reasonable time and within the maximum length of the award route where this is specified or within any limits specified for the life of a module
- E8.3 A candidate for reassessment may not demand reassessment in modules or components of assessment which are not being offered in the period concerned
- E8.4 Reassessment of students for modules or awards recognised or accredited by professional or statutory bodies may be subject to restrictions on the number of times for which reassessment is permitted to achieve a specific named award
- E8.5 Opportunities for reassessment for the purpose of obtaining University credit for assessed experiential learning shall be the same as in the assessment regulations for reassessment of modules

E9 EXTENUATING CIRCUMSTANCES

- E9.1 The Academic Board shall determine procedures permitting students to submit evidence of extenuating circumstances to the appropriate examining board where such circumstances are believed by the student to have affected performance in an assessment or the ability to attend or complete required assessments
- E9.2 Where such information is not supplied, or not supplied in the proper manner, or is deemed by the examining board to be inadmissible, any subsequent application by the student for review of an examining board's decision may be rejected if based on claimed extenuating circumstances
- E9.3 A student may not request consideration of extenuating circumstances relating to performance in assessment or attendance for assessment for an unnamed award of the university or where the student is enrolled for a module but not for an award of the University, nor will any account be taken of any extenuating circumstances submitted
- E9.4 If an examining board determines that a student's absence or failure to submit work or that a student's performance in all or part of an assessment for an award was adversely affected by illness or other valid cause for which evidence acceptable to the examining board has been submitted by the student at the proper time and in the proper manner, it shall, subject to the assessment regulations for the award, act as follows:
- a permit a student to continue on an award despite a failure in one or more modules or similar unit of study, subject to the student satisfying any specific requirements, including any pre-requisites, for the award;
 - b permit the outcome of a referral or a further attempt as permitted by the assessment regulations for the award to be without restriction for the purpose of determining honours degree classification or other differential level of the award;
 - c where a referral is inappropriate, permit a student to repeat the module or similar unit of study;
 - d accept performance which fails to achieve a pass in a module or similar unit of study for the purpose of recommending a named award, subject to the student having met the minimum requirements including the minimum required credit for the award as stated in the assessment regulations for that award;
 - e recommend an award in aegrotat form where it has insufficient evidence of the student's achievements to recommend the award for which the student was a candidate and where an intermediate award would be inappropriate, but where it is satisfied that but for illness or other valid cause the student would have reached the standard required
- E9.5 Before a recommendation under (e) above is submitted to the University and other than in the case of posthumous awards, the student must have signified that he or she is willing to accept the award and understands that this waives the right to be assessed under (b) above

E10 VIVA VOCE ASSESSMENT

- E10.1 External examiners may exceptionally and as provided in the assessment regulations examine a student viva voce
- E10.2 Where the use of viva voce assessment is not provided for in the assessment regulations this form of assessment may only be used to determine difficult or borderline cases. In such cases, the viva voce assessment shall not lower a student's marks

E11 STUDENTS WITH DISABILITIES

- E11.1 Where a student is unable, through disability or specific learning difficulty as documented in accordance with procedures approved by the Academic Board, to be assessed in the way specified for the module or unit of study, the examiners may in advance of offering the module or unit of study vary the medium and way as appropriate, having regard to the objectives of the module or unit of study and award and the need for fairness and the maintenance of standards
- E11.2 The Academic Board shall approve guidance to ensure consistent approaches to the provision of special arrangements for the assessment of students with disabilities or specific learning difficulties

E12 ASSESSMENT OFFENCES

- E12.1 The Academic Board shall determine procedures for investigating allegations of assessment offences by students. These shall make provision for the:
- a allegation to be investigated;
 - b student to be invited to respond to the allegation before an outcome is determined;
 - c outcome to be reported to the examining board;
 - d determination of penalties and other necessary action;
 - e determination of the circumstances in which the dean may impose penalties or take other action and those in which the examining board may do so
- E12.2 Subject to any specific requirements of external validating or professional bodies, where a student is found to have committed an assessment offence the examining board or dean as specified in the Academic Procedures must decide either to take no further action or to impose an appropriate penalty which may include failing the student and determining whether or not the student shall be permitted to be reassessed

E13 REVIEW OF A DECISION OF AN EXAMINING BOARD

- E13.1 The Academic Board shall establish procedures for the consideration of applications from candidates for review of decisions of examining boards and for the reconsideration of their decisions by examining boards where applications for review are accepted
- E13.2 The only grounds for review shall be:
- a that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award;
 - b that, on written submission from the student concerned to the Academic Secretary, the student's performance was adversely affected by illness or other factors which he or she was for valid reasons unable to divulge before the meeting of the examining board and which could have had a bearing on the board's decision

