

### Amendments to the Regulations for the remainder of the 2019/20 academic year

1. This paper lists the emergency amendments to the Regulations for the remainder of the 2019/20 academic year, as approved by Senate on 27 April 2020.
2. These emergency regulatory changes were introduced due to the University's decision to move teaching and learning online as a response to the Covid-19 pandemic. This decision has prompted further consideration of the means through which students will be assessed, including the potential for supporting regulatory changes and defining alternative assessments where these are not possible in a virtual environment.
3. Following consultation with the Students' Union, communications were issued to students outlining the University's response and the expected timescales for provision of further information. The regulatory changes, listed below, were discussed with the Students' Union and subsequently approved by Senate.
4. These emergency Regulations will be used on a temporary basis for the remaining part of the 2019/20 academic year. However, should the Covid-19 outbreak persist into the next academic year consideration may need to be given to further adaptations or retaining the emergency Regulations for a longer period.
5. Senate agreed a proposal to allow self-certification of extenuating circumstances (ECs) for all students at FHEQ levels 3, 4, 5, 6, 7 and 8 (see Appendix 1).

New text is shown in **bold**, deletions in ~~strikethrough~~

### Proposed extraordinary amendments and additions to the Regulations for the 2019/20 academic year

<u><a href="#">A0 Regulations for the Foundation Year</a></u>		
Regulation reference	Amendment / addition	Rationale for amendment / addition
8	<p><b><u>Alternative reassessment</u></b> If a student fails a module they are reassessed in the unit(s) of assessment that they have failed. <b>Where reassessment is not available in the original format, the student will be offered an alternative reassessment.</b> Where the student passes the reassessment, the mark that is recorded for the unit of assessment, and which is used in calculating the overall mark for the module, is the pass mark.</p>	To reflect the fact that where reassessment cannot be taken in the original format, an alternative reassessment instrument will be used.
10	<p><b><u>Progression to Level 4: minimum credits requirement</u></b> The Foundation Year programme does not lead to an award of the University. Students <b>on a non-modular programme</b> who successfully complete the programme by achieving 120 credits with an aggregate mean mark of 50% will progress to a named University undergraduate degree programme.</p> <p><b>Students on a modular programme are required to achieve a minimum of 105 credits with an aggregate mean mark of 50% in order to progress to a named undergraduate degree programme. Exceptionally, students on modular</b></p>	Programme completion/ progression to level 4 requirement for modular programmes: 105 credits. To allow for the trailing of 15 credits (in cases of ECs) and exceptional attempts for modules

	<p><b>programmes with a large clinical or other type of professional placement component, may be permitted to progress to the undergraduate degree programme with a minimum of 45 credits. This is normally in cases where alternative assessments are not available for modules of up to 60 credits and allows further trailing of failed credits as outlined in paragraph 56. Students will be required to successfully complete all outstanding Foundation Year programme (FHEQ level 3) credits before commencing FHEQ level 5.</b></p> <p>The aggregate mean mark for the programme is derived from aggregating module marks, weighted in accordance with the credit value of each module, and recorded as a whole integer. In calculations, aggregate marks of 0.01-0.49 are rounded down and marks of 0.5-0.99 are rounded up.</p>	<p>failed at the 2<sup>nd</sup> attempt.</p> <p>For non-modular 120 credit programmes students will still have to successfully complete all 120 credits.</p>
11	<p><b><u>Programme completion requirement</u></b> Students who successfully complete the programme by <b>achieving 120 credits with an aggregate mean mark of 50%</b> <del>in accordance with Regulation 10 above</del> but choose to leave rather than progress, will be given a Record of Achievement, the Certificate in Foundation Year Studies, which is not graded.</p>	<p>To clarify that students still have to successfully complete 120 credits to qualify for the Certificate in Foundation Year Studies if they do not wish to progress to level 4.</p>
56	<p><b><u>Failure following reassessment: termination of registration</u></b></p> <p>Where, following reassessment, a student <b>on a non-modular programme</b> has failed to achieve the 120 credits required for completion of the Foundation Year and there are no confirmed extenuating circumstances, they have failed to complete the programme successfully and their registration is terminated by the University.</p> <p>Where, following reassessment and compensation, a student on a modular programme has failed to achieve a minimum of 105 credits and there are no confirmed extenuating circumstances, their registration is terminated by the University.</p> <p><b>During the 2019/20 academic year a student who fails to be awarded credit for one 15-credit module* at the second attempt may exceptionally “trail” credit into the following level of study and repeat the assessment on two further occasions. Exceptionally, the reassessment for trailed credit may need to vary from that undertaken previously, for example where changes to the module have been approved.</b></p> <p><b>Where the student passes the reassessment, the mark that is recorded for the unit of assessment, and which is used in calculating the overall mark for the module, is the pass mark. If the module is trailed into FHEQ level 4 it must be successfully completed before the student may commence FHEQ level 5.</b></p> <p><b>* Assessment for eligible modules must have taken place after 13 March 2020.</b></p>	<p>To add that students on a modular programme can trail credits into level 4.</p> <p>Students will also be permitted an exceptional third and fourth attempt for any modules failed after 13 March 2020.</p>

