

A1: Regulations for taught programmes: CertHE, DipHE, Foundation degree, Bachelor's, Integrated Master's, PGCE, PGCert, PGDip, Master's

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## Introduction and scope

1. For the purposes of these *Regulations*, programmes of study that lead to the awards listed in Table 1 are termed 'taught programmes of studies' or 'taught programmes' and the awards are collectively referred to as 'taught awards'.<sup>1</sup> Where there are arrangements for a particular award this is indicated in the text or by a footnote.
2. The requirements of these *Regulations* apply equally to taught programmes delivered at the University, through collaborative provision and distance learning, via a part-time or other mode, and taught programmes delivered by the University's Associated and Accredited Institutions that lead to University of Surrey awards.
3. Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees may be studied at the University on a full-time or part-time basis, at other approved centres, or by distance learning.
4. Throughout these *Regulations* all references to 'assessments' are to be read as references to summative assessments that contribute marks and credits to modules unless otherwise specified.
5. These *Regulations* are divided into the following sections:
  - programmes and awards
  - admission
  - registration
  - academic study and progression
  - assessment and re-assessment

## PROGRAMMES AND AWARDS

### Credit levels and credit values

6. All programmes are assigned to a level within the *QAA Framework for Higher Education Qualifications for England, Wales and Northern Ireland* (FHEQ).<sup>2</sup> The credit levels and tariffs for University awards are set out in Table 1 below.
7. The University operates a credit framework for all taught programmes based on a 15 credit tariff. All taught modules are 15 credits. Project modules and dissertation modules can be either 15, 30, 45 or 60 credits and, additionally for Master's dissertations, 90 credits. Masters of Research (MRes) programmes have additional requirements as follows:
  - a dissertation with a credit value within the range 90-150 credits at FHEQ level 7
  - one or more modules on research methods training with a total value of not less than 30 credits at FHEQ level 7
  - discipline-related modules on research methods training with a total value of not more than 30 credits at FHEQ level 7
8. Credit for the professional training year is allocated P level credit which is not aligned to the FHEQ (see Regulations 13-15 below).

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<sup>1</sup> A complete list of University awards is given in the *Introduction to the regulations*.

<sup>2</sup> See <http://www.qaa.ac.uk/publications/information-and-guidance/publication/?PubID=2718>.

9. The credit load for each year of a programme (with the exception of the dissertation in Master's programmes) should be distributed evenly over the two semesters of each academic year.

**Table 1: University awards and credits**

<b>Award title</b>	<b>FHEQ level of award</b>	<b>Credit value</b>	<b>Requirements</b>
Certificate of Higher Education	4	120	120 credits at FHEQ level 4
Diploma of Higher Education	5	120	A minimum of 120 credits at FHEQ level 5
Foundation Degree	5	240	A minimum of 120 credits at FHEQ level 5
Certificate in Education	5	120	A minimum of 60 credits at FHEQ level 5
Bachelor's Degree (Ordinary)	5	300	A minimum of 60 credits at FHEQ level 6
Graduate Certificate	6	60	60 credits at FHEQ level 6
Graduate Diploma	6	120	120 credits at FHEQ level 6
Professional Graduate Certificate in Education	6	120	A minimum of 45 credits at FHEQ level 6
Bachelor's degree (Honours), three years	6	360	A minimum of 120 credits at FHEQ level 6
Bachelor's degree (Honours), including professional training year	6	480	A minimum of 120 credits at FHEQ level 6 with 120 credits at P level
Integrated Master's degree (Honours)	7	480	A minimum of 120 credits at FHEQ level 7 and 120 credits at FHEQ level 6
Integrated Master's degree (Honours), including professional training year	7	600	A minimum of 120 credits at FHEQ level 7 and 120 credits at FHEQ level 6, with 120 credits at P level

Postgraduate Certificate	7	60	A minimum of 45 credits at FHEQ level 7 with the remainder at FHEQ level 6
Postgraduate Diploma	7	120	A minimum of 90 credits at FHEQ level 7 with the remainder at FHEQ level 6
Postgraduate Certificate in Education	7	120	A minimum of 45 credits at FHEQ level 7
Master's degree	7	180	A minimum of 150 credits at FHEQ level 7 with the remainder at FHEQ level 6
Master's degree (two year's full time – EuroMasters, Master of Fine Arts)	7	240	A minimum of 210 credits at FHEQ level 7 with the remainder at FHEQ level 6

## Modules

10. The modules that comprise each programme are set out in the relevant programme specification and programme handbook. This also stipulates whether modules are 'core', 'compulsory', or 'optional'.
- core module is a module that is central to a programme of studies and which must be taken and passed, and all units of assessment within it passed, in order for the student to pass the module and to proceed to the next level or stage of the programme and/or to gain an award. Compensation cannot be applied to failure of a core module
  - compulsory module is a module that the student is required to study which may include some units of assessment that must be passed. Where it does not conflict with the requirements of any Professional, Statutory, Regulatory Body (PSRB) to which the programme is linked, compensation may be applied to failure of a compulsory module
  - optional module is a module that is not compulsory or core and is chosen by the student with academic advice. Where it does not conflict with the requirements of any Professional, Statutory, Regulatory Body (PSRB) to which the programme is linked, compensation may be applied to failure of an optional module

## Pass mark

11. For modules at FHEQ levels 4, 5 and 6 and at level P the pass mark is 40% and for modules at FHEQ level 7 the pass mark is 50%. Professional, Statutory and Regulatory Bodies may prescribe a pass mark higher than the University norms.
12. If a student fails a module they are reassessed in the unit(s) of assessment that they have failed. 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.