- E13.3 A request for a review of a decision of the examining board on the basis of a disagreement with the academic judgement of the examining board is not permitted
- E13.4 The Academic Board shall authorise arrangements for the receipt and consideration of applications for review of a decision of an examining board. Such arrangements shall make provision for the Academic Secretary to determine whether a prima facie case for review has been established
- E13.5 Where the Academic Secretary establishes a prima facie case, the Academic Board shall authorise the Academic Secretary to require the examining board to review its decision in the light of the grounds cited in the application
- E13.6 Where the Academic Secretary decides that further consideration of an application for review is needed, the Academic Board shall authorise the Academic Secretary to refer the application to a review panel established by Academic Board. The review panel shall be chaired by a nominee of the Vice-Chancellor. It shall have at least two and not more than four other members who shall be staff members of the Academic Board. No member of a review panel shall consider an application in which he or she has an interest. The quorum shall be three members including the chair
- E13.7 The review panel may decide that:
- a grounds for review have been established and require the examining board to review its decision in the light of those grounds; or
 - b the application be rejected
- E13.8 An examining board which is required to review its original decision shall, so far as practicable, meet within seven calendar days of receipt by its chair of the requirement to do so
- E13.9 There shall be no appeal against the decision of an Academic Board review panel

E14 ANNULMENT OF A DECISION OF AN EXAMINING BOARD

- E14.1 The Academic Board may annul a decision of an examining board if in its opinion proper account has not been taken by an examining board of the factors specified by the Academic Secretary or by a review panel when the board has been required to review a decision
- E14.2 Where an examining board for an award of the University which is offered in an affiliated institution is required to review a decision and it does not modify its decision, the Principal of an affiliated institution may recommend to the Academic Board that the decision of the examining board be annulled if in his or her opinion the examining board did not take proper account of the factors specified in the requirement for the review. The recommendation of the Principal shall be made in writing to the University
- E14.3 The Academic Board may annul a decision of an examining board without previously requiring reconsideration where there has been procedural or other irregularity, or it is not possible to reconvene an examining board. If the error or irregularity is found to have affected more than one student, the Academic Board may annul all or part of the assessment
- E14.4 Where a decision has been annulled the Academic Board shall appoint an examining board with the power to make decisions on students' progress and/or awards, including, if necessary, the appointment of new external examiners

F RESULTS AND GRANTING OF AWARDS

F1 PUBLICATION OF RESULTS

- F1.1 The results of students' assessment and the awards for which they are recommended shall be published following the meeting of the appropriate examining board. The results shall be published in an approved form and be signed by the chair of the examining board
- F1.2 Publication shall normally be no later than five working days after approval of the results by the examining board. Publication on a later date shall be subject to the agreement of the Academic Secretary in consultation with the chair of the examining board
- F1.3 Publication shall be solely by the authorised posting of a copy of the results list on a designated noticeboard or by an electronic means approved and designated for this purpose
- F1.4 Students shall be individually responsible for ascertaining their own results

F2 RELEASE OF MARKS OR GRADES AND CONFIRMATION OF CREDIT

- F2.1 The Academic Board shall establish a procedure for the release of marks or grades and confirmation of the award of credit to individual students
- F2.2 The procedure shall provide for the release to students individually of their marks or grades and credit information in an approved format covering all components of the assessment scheme. For the purpose of this Regulation assessment shall mean examinations, coursework, assignments, projects or other tests as required by the assessment regulations

F3 REQUIREMENTS FOR GRANTING AWARDS

- F3.1 An award may be granted when and only when the following conditions are satisfied:
- a the student was registered on an award approved by the University at the time of his or her assessment and has paid the appropriate fees to the University and to the institution (if different) at which he or she was registered;
 - b the faculty or affiliated institution at which the student was registered has confirmed that the student has completed an award approved by the Academic Board as leading to the award being recommended;
 - d the award has been duly recommended by an examining board convened and constituted in accordance with the Regulations;
 - e the recommendation for the award has been signed by the chair of the examining board confirming that the recommendations have received the written consent of the external examiner;
 - f the student has no outstanding obligation to the University

F3.2 The granting of the award shall be administered on behalf of the University by the Academic Secretary

F3.3 An award may be granted posthumously, either in normal form or aegrotat, in respect of a deceased student who was a registered student at the time of death, who satisfied the remaining general conditions for the grant of the award so far as practicable, and had sufficient assessable work available at the time of death to enable the examining board to recommend an award

F4 WITHHOLDING OF AWARDS FROM STUDENTS

F4.1 The University may withhold awards from students who:

- a have outstanding obligations to the University; or
- b are the subject of an allegation of a breach of discipline

F5 LEVEL OF AWARD TO BE GRANTED

F5.1 The award recommended by an examining board shall be that for which the student is registered or a lower award, specified in the approved assessment regulations, for which the student has fulfilled the requirements

F5.2 Where a student, having failed to meet the requirements for a named award, may be eligible by the accumulation of credit for an unnamed University award, the named award board shall communicate the student's assessment record to the university award board for consideration of the student's eligibility for a University award

F5.3 Where the assessment regulations so provide, the award board shall confirm the eligibility of a student for an intermediate award where he or she has satisfied the requirements for that award whether or not he or she is proceeding directly to a further award. However, the intermediate award will only be granted if the student requests the award on terminating registration or is subsequently recommended for no higher award within the award route

F6 CERTIFICATE OF AWARD

F6.1 The certificate of award granted by the University shall record:

- a the name of the University and, if appropriate, of any other organisation sharing responsibility for the programme of study or research;
- b the student's name as held on the University's student record;
- c the award including any differential level as appropriate;
- d where appropriate, the award title as approved by the Academic Board for the purposes of the certificate;
- e where appropriate, an endorsement:
 - i that the award was studied in the sandwich mode;