67	<p>Where a student has not completed all the units of assessment for one or more modules, and it has been confirmed that extenuating circumstances apply, they are allowed to be assessed in the relevant units of assessment for the module(s) as if for the first time through a 'deferred assessment', to be taken in the next University appointed assessment or reassessment period, ie semester two or the University appointed reassessment period. In cases where this means that the student is not yet in a position to meet the progression requirements for the Foundation Year programme at the end of the academic year they follow the University's procedure for reassessment with or without attendance (see Regulations <b>56 and 75 below</b>). Access to email, Library and Virtual Learning Environment (VLE) facilities for such students is available.</p>	<p>To add that students on a modular programme can trail credits into level 4.</p> <p>Students will also be permitted an exceptional third and fourth attempt for any modules failed after 13 March 2020.</p>
71	<p><del>Compensation between modules on the Foundation Year programme is not permitted.</del></p> <p><b><u>Compensation – modular programmes only</u></b></p> <p><b>Compensation between modules on the Foundation Year programme is available following a failure for units of assessment in non-core modules with a value up to and including 15 credits. Where a student following a taught modular programme has failed a non-core module with a value of 15 credits, compensation can be applied if the following two conditions are met:</b></p> <ul style="list-style-type: none"> <li>• the weighted level aggregate of all the student's module marks (including the failed module and the dissertation) is 55.00% or higher; the weighted level aggregate mark is not rounded up</li> <li>• the lowest overall mark achieved in a failed module is at least 40%.</li> </ul> <p>Students have the option to decline compensation, in accordance with deadlines set by the Academic Registry, and attempt a reassessment. If a student fails the reassessment, compensation is applied using the original mark or the reassessment mark, whichever is the higher. If a student who wishes to attempt a reassessment subsequently does not re-submit coursework or fails to undertake an examination, compensation is applied using the original mark. Once the deadline for declining compensation has passed a student cannot subsequently request a reassessment. Compensation may be applied to failure of a compulsory or optional module unless there are restrictions imposed by a Professional, Statutory or Regulatory Body (PSRB)</p>	<p>A new provision for compensation – for modular Foundation Year programmes only</p>

[A1 Regulations for taught programmes](#)

Regulation reference	Amendment / addition	Rationale for amendment / addition
----------------------	----------------------	------------------------------------

14	<p>The minimum aggregate period of Professional Training is 1125 hours, excluding local annual holiday entitlement but including any return period(s) to the University. Where there are valid extenuating circumstances a student may be able to complete their period of Professional Training in <del>900</del> <b>750</b> hours (or pro-rata where the work placement component is less than the full academic year). Students who cannot complete a minimum of <del>900</del> <b>750</b> hours will <b>normally</b> be unable to complete level P <b>and this will be considered on a case-by-case basis.</b></p>	<p>To reduce the minimum number of hours required for PTY placements, due to the Covid-19 pandemic</p>
114	<p><u>Requirements for progression to the next level/stage</u>  For a student to progress from one level or stage of a taught programme to the next level or stage, <del>or to take their final award</del>, the University requires that they have achieved the <b>minimum</b> required credit for that level or stage and passed all units of assessment for any modules designated core modules in the programme specification and programme handbook <b>(normally 120 credits for undergraduate and integrated Master's programmes on a full-time basis).</b></p> <p><b>For the 2019/20 academic year, students undertaking undergraduate or integrated Master's programmes must achieve a minimum of 105 credits for modules at the appropriate level or stage on a full-time basis.</b></p> <p><b>Exceptionally, students on programmes with a large clinical or other type of professional placement component, may be permitted to progress to the next level or stage of their programme with a minimum of 45 credits. This is normally in cases where alternative assessments are not available for modules of up to 60 credits and allows further trailing of failed credits as outlined in paragraph 161.</b></p> <p><b>In such cases, students must successfully complete all outstanding credits from that level/stage during the 2020/21 academic year, in order to be permitted further progression, subject to Regulation 118. Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</b></p>	<p>Due to the Covid-19 pandemic, the minimum requirement for progression to the next level/stage of a programme will be reduced to 105 credits on a full-time basis. /</p> <p>Professional, Statutory or Regulatory Body (PSRB) restrictions may apply to progression requirements.</p>
118	<p><u>Failure following reassessment: termination of registration</u>  Where, following reassessment <b>(including exceptional reassessment attempts, subject to Regulation 161)</b>, a student has failed to achieve all the <b>minimum</b> credits required for a level or stage of a programme (normally 120 credits) and there are no confirmed extenuating circumstances, they have failed to complete that level of the programme successfully and their registration is terminated by the University. Where the student has met the University's requirements for an intermediate exit award the Board of Examiners will recommend that award.</p>	<p>To clarify that students will be allowed to take exceptional reassessment attempts (3<sup>rd</sup> and 4<sup>th</sup>) due to the Covid-19 pandemic (for modules failed after 13 March 2020 only)</p>
161	<p><u>Failure and reassessment</u>  <b>Normally</b>, a student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in</p>	<p>A new emergency regulatory provision for 2019/20 to allow</p>