### Professional Training year

13. All programmes have the option to offer a professional training year (hereafter called Professional Training), unless there are any PSRB requirements which might prohibit this, which is normally taken between FHEQ levels 5 and 6. The Professional Training year can be a paid or unpaid placement and cover a work, research and/or study abroad placement.
14. The minimum aggregate period of Professional Training shall be 30 weeks, excluding local annual holiday entitlement but including any return period(s) to the University. Whilst on a Professional Training placement, students will be visited by an academic member of staff.<sup>3</sup>
15. The Professional Training year shall be subject to summative assessment. The range of marks for Professional Training should conform to the normal scale of marks as set out in the *Code of practice for assessment and feedback*.

### Naming of undergraduate programmes

16. All programme titles should be consistent and clearly convey information about the nature and subject of study.
17. Programmes may combine different subject areas expressed as either an “and” or a “with” combination or a major/minor combination. Some programme may specify a specialist pathway. Programmes designated under the major/minor framework contain specific modules that link the two subject elements.
18. A joint honours programme should have equal weighting attributed to each subject and is expressed as BA/BSc (Hons) in “subject 1” and “subject 2”. A “with” combination and a major/minor programme can vary in how the content is weighted, although the major element of the programme should account for a least 225 credits of the overall credits for the programme (not including P credits) and the “with” or minor element at least 90 credits. The naming convention will operate as BA/BSc (Hons) in “subject 1” with “subject 2”. A programme with a pathway is named by inserting the pathway name in brackets following the generic programme title. In these instances the pathway or specialist content should normally account for at least 90 credits and the title is expressed as BA/BSc (Hons) in “generic title” “(specialist pathway)”.

### Naming of taught postgraduate programmes with specialist pathways

19. The following conventions should be followed in the naming of taught postgraduate programmes with specialist pathways:
  - Master’s degree in “generic title” = 180 credits, of which at least half the credits are derived from the generic modules and not more than 90 credits, including the dissertation are within a defined specialist pathway
  - Master’s degree in “generic title” “(specialist pathway)” eg MSc Advanced Clinical Practice (Cancer Nursing) = 180 credits, of which between 90 and 135 credits, which must include the dissertation, are within a defined specialist pathway
  - Master’s degree in “specialist title” = 180 credits, of which at least 135 credits, which must include the dissertation, are within a defined specialist pathway
  - Postgraduate Diploma in “generic title” = 120 credits, with less than 60 credits in a defined specialist pathway

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<sup>3</sup> Further details of procedures can be found in the [Code of practice for Professional Training](#).



- Postgraduate Diploma in “generic title” “(specialist pathway)” = 120 credits, with no fewer than 60 credits and no more than 90 credits in a defined specialist pathway
- Postgraduate Diploma in “specialist title” = 120 credits, with at least 90 credits in a defined specialist pathway
- Postgraduate Certificate in “generic title” = 60 credits, with at most 30 credits in a defined specialist pathway
- Postgraduate Certificate in “generic title” “(specialist pathway)” = 60 credits, with no fewer than 30 credits and no more than 45 credits in a defined specialist pathway
- Postgraduate Certificate in “specialist title” = 60 credits with at least 45 credits in a defined specialist pathway

### Taught awards of the University of Surrey

20. The University may only make those taught awards listed in the *Introduction to the regulations*. Awards are made:
- to those students have been registered for and who have satisfactorily followed the prescribed programme linked to that award, and
  - who have successfully completed the programme associated with that award and met any other requirements as specified in the programme specification, and
  - who have been awarded the required credits, as specified in Tables 1 and 5

### Classification of undergraduate honours degrees and integrated Master's degrees

21. The University's requirement that programmes must become demonstrably more challenging as students progress through them is reflected in the way that marks achieved at FHEQ level 5 and at FHEQ level 6 (and for integrated Master's programmes FHEQ level 7) are weighted when calculating the student's final results. Marks achieved at FHEQ level 4 do not contribute towards the final degree classification. Marks are weighted as shown in Table 2 below.

**Table 2: Undergraduate honours awards and integrated Master's awards: weightings for module marks at FHEQ level 5 and FHEQ level 6**

Award title	Weightings
Bachelors degree with Honours	FHEQ level 5 (35): FHEQ level 6 (65) 35:65
Master of Business Management, Master of Chemistry, Master of Engineering, Master of Mathematics, Master in Physics	FHEQ level 5 (25):FHEQ level 6 (35):FHEQ level 7 (40) 25:35:40
Bachelor of Veterinary Medicine and Science	FHEQ level 5 (10): FHEQ level 6 (15): FHEQ level 7 (year 4) (30): FHEQ level 7 (year 5) (45) 10:15:30:45

22. When classifying undergraduate honours and integrated Master's degrees the overall weighted aggregate mark the student has achieved is used. This is derived from aggregating module marks, weighted in accordance with Table 2 above and expressed as a score out of 100. The result of the calculation is required to be 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.
23. Awards are classified according to the following scheme.