- ii that the award was studied in the full-time mode where such information is needed to distinguish an award accredited by a professional body from a full-time award with the same title;
- iii to record the language of tuition and assessment where this was other than English

F6.2 The certificate shall bear the signature of the Vice-Chancellor and the Academic Secretary

F7 CERTIFICATE OF CREDIT

F7.1 A student shall be entitled to receive a certificate of credit showing all credit achieved at the point at which the student's registration or enrolment with the University ceases

F7.2 The certificate of credit issued by the University shall record:

- a the full name of the student;
- b the start date of the student's registration for an award or enrolment on a module;
- c where appropriate, the name of the affiliated institution at which the module(s) or unit(s) of study was (were) completed;
- d the module(s) or similar unit(s) of study successfully completed with details of the level and amount of credit, the mark(s) gained and the date when credit was awarded;
- e University credit awarded for Accredited Experiential Learning set against the module(s) concerned and the date when the credit was awarded;
- f credit transferred through Accredited Learning and recognised by the University as contributing to the requirements of an award of the University, identified by level;
- g where applicable, the qualitative level of performance achieved within professional practice modules or units where professional competencies have been assessed;
- h credit gained from periods of supervised and assessed work experience or placement in the UK or abroad qualifying for either standard credit or placement credit;
- i information on assessed key skills, where applicable;
- j as appropriate, credit equivalence for the European Credit Transfer Scheme (ECTS)

F7.3 The certificate of credit shall be issued by the University and shall bear the signature of the Academic Secretary

F8 DEPRIVATION OF AWARD

F8.1 The Academic Board may deprive any person of any award granted to him or her by the University on the recommendation of the Vice-Chancellor where:

- a the person has been granted an award and has been found to have been admitted to the award route or granted the award under false pretences or on material non-disclosure;

- b the person has been granted an honorary degree and has acted in a manner which the Academic Board considers would bring the name of the University into disrepute as a result of the granting of the award

G EXTERNAL PARTNERSHIPS

G1 FORMS OF RELATIONSHIP

- G1.1 The Academic Board shall approve procedures by which applications from institutions or organisations external to the University for relationships with the University may be considered and approved. The procedures shall provide for the development, approval, review, renewal and rescinding of approved arrangements
- G1.2 Institutions or organisations having a formal agreement with the University for the purpose of providing part or the whole of a route to a University award shall be referred to as affiliated institutions

G2 AFFILIATED INSTITUTIONS

- G2.1 The relationship with an affiliated institution may involve the University in:
 - a validation and review of provision offered by the affiliated institution leading to awards of the University or to awards jointly validated by the University and another validating body;
 - b arrangements for monitoring and evaluation of provision offered by the affiliated institution leading to awards of the University;
 - c provision for cooperation aimed at widening participation in higher education or at other strategies for furthering the vision and mission of the University
- G2.2 Where an affiliated institution provides part or the whole of a programme leading to an award of the University, there shall be a formal written agreement approved by the Academic Board which shall refer to the maintenance of the academic standards and the quality assurance requirements of the University. The Agreement shall specify how the responsibilities of the University and the affiliated institution for standards and quality shall be discharged

G3 JOINT AWARDS WITH OTHER INSTITUTIONS AND AWARDING BODIES

- G3.1 The Academic Board may exceptionally approve arrangements enabling the validation and review of awards offered by the University in association with other institutions with powers comparable to those of the University to lead to awards made jointly by the University with such institutions

G4 RELATIONSHIPS WITH INSTITUTIONS OUTSIDE THE UNITED KINGDOM

- G4.1 The University may approve an academic relationship with an institution located outside the United Kingdom. All such relationships shall be governed by formal written agreements approved by the Academic Board specifying the purpose and duration of the agreement, the provision for monitoring, renewal and termination, and the responsibilities and obligations of the parties to the agreement

- G4.2 The Academic Board shall approve procedures for the validation, approval and review of part or the whole of awards leading to awards of the University or for the recognition of credit for entry with credit to awards of the University

H RESEARCH AWARDS

H1 RESEARCH DEGREES

H1.1 RESEARCH DIPLOMA

H1.1.1 The University may award a Research Diploma to students who are not otherwise registered for a taught or research award of the University and who successfully complete approved taught units and approved and supervised research. Such students shall normally be required to follow a programme of related studies where this is necessary for the attainment of competence in research methods and of knowledge related to the subject of the research

H1.1.2 Students not meeting the entry requirements for a degree of MPhil or PhD or who wish to undertake a pilot study from which a research project could be developed or to undertake supervised research which extends earlier study may be registered for the Research Diploma

H1.1.3 The supervised research will normally be assessed by the presentation of a written dissertation and a viva voce examination. The viva voce examination shall be conducted by two internal examiners and the outcome shall be ratified by an external examiner. Students will be required to provide documentary evidence of the attainment of the required credit before examination of the dissertation takes place. An appropriate committee designated by the Academic Board shall be responsible for registering students and for approving the examination arrangements

H1.1.4 The Research Diploma may be awarded to a student who has satisfied the examiners after study of normally not less than 6 months full-time or 9 months part-time and normally not more than 12 months full-time or 18 months part-time

H1.1.5 The credit requirements for the research diploma shall be at least 20 credits at level 3