	<p>order to pass the module and progress to the next level or stage of their programme, or to take their award. Reassessment takes the form of the original assessment as specified in the module descriptor, unless alternative assessment is being employed (see Regulation 160 above).</p> <p><b>During the 2019/20 academic year a student who fails to be awarded credit for one 15-credit module* at the second attempt may exceptionally “trail” credit into the following level of study and repeat the assessment on two further occasions. Exceptionally, the reassessment for trailed credit may need to vary from that undertaken previously, for example where changes to the module have been approved.</b></p> <p>Where a student passes the reassessment the mark used in calculating the student’s overall module mark, is the pass mark for the unit. Where a student fails a reassessment in modules other than core modules they may be entitled to pass the module via compensation (see Regulations 181-188 below).</p> <p><b>Students must complete successfully all outstanding credits from that level/stage during the 2020/21 academic year, in order to be permitted further progression, subject to Regulation 118. Exceptional third and fourth attempts only apply to modules failed during the 2019/20 academic year.</b></p> <p><b>* Assessment for eligible modules must have taken place after 13 March 2020. Professional, Statutory or Regulatory Body (PSRB) restrictions may apply.</b></p>	<p>students to trail up to 15 credits into the next level/stage of study.</p> <p>Additionally, to allow exceptional 3<sup>rd</sup> and 4<sup>th</sup> reassessment attempts (for modules failed after 13 March 2020).</p>
164	<p><u>Failure to attend for assessment/examination</u></p> <p>Where a student has failed an assessment, or reassessment attempts, for a module through failing to attend a required examination (<b>including online timed open book examinations and online examinations available within a defined window</b>), or by attending a required examination but not making (in the judgement of the Board of Examiners) a reasonable attempt to address the examination questions, and there are no confirmed extenuating circumstances, the student has failed that unit of assessment at that attempt and will be given a mark of zero. If the attempt was the first attempt and the student fails the module overall as a consequence, they may not progress without reassessment, as described in Regulation 161 above, and compensation will only be available after a re-assessment.</p>	<p>To clarify that the attendance requirement also applies to online assessments.</p>
165	<p><u>Failure and reassessment for modules with a value up to and including 60 credits</u></p> <p>Where an undergraduate student has failed modules with a value up to and including 60 credits at that level or stage of their programme and, following reassessment and/or compensation within <b>the exceptional limits for the academic</b></p>	<p>A reference to the new emergency progression regulation that allows students to progress to the next level/stage of their programme with a</p>

	<b>year 2019/20</b> permitted by these <i>Regulations</i> , passes the modules, they may progress to the next level or stage of their programme. If the student does not wish to retake the failed units of assessment and wishes to withdraw, or retakes the modules and subsequently fails, their registration is terminated.	minimum of 105 credits (on a full-time basis)
166	Where a taught postgraduate student, following a programme over a full time equivalent academic year and with 180 credits, has failed modules with a value up to and including 60 credits and, following reassessment and/or compensation <b>within the exceptional limits for the 2019/20 academic year</b> permitted by these <i>Regulations</i> , passes the module(s), they may progress to complete their programme. If the student does not wish to retake the failed units of assessment and wishes to withdraw, or retakes the modules and subsequently fails, their registration is terminated.	A reference to the new emergency progression regulations
176	<u>Reassessments for students undertaking Professional Training</u> Where a programme provides for a period of professional training students are required to have passed modules with a value of 120 credits in the level or stage that precedes the Professional Training year in order to progress to the Professional Training year. However, a student who has passed modules with a minimum value of 105 credits may commence the Professional Training year but is <b>normally</b> required to be reassessed in the University-appointed reassessment period and pass the failed module before being allowed to continue with the Professional Training year.	To allow a limited degree of flexibility due to the Covid-19 pandemic, subject to approval by the Board of Examiners and further approval by SPAB
178	Normally, students who have registered to retake modules that have previously been failed and who subsequently fail one or more such modules may not progress and may not be reassessed further. <b>Subject to Regulations 118 and 161 above, students may be permitted further reassessment attempts for one 15-credit module only.</b>	A new emergency regulatory provision for 2019/20 to allow students to trail up to 15 credits into the next level/stage of study. Additionally to allow exceptional 3 <sup>rd</sup> and 4 <sup>th</sup> reassessment attempts (for modules failed after 13 March 2020 only)
184	<u>Compensation</u> Students at FHEQ levels 4, 5, 6 and level 7 on integrated Masters programmes have the option to decline compensation, in accordance with deadlines set by the Academic Registry, and attempt a reassessment. If a student passes the reassessment, the mark awarded is the pass mark and the compensation remains declined. If a student fails the reassessment, compensation is applied using the original mark or the reassessment mark, whichever is the higher. If a student who wishes to attempt a reassessment subsequently does not re-submit coursework or fails to attend an	To clarify that level 4 students will also have the option to decline compensation and attempt a reassessment