**Table 3: Award classifications for undergraduate honours degrees and integrated Master's degrees**

Formal title <sup>4</sup>	Mark threshold
First Class Honours	70 and above
Second Class Honours (Upper Division)	60-69
Second Class Honours (Lower Division)	50-59
Third Class Honours (not available for Integrated Master's degrees) <sup>5</sup>	40-49

24. For students commencing a programme of study in 2014/15 onwards, credits at P level will not be used in the calculation to classify honours undergraduate and integrated master's awards.<sup>6</sup>

#### **Grading of undergraduate non-honours awards**

25. The following non-honours undergraduate awards are graded to enable Boards of Examiners to recognise the strengths of students' performances:
- Certificate of Higher Education
  - Diploma of Higher Education
  - Foundation Degree
26. Boards of Examiners grade the performance of students for these non-honours awards as follows
- Distinction 70 and above
  - Merit 60-69
  - Pass 40-59

For programmes where the award is a Certificate of Higher Education, grades are determined on the basis of all modules. For programmes where the award is a Diploma of Higher Education or a Foundation Degree grades are determined solely on the basis of the student's performance in their FHEQ level 5 modules. Calculations for grades apply the rules for the rounding of marks described in Regulation 22 above.

<sup>4</sup> Other titles for awards are First, I, Upper second, II(i), Lower second, II(ii), Third.

<sup>5</sup> Awards for students entering FHEQ level 5 of the Master of Engineering (MEng) in 2008/9 or before are graded merit for marks of 60-69 and distinction for marks of 70 and above.

<sup>6</sup> Award classification calculations that include P credits can be found in the *General Regulations* for 2013/14 and previous years.

27. The University does not grade or classify Ordinary Degrees.

**Grading of level 7 awards**

28. Subject to the terms of Regulation 20 above and any specific requirements set out in the programme specification and programme handbook, a Postgraduate Certificate may be awarded to a student who has gained at least 60 credits and has achieved an average mark of not less than 50%.
29. Subject to the terms of Regulation 20 above, and any specific requirements set out in the programme specification and programme handbook, a Postgraduate Diploma may be awarded to a student who has gained at least 120 credits and has achieved an average mark of not less than 50%.
30. Exceptionally, when a student has been awarded credits in excess of 120, the overall aggregate mark is calculated by reference to those modules which have attracted the highest marks and constitute 120 credits, except where the programme specification requires that the marks for certain specific modules must be included in the calculation.
31. Subject to the terms of Regulation 20 above, and any specific requirements set out in the programme specification and programme handbook, a Master's degree may be awarded to a student who has gained at least 180 credits and has achieved an average mark of not less than 50%, including the dissertation module.
32. Postgraduate Diplomas and Master's degrees will be awarded in accordance with the following mark thresholds:
- Distinction 70 and above
  - Merit 60-69
  - Pass 50-59
33. Awards are graded by taking the overall eligible marks, weighting them in accordance with the credit value of each module, including the dissertation, aggregating them and using the arithmetic mean of the weighted aggregate marks to determine the grade the student has achieved. The arithmetic mean of the weighted aggregate award mark for each student is rounded to the nearest whole number, and recorded as an integer on students' transcripts.
34. When calculating a taught postgraduate student's aggregate mark for a module and for their award grade, the result of the calculation is required to be a whole integer. In calculations, aggregate marks of 0.01-0.49 are rounded down; marks of 0.5-0.99 are rounded up. The award grade directly reflects the weighted aggregate mark.

**Intermediate exit awards**

35. Where a student wishes to leave the University before completing their programme of studies, but after accruing sufficient academic credits to take an intermediate exit award, the University may permit them to take the relevant award to which their credits entitle them, provided that they have no tuition fee debts to the University or are not otherwise in breach of its regulations.
36. Intermediate exit awards made by the University for undergraduate programmes are graded in accordance with Regulations 25-27 above. The typical intermediate exit awards are as follows.

**Table 4: Intermediate exit awards for undergraduate programmes**

Credits accrued	Intermediate exit award
120 credits at FHEQ level 4	Certificate of Higher Education
240 credits including 120 credits at FHEQ level 5	Diploma of Higher Education
300 credits, including 60 at FHEQ level 6	Ordinary degree

37. For intermediate exit awards from taught postgraduate programmes see Regulations 45, 69 and 70 below.
38. The title of an exit award should normally be the same as the main award unless there are discipline-specific or PSRB requirements which would make this inappropriate. Titles of exit awards are confirmed at programme validation and listed in the programme specification.
39. Where a student has withdrawn from the University and taken an intermediate exit award the terms of Regulation 52 below apply. Students whose studies have been terminated by the University for lack of academic progress and who have taken an intermediate exit award may not return to study on the same programme or one that shares 50% or more of the content of the original programme.

#### **Date of award**

40. University awards are made by the Senate. The date of the award is the date on which the Senate Progression and Conferment Executive (SPACE) or another body nominated by Senate approves the award on its behalf.

#### **Students in debt to the University**

41. Academic awards of students who are in debt to the University in respect of tuition fees will be withheld until the student has paid their tuition fee debts to the University.