H1.1.6 The dissertation shall normally be a minimum of 12,000 words and a maximum of 20,000 words

H1.2 MASTER OF PHILOSOPHY, DOCTOR OF PHILOSOPHY (PhD), PROFESSIONAL DOCTORATE, PROFESSIONAL PRACTICE DOCTORATE

H1.2.1 The University may award the degrees of Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) to registered candidates who successfully complete approved taught units at level 3 or above and approved supervised research

H1.2.2 The University may award an appropriately titled professional doctorate or professional practice doctorate to registered candidates who successfully complete an approved programme requiring completion of taught elements and supervised research of relevance and application to a defined area of professional practice

H1.2.3 Research may be proposed in any field of study provided that the proposal is capable of leading to scholarly work and to its presentation in a written thesis for assessment by appropriate examiners. The written thesis may be supplemented by material in other than written form. For

the professional doctorate or professional practice doctorate, the research proposal must be capable of research-based enquiry involving the understanding or application and dissemination of knowledge within a defined professional context and the acquisition and development of skills in the chosen professional field

H1.2.4 All research proposals shall be considered for research degree registration on their academic merits without reference to the concerns or interests of any funding body

H1.2.5 Applicants may apply to register full-time or part-time for programmes leading to the award of Master of Philosophy, Doctor of Philosophy, Professional Doctorate, or Professional Practice Doctorate

H1.2.6 Candidates accepted for registration for the degree of Master of Philosophy or Doctor of Philosophy shall normally hold a first or second class honours degree of a UK university or of the CNAAB, or of a university of comparable standard outside the UK

H1.2.7 Candidates accepted for registration for a professional doctorate or a professional practice doctorate shall in addition to the requirements specified in H 1.2.6, have such experience of relevant professional practice as determined by the regulations for the named professional doctorate or professional practice doctorate

H1.2.8 Candidates for professional doctorates and professional practice doctorates may also be required to demonstrate that they have access to a suitable professional context in which to conduct the research and advanced study, as may be specified in the regulations for the award

H1.3 COLLABORATION WITH OTHER BODIES

H1.3.1 The University shall encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards

H1.4 APPLICATION, REGISTRATION, SUPERVISION AND EXAMINATION ARRANGEMENTS

H1.4.1 The Academic Board shall approve procedures governing the application, registration (including transfer of registration), supervision and examination of research students

H1.4.2 The Academic Board shall delegate its powers to an appropriate committee or committees to approve registration, supervision and examination arrangements of research students

H1.4.3 Registration shall be subject to approval by the appropriate committee of:

- i the suitability of the candidate to undertake research and, for candidates for the professional doctorate or professional practice doctorate, for applying such research to a defined area of professional practice;
- ii the candidate's command of the English language sufficient to complete the programme of work satisfactorily;
- iii the research proposal; and
- iv the supervision arrangements and research facilities

H1.4.4 A candidate shall pay the fees determined by the University

H1.5 NATURE OF RESEARCH

H1.5.1 A candidate shall pursue approved research appropriate to the level and nature of the award

H1.5.2 A candidate may undertake research in which the principal focus is the preparation of a scholarly edition of one or more texts, works of fiction, musical or choreographic works, or other original artefacts

H1.5.3 A candidate may undertake research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry where:

- i such creative work shall have been undertaken as part of the registered research programme. In such cases, the presentation and submission may in part be other than in written form;
- ii the creative work is clearly presented in relation to the argument of a thesis written by the candidate and set in its relevant theoretical, historical, critical or design context;
- iii the final submission is accompanied by some permanent record (for example, video, photographic record, musical score, or diagrammatic representation) of the creative work and bound with the thesis where practicable;
- iv the application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment

H1.6 REQUIRED STUDIES

H1.6.1 Candidates are required to complete a programme of related studies to complement research which shall include taught modules or units. Candidates are required to achieve the minimum credits for taught elements as are specified for the award

H1.6.2 Where the programme of related studies includes approved studies leading to another taught award and a candidate is registered for that award and fulfills all its requirements, he or she may be recommended for that award in addition to the degree of MPhil or PhD

H1.7 THESIS

H1.7.1 The language of the thesis shall normally be English. Permission to present the thesis in another language shall normally be sought at the time of the application for registration and shall normally only be given if the subject matter of the thesis involves substantial language and related studies and if appropriate supervision and examination arrangements are available

H1.7.2 An application from the candidate for permission for approval for the thesis to remain confidential for a period of time after completion of the work shall normally be made at the time of registration

H1.7.3 The University may at the time of registration determine that a thesis should remain confidential

H1.7.4 Where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately

H1.7.5 The approved period of confidentiality shall normally not exceed two years from the date of the viva voce examination

H1.7.6 The copies of the thesis submitted for examination shall remain the property of the University

H1.8 REGISTRATION PERIOD AND CREDIT REQUIREMENTS

H1.8.1 The normal minimum and maximum periods of registration and credit requirements shall be as follows:

	<i>Minimum</i>	<i>Maximum</i>	<i>Credit Requirements</i>
Supervised Master of Philosophy			
full-time	18 months	36 months	{60 (of which at least
part-time	30 months	48 months	{40 at level M)
Supervised Doctor of Philosophy (PhD)			
full-time	24 months	60 months	{60-120 (of which at
part-time	36 months	72 months	{least 40 at level M)
Professional Doctorate and Professional Practice Doctorate			
full-time	36 months	48 months	120 – 270 at level M
part-time	48 months	60 months	120 – 270 at level M
Taught/Supervised PhD ('New Route PhD')			
full-time	30 months	72 months	{minimum 120 (of which
part-time	36 months	84 months	{at least 80 at level M)

H1.8.2 Where a candidate applies to change from full-time to part-time study or vice versa, the minimum and maximum registration periods shall be determined by the appropriate committee at the time of change within the normal limits

H1.8.3 Where the candidate is prevented, by ill-health or good cause accepted by the appropriate committee, from making progress with the research, the registration may be suspended normally for not more than one year at a time

H1.8.4 The appropriate committee may exceptionally extend the period of registration beyond the normal maximum for one year at a time

H1.8.5 The appropriate committee may exceptionally permit a candidate to submit a thesis for examination within the minimum period of registration for the award

H1.9 SUPERVISION

H1.9.1 For each research degree candidate the appropriate committee shall approve the appointment of at least two supervisors, one of whom shall be designated Director of Studies. At least one supervisor shall normally have had experience of supervising candidates to the successful completion of a UK research degree at the appropriate level. In the case of a doctoral registration, one of the supervisors shall normally have successfully supervised at doctorate level

H1.9.2 No candidate for a research degree may act as a Director of Studies. A candidate for a supervised DPhil may be a supervisor where the appropriate committee considers that he or she has completed sufficient publications to demonstrate sufficient experience of research

H1.10 CONFIRMATION OF REGISTRATION FOR MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY (PhD)

H1.10.1 The Academic Board shall approve requirements and procedures to provide for the confirmation or amendment of a student's registration no later than 12 months (18 months for part-time students) after the date of commencement of registration

H1.10.2 A confirmation letter shall outline the requirements of progression examinations and the approximate date of the initial progression examination

H1.10.3 A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply for transfer of registration to the MPhil

H1.11 PROGRESSION EXAMINATIONS

H1.11.1 Candidates shall undergo a progression examination to determine whether satisfactory progress on the research proposal is being maintained

H1.12 EXAMINATION OF THE THESIS

H1.12.1 All thesis examination procedures shall require approval by the appropriate committee

H1.12.2 The examination for the MPhil, PhD and for the thesis of the professional doctorate or professional practice doctorate shall have two stages:

- a the candidate's submission of the thesis and the examiners' independent preliminary assessment of it; and
- b the defence of the thesis by the candidate by viva voce or approved alternative examination

H1.12.3 Subject to the satisfactory completion of required taught elements and of the minimum period of registration, submission of the thesis for examination shall be at the sole discretion of the candidate

H1.12.4 Candidates for a taught ('New Route PhD') or supervised MPhil or PhD who are required to have completed taught elements before proceeding to examination of the thesis shall not be permitted to be examined on their thesis until they have satisfactorily completed the taught elements. The results of assessed taught elements shall be communicated to the examiners of the thesis by arrangements approved by the appropriate committee

H1.12.5 A candidate shall normally be examined by viva voce examination on the research covered by the thesis and on the field of study in which the research lies. Where for reasons of sickness, disability or other valid cause the appropriate committee is satisfied that a candidate would be under serious disadvantage if required to undergo a viva voce examination, it may approve an alternative form of examination. Such approval shall not be given solely on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate

H1.12.6 The decision to recommend the award shall be made by the appropriate committee on the basis of the reports and recommendation(s) of the examiners following the viva voce examination

H1.12.7 The decision to recommend the professional doctorate and professional practice doctorate may be made either by the appropriate committee on the basis of the outcome of assessments decided by the examining board for those elements and on the basis of the reports and

recommendation(s) of the examiners following the viva voce examination, where regulation H1.12.2a has been approved, or by the examining board for the professional doctorate and professional practice doctorate where regulation H1.12.2b has been approved

H1.12.8 Professional doctorate and professional practice doctorate

Assessment shall be either:

- a completion and assessment of required taught elements before progression to the research element and thesis. In this case an examining board shall determine whether the candidate has achieved the required credit for the taught elements and the candidate may progress to the research stage. The research thesis shall be assessed in accordance with Regulations H1.12.1, 2, 3, 5, 6 and 7; or
- b assessment of the thesis in accordance with Regulations H1.12.1, 2, 3, 5, and 7, followed by determination by an examining board of the outcome of assessment of the taught elements including the award of credit and whether the candidate has met the requirements for the award

H1.13 EXAMINERS FOR THE THESIS

H1.13.1 The Director of Studies is responsible for nominating the examiners for approval by the appropriate committee

H1.13.2 A candidate shall be examined by at least two and normally not more than three examiners, of whom at least one shall be an external examiner and one an internal examiner. The appropriate committee may appoint an independent chair for the viva voce examination

H1.13.3 An internal examiner shall be:

- i a member of staff of the University; or
- ii a member of staff of the candidate's collaborating establishment; or
- iii a member of staff of an affiliated institution where the candidate is registered

H1.13.4 In exceptional circumstances, and only with express permission of the Chair of the Academic Board, a supervisor may be appointed as an examiner. Where a supervisor of a candidate is appointed as an examiner, there shall be two external examiners