	examination, compensation is applied using the original mark. Once the deadline for declining compensation has passed a student cannot subsequently request a reassessment.	
185	<p><u>Compensation: undergraduate programmes</u></p> <p>Compensation is available following a failure <del>at the first attempt for units of assessment</del> in modules with a value up to and including 30 credits at level 4, <b>5, 6 and level 7 on Integrated Masters programmes</b>. <del>In subsequent years, compensation is available for modules with a value up to and including 15 credits.</del> Circumstances that can affect eligibility for compensation are described in Regulations 164 <del>above and</del> <b>181</b>.</p>	<p>Due to Covid-19 pandemic, all students on taught programmes will have an option to receive compensation for up to 30 credits at each level of study, subject to the eligibility criteria.</p> <p>Core modules cannot be compensated. Restrictions also include certain PSRB requirements.</p>
188	<p><u>Compensation: taught postgraduate programmes</u></p> <p>Where, a student following a taught postgraduate programme has failed module(s) with a value of <del>45</del> <b>30</b> credits compensation can be applied if the following two conditions are met:</p> <ul style="list-style-type: none"> <li>• the weighted level aggregate of all the student's module marks (including the failed module(s) and the dissertation) is 55.00% or higher; the weighted level aggregate mark is not rounded up</li> <li>• the lowest overall mark achieved in a failed module is at least 40% (30% in a failed FHEQ level 6 module)</li> </ul>	The limit for compensation is increased to 30 credits
<b><u>A2 Regulations for research degrees</u></b>		
<b>Paragraph</b>	Amended section in response to the Covid-19 pandemic	Existing wording
107	The <i>viva voce</i> examination shall be conducted in the presence of the examiners at the University in Guildford. Exceptionally, and subject to the approval of the Admission Progression and Examination Sub-committee, the examination may be arranged at another venue, provided all parties, including the student, agree. Exceptionally, and subject to the approval of the Admission Progression and Examination Sub-committee, the <i>viva voce</i> examination may take place via video-conference provided that the student is accompanied by at least one of the examiners. <b>In response to the Covid-19 pandemic, examinations may take place via videoconferencing without the student being physically accompanied.</b>	To clarify that, due to the Covid-19 pandemic, the viva voce examination may take place online without physical accompaniment.

**Self-certification of extenuating circumstances extended for all students taking assessments in 2019/20**

Students can apply for [Extenuating Circumstances](#) (ECs) when there are exceptional factors outside of their control, which can adversely affect their performance during assessments.

On 24 April 2020, Senate approved an extraordinary temporary change to the *Regulations for Extenuating Circumstances*. This emergency protocol will operate for the remaining part of the 2019/20 academic year. Depending on the developing situation with the Covid-19 pandemic, this may be retained for a longer period.

During the Covid-19 pandemic students have been advised to engage with their studies online. They have been informed that if they are ill or cannot engage online for significant logistical reasons they should submit an application for ECs, but that this does not need to be accompanied by evidence.

In response to the Covid-19 pandemic, the University has agreed to introduce self-certification of extenuating circumstances to include all students at FHEQ levels 3, 4, 5, 6, 7 and 8. This will apply to all types of assessment.

There is no limit on the number of self-certificated ECs applications. However, students who submit repeated applications may be referred to the [Procedure for Support to Study](#).

Self-certificated ECs applications should be submitted in advance of the assessment deadline. However, the deadline for self-certificated applications has been exceptionally extended to 5 working days after the assessment deadline.

Applications received after the deadline will require supporting evidence showing why it was not possible to notify the University prior to the deadline or the event or at the time of the event (in accordance with the existing requirements – section 32 of the [Regulations for ECs](#)).

Students are advised that the submission of ECs applications could affect their academic progression and could result in their programme being suspended. They are advised to seek advice from their [Academic Hive](#) and/or the [Students' Union](#) prior to the submissions of applications.