### **ADMISSION**

#### **Entry requirements**

42. To be offered a place on one of the University's taught programmes students are required to meet the University's general entrance requirements, the English Language requirements and any requirements for entry to specific programmes. Further information is given in the [Admissions Policy \(Undergraduate\)](#) and [Admissions Policy \(Taught postgraduate\)](#).
43. The President and Vice-Chancellor, together with the University Executive Board, has responsibility for setting the criteria for the admission of students and will annually confirm the minimum entry requirements for all undergraduate and taught postgraduate programmes. Details of programme-specific entry criteria may be found on the Study pages of the [University website](#).
44. Applicants who have non-standard qualifications or who request that their work experience be taken into account as part of their application may be considered on an individual basis, in line with the general aims and principles of the *Admissions Policy* and within the terms of the University's procedures for the recognition of prior learning.

45. For some taught postgraduate programmes applicants may be admitted to study initially for an intermediate award (for example a Postgraduate Certificate or a Postgraduate Diploma) or be required to study and complete specified modules before admission to the full programme (see Regulations 69-70 below). Where such arrangements, opportunities, and conditions apply they are set out in the programme specification and the programme handbook.

### ***English language***

46. The University's programmes of study are delivered and assessed through the English language other than when required for a particular programme. The University therefore requires that applicants who wish to be considered for entry to one of its programmes of studies and whose first language is not English, or who have not been educated wholly or mainly through the medium of English, should demonstrate that they have reached the level of academic competence in the English language that it considers appropriate.
47. The University regularly reviews the level of achievement it requires applicants to achieve or have achieved and publishes this information on its web site and in its prospectuses. To be accepted by the University an applicant who does not meet the minimum standard will be required to undertake English language instruction before admission.<sup>7</sup>
48. Students whose qualifications and/or test results have met the University's requirements but whose proficiency in English is subsequently judged by their tutors to be hindering their academic progress will be required to attend a programme in English for academic study.

### ***False information***

49. Applications from students who in the course of the application process are found to have supplied false information about their qualifications or other false personal information will be rejected.

### **Re-admission to taught programmes**

50. The University will not admit former students whose registration has been terminated for academic misconduct to programmes or modules that lead to its awards.
51. Where the University has terminated the registration of a student the student may not re-apply for the same programme.
52. Where a student has withdrawn from the University and taken an intermediate exit award they may apply to the University to be admitted to the same or another programme and to have the credits they formerly accrued exempt them from some part of the programme (see Regulation 53 below). Where exemptions are granted the student will be required to relinquish any intermediate awards they have taken before they register.

### **Admission to a taught programme with advanced standing and exemptions**

53. A student who has previously satisfactorily studied with the University (including an Associated, Accredited or partner institution) or with another recognised degree awarding body in the UK or elsewhere or may apply to enter a University of Surrey taught programme and to have their previous academic performance taken into

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<sup>7</sup> The University's School of English and Languages provides programmes in English for academic study that are specially designed for overseas students who are planning to study in the UK.

consideration for the purpose of exempting them from some of the study requirements of the programme for which they are applying.

54. In each case the decision on the level of exemption to be allowed is an academic judgement made after reviewing the student's transcript or its equivalent and considering the studies they have previously completed and the programme they have applied to join. The University's procedures for the recognition of prior learning can be found on the Quality Enhancement and Standards website.
55. The minimum number of credits that a student transferring in to a University programme of studies must successfully complete at the University in order to achieve a University of Surrey award is indicated in Table 5 below.

**Table 5: The minimum number of credits that must be taken at the University to achieve its award**

Award title	Credits that must be studied with the University (including with an Associated, Accredited or partner institution) in order to achieve a University of Surrey award
Certificate of Higher Education	45 out of 120 at FHEQ level 4
Diploma of Higher Education	120 out of 240 at FHEQ level 5
Foundation Degree	120 out of 240 at FHEQ level 5
Bachelor's degree (Ordinary)	100 out of 300 credits with a minimum of 60 credits at FHEQ level 6
Graduate Certificate	30 out of 60 credits at FHEQ level 6
Graduate Diploma	45 out of 120 credits at FHEQ level 6
Bachelor's degree (Honours), three years	120 out of 360 credits; a minimum of 90 must be at FHEQ level 6
Bachelor's degree (Honours), including professional training	200 out of 360 credits, of which 90 must be at FHEQ level 6 with 80 P level credits
P level	The Executive Dean of a Faculty may exempt a student from up to one third of the total P level credits required by a programme where the student can show that they have previously successfully acquired experience that is the equivalent of the relevant professional training required by the University
Integrated Master's degree	240 out of 480 credits of which 120 credits must be at FHEQ level 7
Postgraduate Certificate	30 out of 60 credits at FHEQ level 7

Postgraduate Diploma	60 out of 120 credits at FHEQ level 7
Master's degree	90 out of 180 credits at FHEQ level 7
Master's degree (two years full-time)	120 out of 240 credits at FHEQ level 7

***Contribution of marks from previous study towards a University final award***

56. Where a student admitted to a taught programme has been exempted from completing parts of the programme having satisfied the University's requirements their final result (including the classification of their degree, where relevant) is determined on the basis of the work they have undertaken at the University after transferring to the programme.
57. Where approved by the relevant University body, a Memorandum of Agreement or Memorandum of Cooperation with another institution may explicitly provide for marks gained at the other institution to be considered when determining the student's final result. Other than under such an approved agreement, marks gained at another institution are not considered when determining the student's final result.