H1.13.5 Where the candidate and the internal examiner are both on the permanent staff of the same institution or establishment, a second external examiner shall be appointed. This shall not normally apply if the candidate is on a fixed contract of employment of 12 months or less

H1.13.6 Examiners shall be experienced in research in the general area of the candidate's thesis and, where practicable, having experience as a specialist in the topic(s) to be examined

H1.13.7 At least one examiner shall normally have experience of examining research degree candidates at the appropriate level

H1.13.8 External examiners shall be independent of the University, collaborating establishment or affiliated institution as appropriate, and shall not have acted previously as the candidate's supervisor or adviser

H1.13.9 No candidate for a research degree shall act as an examiner

H1.14 EXAMINERS' DECISIONS

H1.14.1 Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting a viva voce examination, they may recommend that the viva voce examination be dispensed with and refer the thesis for further work as part of the first examination. In such cases the examiners shall provide the appropriate committee with written guidance for the candidate concerning the deficiencies of the thesis. The examiners shall not recommend that a candidate fail outright without holding a viva voce examination or other alternative examination

H1.14.2 Following the viva voce examination the examiners may recommend that:

- i the candidate be awarded the degree;
- ii the candidate be awarded the degree subject to minor amendments being made to the thesis (in which case the examiners shall indicate to the candidate in writing the amendments and corrections which are required);
- iii the candidate be permitted to re-submit for the degree and be re-examined, with or without a viva voce examination;
- iv the candidate be not awarded the degree and be not permitted to be re-examined; or
- v in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners

H1.14.3 Where the examiners' recommendations are not unanimous, this shall be reported to the appropriate committee which may:

- i uphold a majority recommendation (provided that the majority includes at least one external examiner);
- ii uphold the recommendation of the external examiner; or
- iii require the appointment of an additional external examiner, once only, to participate in the examination of the candidate as if for the first time

H1.15 RE-EXAMINATION OF THE THESIS

H1.15.1 One re-examination may be permitted by the appropriate committee subject to the candidate submitting for re-examination within one calendar year from the date of the latest part of the first examination. Where the viva voce examination has been dispensed with, the re-examination shall take place within one calendar year of the date of this dispensation. The appropriate committee may, where there are good reasons, approve an extension of this period. The examiners shall not recommend that a candidate fail outright without holding a viva voce examination or other alternative examination

H1.15.2 The appropriate committee may require that an additional external examiner be appointed for the re-examination

H1.15.3 Following the completion of the re-examination the examiners may recommend in accordance with the provisions set out in Regulation H1.14.2 excepting that H1.14.2 iii shall not apply to the re-examination

H1.15.4 Where the examiners' recommendations are not unanimous, the appropriate committee may:

- i uphold a majority recommendation (provided that the majority includes at least one external examiner); or
- ii uphold the recommendation of the external examiner

H1.15.5 Where the degree is not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation to be forwarded to the candidate by the Academic Secretary

H1.16 REVIEW OF A DECISION OF THE THESIS EXAMINERS

H1.16.1 The Academic Board shall establish procedures for the consideration of applications for review of decisions of examiners and for their reconsideration by examiners

H1.16.2 The Academic Board shall establish review panel(s) to consider applications from students for review of decisions of examiners and shall authorise the Academic Secretary to determine whether such applications are within the jurisdiction of the review panel

H1.16.3 The following shall be the only grounds for review:

- a that there has been a material and significant administrative irregularity or that the assessments were not conducted in accordance with the Regulations;
- b that the student's performance was adversely affected by illness or other valid cause which he or she was unable to divulge before the meeting of the examiners and which could have had a bearing on the examiners' decision

H1.16.4 It is not possible to apply for a review on the basis of a disagreement with the academic judgement of the examiners. Academic judgement means assessing the merits of the student's work and reaching a decision on the award based on both the thesis and the viva voce examination

H1.16.5 Complaints by a candidate about his or her supervision must be made before the candidate submits for examination. They shall not be permitted as grounds for a review of the examiners' decision unless the candidate can demonstrate that there were exceptional reasons why the complaint could not be reported before the examination

H1.16.6 A review panel shall be chaired by a nominee of the Vice-Chancellor. There shall be at least two and not more than four other members who shall be staff members of the Academic Board. No member of a review panel shall consider an application in which he or she has an interest. The quorum shall be three members including the chair

H1.16.7 The review panel may determine that:

- a grounds for review have been established (in which case it shall require the examiners to review their decision in the light of those grounds); or
- b the application be rejected

H1.16.8 Examiners who are required to review their original decision shall do so as soon as practicable by whatever means they choose

H1.16.9 There shall be no appeal against the decision of an Academic Board review panel

H1.17 ANNULMENT OF A DECISION OF THE THESIS EXAMINERS

H1.17.1 If, after reconsideration in the circumstances set out in H1.16 above, the examiners do not modify their decision Academic Board may annul that decision if in its opinion proper account has not been taken of the factors specified by the review panel

H1.17.2 Where there has been procedural or other irregularity, or it is not possible to reconvene the examiners, Academic Board may annul a decision of the examiners without making a prior request for reconsideration

H1.17.3 Where a decision has been annulled Academic Board shall appoint alternative examiners