## REGISTRATION

### Periods of registration

***Table 6: Indicative maximum periods for registration for undergraduate programmes***

Award title	Indicative maximum period for registration	
	Full time	Part-time
Certificate of Higher Education	Two years	Three years
Diploma of Higher Education	Three years	Four years
Foundation Degree	Three years	Four years
Certificate in Education	Two years	Three years
Bachelor's Degree (Ordinary)	Four years	Five years
Graduate Certificate	Two years	Three years
Graduate Diploma	Three years	Four years
Professional Graduate Certificate in Education	Two years	Three years
Bachelor's degree (Honours)	Four years	Five years
Bachelor's degree (Honours), with professional training period	Five Years	Six years

Integrated Master's degree	Six years	Seven years
Postgraduate Certificate in Education	Two years	Three years

**Table 7: Minimum and maximum periods of registration for taught postgraduate programmes**

Award title	Minimum period of registration		Maximum period of registration	
	Full-time	Part-time	Full-time	Part-time
Postgraduate Certificate	3 months	6 months	24 months	36 months
Postgraduate Diploma	7 months	14 months	36 months	48 months
Master's Degree	11 months	22 months	48 months	60 months
Master's Degree (two year full time)	22 months	N/A	60 months	N/A

58. In exceptional circumstances where there are confirmed extenuating circumstances the Executive Dean of Faculty may extend the maximum period of registration indicated in Tables 6 and 7 for a given award for an individual student normally by not more than one year.
59. Where a student has been permitted by the University to suspend their registration, or where the University has required the student to suspend their registration, the maximum periods of registration set out in Tables 6 and 7 will be extended by a period equivalent to the period of the suspension.
60. Where a student has not completed their studies within the maximum period indicated in Tables 6 and 7, and has not been granted an extension by the Executive Dean of Faculty, their registration will be terminated. In such a case the relevant Board of Examiners will offer a student who has accrued the necessary credits the intermediate exit award to which they are entitled if they are not otherwise in breach of University regulations.

### Registration for taught programmes

61. Programmes start at the beginning of the academic year. Taught postgraduate programmes may additionally have start dates at other times of the academic year.
62. The academic year is divided into two semesters of 15 weeks each. Each semester consists of a period of teaching, revision/directed learning and examination.
63. Students are required to register at the start of their programme. Continuing students and students on taught postgraduate programmes that extend over more than one academic year are required to re-register at the beginning of each subsequent academic year and may be required to pre-enrol in the preceding semester and/or session. When registering and re-registering, students agree to comply with the University's Charter, Statutes, Ordinances, and Regulations.
64. In the absence of confirmed extenuating circumstances, students who fail to register or re-register within two calendar weeks of the beginning of the academic year will not normally be considered to be a continuing student of the University.



65. The name in which a student registers or re-registers for their programme will be the name that is recorded on any transcript or certificate issued by the University. Where a student changes their name in the course of their studies with the University they are required to inform the Executive Dean of Faculty within a month of the change.
66. Applicants registered for a programme that provides intermediate exit awards will also be considered as having registered to study for those awards. See Regulation 69 below.
67. As part of the University's commitment to encourage good academic practice and counter plagiarism, students are required under the terms of these *Regulations*, and as a condition of registration, to consent to the University's submission of instances of their work in electronic format for analysis by a service such as the Joint Information Services Committee (JISC) Plagiarism Detection Service.

### ***Simultaneous registration***

68. A student may not simultaneously register for two full-time programmes or a full-time and a part-time programme either at the University or at the University and another institution, with the following exceptions:
  - if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months
  - the programme of study has been approved as a dual award with another institution

### ***Registration for intermediate taught postgraduate awards***

69. In some cases, taught postgraduate programmes are so arranged that students are first registered to study for an intermediate award (such as a Postgraduate Certificate or Postgraduate Diploma) and are subsequently offered the opportunity to transfer to a Master's level award after progressing some way through their studies. In other cases students are registered directly to study for the Master's award. Where the latter is the case, a student who has registered for the Master's award will be considered to have enrolled for the intermediate awards of Postgraduate Certificate and Postgraduate Diploma and a student who has registered for a Postgraduate Diploma will likewise be considered to have registered for a Postgraduate Certificate.
70. The University requires that students may not receive more than one award for the same programme of studies. Where a student who has registered for and received a Postgraduate Certificate or Postgraduate Diploma seeks to re-enrol to study for the Master's award linked to that taught postgraduate programme the University requires that the intermediate award is relinquished before the student is enrolled for the Master's award.

### ***Registration for individual modules of a taught postgraduate programme***

71. Individuals who wish to attend individual modules in a taught postgraduate programme but who do not wish to register for the award may apply to the Executive Dean of Faculty to do so. Such applications will be considered on their merits and may be accepted where this is consistent with any of the overriding needs of the programme and the requirements of the programme specification. Successful applicants must register for the module(s), agree to abide by the University's Statutes, Ordinances and Regulations, and pay the relevant fee when requested. Credits may be awarded by the University for the successful completion of such modules.

### ***Retrospective registration on a taught postgraduate programme***

72. A student may be permitted by the Executive Dean of Faculty to register to follow a taught postgraduate programme retrospectively, if they have not completed more than one-third of the programme. Under this provision and, following the payment of all fees due to the University and the student's agreement to meet the conditions set out in Regulations 63, 65, 66 and 67 above, registrations will be back-dated to the date of commencement for the taught postgraduate programme in question.

### **University of Surrey co-operation with other institutions**

73. Where the University has concluded formal agreements that have been approved by Senate, taught programmes leading to University awards may be followed partly at the University and partly at other universities or institutions.

### **False information**

74. Students who have registered with the University for a taught programme or an individual taught postgraduate module and are subsequently found to have provided false information about their qualifications, or false personal information when applying, will have their registration terminated under the University's *Student disciplinary regulations*.

### **Tuition fees**

75. Students, who fail to pay their tuition fees in accordance with the University's stated policies will be subject to the University's established procedures for late payment of tuition fees.

### **Registration for modules**

76. Students following taught programmes are required to register or confirm their choice of modules at the beginning of the academic year or semester or the date specified in the programme handbook. Full-time undergraduate students, other than students undertaking academic exchanges (see Regulations 132-135 below) , are required to register for modules with a value of 120 credits in each academic year. One year full-time taught postgraduate students normally register for modules with a credit value of up to 180 credits in any twelve month period. Two year full-time taught postgraduate students normally register for modules with a credit value of up to 120 credits in any twelve month period. Part-time students following taught postgraduate programmes normally register to study modules with a value of up to 90 credits in each academic year.
77. Students who do not register or confirm an earlier provisional registration for a module within two calendar weeks of the beginning of the academic session (or semester) will not be considered to have registered for that module unless there are confirmed extenuating circumstances. Work submitted for assessment by a student on a taught programme who is not registered for a module will not be assessed.
78. Undergraduate students who have failed to progress in the previous session and taught postgraduate students who have failed modules may be permitted by a Board of Examiners to repeat their studies in order to be reassessed in the failed elements (with or without attendance). Such students are required to register for the necessary modules at the beginning of the academic session or semester. If they have not registered, or confirmed an earlier registration, for a module within two calendar weeks of the beginning of the academic session or semester they will not be considered to have registered for the module and the associated assessments (or assessment elements) and their registration will lapse.

79. Students who have been permitted to repeat studies are required to pay the relevant registration and other fees to the University within the normal period and arrangements (see Regulation 75 above).
80. Students may not normally change their module registrations once the module has started and may only do so with the approval of the Programme Leader and where timetabling permits. After the second week following the commencement of a module, changes to module registrations will only be permitted where the student has confirmed extenuating circumstances.
81. Students who have registered for a credit-bearing module may not withdraw their registration from that module after the passage of two weeks or after they have submitted work for assessment, whichever is the sooner.
82. Undergraduate students who withdraw from their module after two weeks or after they have submitted for assessment (whichever is sooner) will be considered to have failed the module. Taught postgraduate students who do not complete a module for which they have registered will be considered to have failed the module.
83. A student who has completed a module and has been awarded the academic credit for that module by passing the associated assessments (or reassessments), or through compensation by the Board of Examiners, is not allowed to repeat that module in order to improve their marks.

### **Communications between students and the University**

84. The University normally uses a student's University email account to communicate important information about registration, module registrations, assessment, degree ceremonies and other matters. Students studying with the University are required to activate and use their University email account within 48 hours of first registering. Once their University email account has been activated students should regularly check and use their account.
85. Students studying for University awards with the University's Associated and Accredited Institutions are required to follow the relevant Institution's requirements for communication.
86. Students studying with the University are responsible for ensuring that it has their current postal address and contact telephone number(s) while their programme is in session and their postal address and their contact telephone number(s) for vacations where this is different. This information is initially gathered through registration and re-registration. Similar responsibilities apply between students studying for University awards with the University's Associated and Accredited Institutions and their Institution.
87. Where the University has agreed to the request of a student studying with it to suspend their registration for a period the student will retain their University email address which will be used by their Programme Leader in the first instance and other University officers to contact them. See Regulations 96-101 below.
88. Where a student studying with the University fails to respond to official email enquiries from the University over a reasonable period (normally, four weeks) the Deputy Registrar will send a postal enquiry to the student's last known address. If there is no response to this communication, again within a reasonable period, the University will normally consider the student's registration to have lapsed.
89. Access to University services and the University's email systems will be withdrawn for students whose registration has lapsed or has been terminated by the University.

## **Transfer of programme registration**

### ***Undergraduate students***

90. Students may apply to their Programme Leader to transfer their registration to another programme within the same Faculty at any point within the first six months of their first year of study. Such a transfer will be permitted where the relevant Programme Leaders consider there is sufficient commonality between the curricula of the two programmes for the student to effect a seamless transfer that will not jeopardise their academic progress.
91. Applications by students to transfer their registration from one programme to another after the first six months of study must be approved by the relevant Executive Dean of Faculty.
92. Students transferring their registrations from one University programme to another programme under the terms of Regulation 90 above will be considered to have followed a continuing programme of studies and continue to accrue credits. In such a case marks for assessments already completed by the student will remain unchanged and be transferred to their record for the second programme.
93. Where the relevant Programme Leaders consider there is not sufficient commonality between the two programmes for the student to effect a seamless transfer, but the Leader of the second programme agrees to admit the student for the following academic year, the student is advised to withdraw from their registration for the first programme, with the University's agreement that it will admit her/him to the second programme in the next academic year.

### ***Taught postgraduate students***

94. Taught postgraduate students who wish to transfer their registration to another taught postgraduate programme in the same or another Faculty are expected to have sought the advice of the Programme Leaders of both the relevant taught postgraduate programmes before making an application to transfer. Applications should be directed to the Leader of their current programme. Applications must have the approval of both the relevant Programme Leaders and the Executive Deans of the Faculties.
95. Students transferring their registrations from one University programme to another programme under the terms of Regulation 94 above will be considered to have followed a continuing programme of studies and continue to accrue credits where there is sufficient commonality between the programmes for the student to effect a seamless transfer. In such a case marks for assessments already completed by the student will remain unchanged and be transferred to their record for the second programme.