H2 RESEARCH AWARDS BY PUBLICATION

Doctor of Philosophy (DPhil) and Supervised Doctor of Philosophy (DPHil)

H2.1 The Academic Board shall delegate its authority to an appropriate committee to consider applications for Doctor of Philosophy (DPhil) and supervised Doctor of Philosophy (DPHil) and to determine whether to recommend to the University that it grant such degrees to candidates. Applications shall take the form of the submission of a collection of scholarly publications

H2.2 Only applicants employed by the University shall be eligible for registration for the supervised DPHil

H2.3 Applications shall be made in writing to the Academic Secretary

H2.4 An applicant shall be the holder of a first degree awarded by the University, the CNAAB or a university in the United Kingdom or of a qualification of equivalent standard

H2.5 An applicant shall have or be required to achieve before submission for the viva voce examination a minimum of 60 and a maximum of 120 approved credits of which at least 40 shall be at level M. Such credit may be achieved under the University regulations, by University recognition of accredited learning achieved in another institution or by the award of University credit for experiential learning

H2.6 The application shall comprise:

- i a commentary of not more than 6000 words setting out the applicant's view of the nature and significance of the work submitted, the claim to originality, reference to research methodologies employed and the applicant's assessment of the contribution of the published work to existing knowledge in the relevant subject area;
- ii a statement of the extent of the applicant's contribution to the work submitted, involving joint authorship or other types of collaboration;
- iii a statement confirming which part of the work submitted, if any, has been or is being submitted for another academic award; and

- iv three copies of the published work which shall be submitted in accordance with the procedures approved by the Academic Board
- H2.7 Parts i, ii and iii above of the application shall be in English. Part iv above of the application shall normally be in English unless the field of study is another language
- H2.8 The applicant shall pay such fees and at such time as are determined by the University
- H2.9 An applicant may request permission on submission for examination for material included as part iv of the submission to remain confidential for a period of time of up to two years after submission
- H2.10 The minimum period of registration for a supervised DPhil shall be 24 months and the maximum 72 months part time. Full time registration for a supervised DPhil is not permitted
- H2.11 Examiners
- a The committee shall appoint two external examiners;
 - b The examiners shall be independent of the candidate and of each other;
 - c Both examiners shall be experienced in research in the general area of the applicant's work and, where practicable, at least one shall be experienced as a specialist in at least one of the topics covered in the submission;
 - d At least one examiner shall normally have experience of examining doctoral candidates;
 - e The committee may appoint an independent chair for the viva voce examination
- H2.12 Examination
- a The examination shall have two stages:
 - i the examiners' independent preliminary assessment of the submission which shall include a recommendation to the University on whether a prima facie case has been made to proceed to a viva voce examination. If the examiners disagree the recommendation not to proceed to the examination shall prevail;
 - ii the defence of the submission by the applicant by viva voce examination
 - b The examiners shall assess whether the applicant has demonstrated critical investigation and evaluation of one or more topics and has carried out significant research, leading to an independent and original contribution to knowledge and has acquired and demonstrated an understanding of the tools and techniques of research to a level commensurate with the award of a doctorate
 - c The examiners shall submit their recommendation to the appropriate committee. The committee shall determine whether to recommend to the University that it grant the degree taking account of the recommendation of the examiners. If the examiners disagree at the second stage the committee may appoint a third examiner to conduct a further viva voce examination
- H2.13 An applicant whose application is rejected may not reapply within three years of the date of rejection

- H2.14 There shall be no appeal against the decision of the committee nor shall the committee provide any feedback at any stage of the process, nor shall there be any refund of any part of the fee in the event of an unsuccessful application
- H2.15 The University shall retain in its library one copy of the published work submitted for an application which is successful
- H2.16 The University shall retain one copy of the application and published work for an application which is unsuccessful

H3 HIGHER DOCTORATE

- H3.1 The Academic Board shall delegate its authority to a committee to consider applications for higher doctorates and to determine whether to recommend to the University that it grant such degrees
- H3.2 Applications, specifying the higher doctorate applied for, shall be made in writing to the Academic Secretary
- H3.3 An applicant shall normally be a holder of at least seven years' standing of a first degree or a holder of at least four years' standing of a taught or research Masters degree or of a Doctor of Philosophy awarded by the University, the CNAAB or a university in the United Kingdom or of a qualification of equivalent standard
- H3.4 The application shall comprise:
 - a a statement of not more than 6000 words setting out the applicant's view of the nature and significance of the work submitted;
 - b where joint authorship or other types of collaboration are involved, a statement of the extent of the applicant's contribution to the work submitted;
 - c a statement confirming which part of the work submitted, if any, has been submitted for another academic award;
 - d normally three copies of the work submitted or such copies as are agreed by the Academic Secretary. The submission may take the form of books, contributions to journals, patent specifications, reports, specifications and design studies and may also include other relevant evidence of original work. The work shall be submitted in accordance with procedures approved by the Academic Board; and
 - e the applicant's curriculum vitae
- H3.5 Parts a, b, c and e of the application shall be in English. Part d of the application shall normally be in English unless the field of study is another language
- H3.6 The applicant shall pay such fees and at such time as are determined by the University
- H3.7 EXAMINATION
 - H3.7.1 The committee, taking whatever advice it considers appropriate, shall determine whether a *prima facie* case has been established for proceeding to a formal examination