## **Suspension of registration**

96. A student who is in difficulties, with their studies or through personal circumstances, may apply to the Executive Dean of Faculty for the temporary suspension of their registration.
97. The period for which the University is prepared to allow suspension of registration for a student following a taught programme will not normally be longer than one academic year.
98. Where a student is unable to return to their studies at the end of a period of temporary suspension, and has not applied to the Executive Dean of Faculty for an extension to that period, their registration will be terminated.

99. Where a student's request for the suspension of their registration has been accepted by the Executive Dean of Faculty the student's access to University email systems will be maintained to assist contacts between the student, their Programme Leader and personal tutor and the Deputy Registrar.
100. Exceptionally, a decision to temporarily suspend the registration of a student on health grounds may be taken by the Executive Dean of Faculty on the recommendation of a Fitness to Study Panel convened in accordance with the *Regulations for fitness to study*. Again, exceptionally, the University may suspend the registration of a student for a defined period where they are alleged to have acted in a manner that contravenes the University's *Student disciplinary regulations*.
101. Suspension of registration will be kept under review by the Programme Leader in consultation with the student and Deputy Registrar. This will normally be through the University's email facilities and by post (see Regulations 86-88 above). Where a student's registration has been suspended they are not eligible to participate in their programme (including assessments and reassessments) before resuming their registration or re-registering.

#### ***Exclusion on non-academic grounds***

102. A student may be excluded from the University and their registration terminated for engaging in conduct that is harmful to the University (see *Student disciplinary regulations*).
103. Where a student who is excluded from the University for non-academic reasons has accrued sufficient academic credits to be eligible for an intermediate exit award the relevant Board of Examiners will recommend the relevant award.

#### **Withdrawal from registration and intermediate exit award**

104. Students who wish to withdraw from the University before they have completed their programme of studies are required to notify the Executive Dean of Faculty of their intention by email and in writing.
105. Boards of Examiners will offer students who have withdrawn from a programme of studies and have accrued the necessary credits the intermediate exit award to which they are entitled if they are not otherwise in breach of University regulations.
106. As noted in Regulation 51 above, students whose studies have been terminated by the University for academic reasons may not reapply to the University to register for the same programme but may apply for another programme of studies as a new entrant.

#### **Termination of registration and intermediate exit award**

107. Where a student has not made academic progress and their registration has been terminated by the University (see Regulations 117-119 below), but they have accrued the necessary credits, the relevant Board of Examiners offers the student the intermediate exit award to which they are entitled if they are not otherwise in breach of University regulations (see Regulations 35-36 above).

## **ACADEMIC STUDY AND PROGRESSION**

### **Participation by students in the work of their programme**

108. The University requires that students participate fully in the work of their programme and complete the required assessments as set out in the programme specification and the programme handbook. For students learning at a distance, participation involves availing themselves of the virtual and other learning opportunities provided for them by the University and completing the required assessments.
109. Where a student fails to participate in the learning opportunities available to them or declines to do so and/or does not submit the required assessments, the University, through the Executive Dean of Faculty will enquire into their participation, including for students based at the University, their attendance. Where extenuating circumstances are confirmed (see *Regulations for extenuating circumstances*) the student's registration continues and their performance is dealt with by the Programme Leader and through the relevant Board of Examiners.
110. Where there are no confirmed extenuating circumstances, the procedures set out in Regulations 117-119 below will apply.

### ***Academic misconduct***

111. The University's arrangements for defining and dealing with academic misconduct are set out in the *Regulations for academic integrity*.

### ***Fitness to study***

112. The procedures that are followed in matters to do with fitness to study are set out in the *Regulations for fitness to study*.

### ***Fitness to practise***

113. The procedures that are followed for matters to do with fitness to practise are set out in the *Regulations for fitness to practise*.

### **Requirements for progression**

114. Student progression is defined by the University as taking place when a student meets the University's requirements to move from one level or stage of a taught programme to the next level or stage; when a student terminates their programme and takes an intermediate exit award (having met the University's requirements for that award); and when a student finishes their programme and, having met the University's requirements, takes the final award for their programme of studies.
115. For a student following a taught programme of studies to progress to their award they must satisfactorily complete each level or stage of the programme. Satisfactory completion of a level or stage is demonstrated by achieving the required credits (normally, 120 credits at each level for undergraduate and integrated Master's programmes). For programmes that have part-time or other modes of study the programme specification and programme handbook specify the number of credits required to be passed in order to progress from level to level or stage.
116. For a student to progress from one level or stage of a taught programme to the next level or stage, or to take their final award, the University requires that they have achieved the required credit in full for that level or stage and passed all units of assessment for any modules designated core modules in the programme specification and programme handbook.