- H3.7.2 If satisfied that a case has been established the committee shall appoint at least two examiners to consider the application, of whom at least one shall be external to the University
- H3.7.3 Exceptionally, a person acting as an external adviser to the committee may be appointed as an examiner
- H3.7.4 The examiners shall advise on whether the applicant has fulfilled the following criteria:
- a that the work submitted is of high distinction;
 - b that it constitutes an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both; and
 - c that the work has established that the applicant is a leading authority in the field or fields of study concerned, as evidenced by, inter alia, established reputation in an academic community, citation of published work, contribution to the public domain
- H3.7.5 Each examiner shall report independently to the committee. If the examiners disagree the committee may appoint a third examiner
- H3.7.6 The committee may, at its discretion, invite the applicant to discuss his or her submitted work with the committee and the appointed examiners
- H3.7.7 The committee may decide:
- a taking account of the recommendation of the examiners, to recommend to the University that the degree be awarded;
 - b not to recommend the award of the degree
- H3.7.8 There shall be no appeal against the decision of the committee nor shall the committee provide any feedback at any stage of the process, nor shall there be any refund of any part of the fee in the event of an unsuccessful application
- H3.7.9 The University shall retain in its library one copy of the full documentation submitted as part d of a successful application

I HONORARY DEGREES

- I1 The Academic Board shall establish a committee to which it shall delegate responsibility for approving nominations for the award of honorary degrees
- I2 The University reserves the grant of honorary degrees normally to persons who have made a major contribution to the work of the University or in recognition of achievement associated more widely with or supportive of its mission, aims and activities whether in business, cultural endeavour, education, the professions, public service, science or technology or otherwise
- I3 The award of an Honorary Masters degree will normally be reserved for persons of distinction whose achievements or attainments are of substantial significance or importance

- I4 The award of an Honorary Doctorate will normally be reserved for persons of distinction whose achievements or attainments are of outstanding significance or importance
- I5 The Vice-Chancellor shall establish the means of generating confidential nominations for consideration by the committee
- I6 From time to time, and within the other provisions of the Regulations, the committee may establish more specific criteria for the honorary degrees to be awarded in a particular year or at a particular ceremony
- I7 Honorary degrees shall normally be conferred on behalf of the University by the Chair of the Academic Board at a suitable public ceremony and shall not normally be conferred in absentia

J PROFESSORIAL TITLE

- J1 The Academic Board shall establish a committee to which it shall delegate its power to award the title of professor and associated titles
- J2 Subject to the authority of the Academic Board, the committee shall establish procedures for determining the criteria for eligibility for the granting of professorial titles, for the status and tenure of professorships and for the selection and consideration of applications
- J3 The title of professor, visiting professor, or visiting practitioner professor may be awarded to candidates who demonstrate a proven record of distinction as a scholar, teacher or practitioner in terms of one or more of the following criteria:
- a contribution by research, consultancy, original work in the creative arts, or practice to the furtherance of knowledge, or to the advancement of the subject or to its application to society;
 - b academic leadership;
 - c standing in a particular subject or profession

K ACADEMIC DRESS

- K1 The Academic Dress of the University shall be:

Certificate and Diploma

Gown: Black traditional gown with ruched sleeves gathered with black cord and button
Hood: Simple shape in black, part lined in plain red
Hat: Black mortar board or Oxford soft hat

First Degree

Gown: Black traditional gown with ruched sleeves gathered with black cord and button

Hood: Simple shape in black, fully lined in red brocade
Hat: Black mortar board or Oxford soft hat

Postgraduate Certificate and Diploma

Gown: Black traditional gown with ruched sleeves gathered with black cord and button
Hood: Simple shape in black, fully lined in red brocade and with red brocade ribbon on top edge
Hat: Black mortar board or Oxford soft hat

Masters Degree

Gown: Black traditional gown with long hanging sleeves and fronts trimmed with red brocade
Hood: Simple shape in plain red, fully lined with red brocade
Hat: Black mortar board or Oxford soft hat

Doctor of Philosophy Professional Doctorate Professional Practice Doctorate

Gown: Red panama cloth traditional gown with fronts and sleeves trimmed with grey silk
Hood: Simple shape in plain red, fully lined with grey silk
Hat: Black cloth Tudor bonnet with red cord and tassel

Higher Doctorate

Gown: Grey panama cloth traditional gown with fronts and sleeves trimmed with red brocade
Hood: Simple shape in grey panama, fully lined with red brocade
Hat: Black velvet Tudor bonnet with grey cord and tassel

K2 The Academic Dress of the senior officers of the University shall be:

Vice-Chancellor

Gown: Black with fronts and sleeves trimmed and decorated in silver
Hat: Black mortar board with silver cord and tassel

Chairman of Board of Governors

Gown: Black with fronts and sleeves trimmed and decorated in silver
Hat: Black mortar board with silver cord and tassel

Pro-Chancellor

Gown: Black with fronts and sleeves trimmed and decorated in silver
Hat: Black velvet Tudor bonnet with silver cord and tassel

Chancellor

Gown: Black brocade with gold facings and sleeves trimmed in gold
Hat: Black velvet Tudor bonnet with gold cord and tassel