### **Failure to make progress: termination of registration**

117. Where a student proves unable to make progress with their studies through failing assessments and/or ceasing to participate in their programme it is not normally in their interest or that of the programme that they should continue. In such circumstances (and following the offer of academic advice) if there are no confirmed extenuating circumstances the Executive Dean of Faculty writes to the student stating that unless there is an improvement in their performance within four weeks their registration will be terminated for lack of academic progress.
118. Where, after a written warning and the passage of four weeks, there has been no improvement the Executive Dean of Faculty informs the student that their registration is to be terminated for lack of academic progress. The student may challenge the decision to terminate their registration through the University's appeals processes (see *Regulations for academic appeals*). If the student's appeal is not upheld their registration is terminated within ten working days of their notification of the outcome of the appeal.
119. Where a student's registration is terminated for failure to make progress with their studies and the student has accrued sufficient credits and/or marks to achieve an intermediate exit award, the relevant Board of Examiners will recommend the intermediate exit award to which they are entitled.

### **Failure following reassessment: termination of registration**

120. Where, following reassessment, a student has failed to achieve all the 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.

### **Learning Support Adjustment (LSA) procedure**

121. Where a student faces chronic, foreseeable or recurring circumstances or physical or other impairments that have the potential to hinder their academic progress they may inform the University through the Programme Leader or a member of the University's Additional Learning Support (ALS) service that they wish to request advice and support with their particular learning support arrangements.
122. Under the LSA procedure ALS works with the student, their tutors and other professionals (as required), to assess the learning support needs of students with impairments. Following this assessment ALS will provide the student, where appropriate, with a written summary of the adjustments to the student's learning, teaching and assessment arrangements that ALS, in consultation with the Programme Leader, has assessed as reasonable and a note will be added to the student's centrally held records. Adjustments suggested in an LSA statement are designed to provide the student with an equal opportunity to participate in all educational activities: they are not intended to provide an unfair advantage.
123. Where a student has secured an LSA statement, ALS will ensure that their Programme Leader is formally notified of its contents so that the latter can notify the relevant departmental, Faculty and University officers of the adjustments suggested in the LSA statement and periodically check their continuing suitability for the student. Where the LSA statement prescribes particular arrangements for sitting assessments or examinations ALS and the Programme Leader or their equivalent each copy this information to staff administering and invigilating the student's examinations and assessments.

## ASSESSMENT AND REASSESSMENT

### Submission of coursework

124. The University requires each Faculty to ensure that there are robust and transparent arrangements in place for collecting student work and recording the date of submission. For each programme, statements of these arrangements and where coursework is required to be submitted are to be found in the programme handbook.
125. Students following taught programmes are required to submit coursework units of assessment (including project and other reports and dissertations) on time and in accordance with the arrangements published in the handbook for the relevant programme. Arrangements for the submission of Master's dissertations are described in Regulations 136-161 below. Where a unit of assessment has not been submitted and there are no confirmed extenuating circumstances, compensation will not be available for that module.
126. Where a student has not submitted a coursework unit of assessment by the deadline specified (which shall either be a Monday at 4pm or Tuesday at 4pm<sup>8</sup>), and there are no confirmed extenuating circumstances, the mark given by tutors for that unit of assessment will be reduced by 10 percentage points for work submitted for each 24 hour period after the deadline, up to and including the third day after the submission (30 percentage points). Penalties are applied after the assessed work is marked and marks are deducted until zero is reached; ie a student who achieves a mark of 80% but submitted their work 10 minutes past the deadline, as a result, their mark is reduced by 10 percentage point to 70% (not 72%). The mark recorded for assessed work submitted after 4pm on the third day after the deadline (72 hours), or not submitted at all, is zero and will not be marked. For example:

Deadline Monday 4pm	Deadline Tuesday 4pm
Monday 4.01pm - 10 percentage points	Tuesday 4.01pm - 10 percentage points
Tuesday 4.01pm - 20 percentage points	Wednesday 4.01pm - 20 percentage points
Wednesday 4.01pm - 30 percentage points	Thursday 4.01pm - 30 percentage points
Thursday 4.01 pm – zero	Friday 4.01pm - zero

127. Where the student's marks for the remaining units of assessment for the module are sufficient to enable them to pass the module overall, the mark that is recorded for the module includes the penalised mark in the relevant unit of assessment. If the student fails the module they are reassessed in the unit(s) of assessment they have failed. Marks for reassessed units of assessment are capped at the pass mark.

### ***Late submission of the dissertation***

128. Where a student following a taught postgraduate programme submits their dissertation late, the University applies the relevant penalty specified in Regulation 126 above. Where the application of the penalty results in the mark for the dissertation being reduced below the pass mark (50%) the Board of Examiners may

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<sup>8</sup> All times refer to British time.



permit the student to resubmit the same dissertation as their resubmission attempt, subject to the mark for a successful resubmission being capped at the pass mark (50%).

### ***Joint or group project***

129. When two or more students have conducted a joint or group project, each student normally submits written work in accordance with the requirements of the relevant programme or module handbook.
130. Students who have participated in a joint or group project are required to provide an introductory note to the project report that specifies the contributions made by each person. The introductory note must be countersigned by each participant co-worker and attached to the report submitted.

### **Legibility of written work**

131. The University requires that coursework assessments and examination scripts be legible: it does not require internal and external examiners to mark illegible written assessments. Where an internal assessor judges an examination script or other written assessment to be illegible, there are no extenuating circumstances, and their judgement is supported by a second internal assessor and the external examiner, the Board of Examiners may require the student to have the written assessment transcribed under secure conditions at the student's own expense.

### **Exchange students: credits and marks**

132. The University encourages its students to participate in educational exchange arrangements it has established with other Universities and in other recognised international study arrangements (with its approval) such as ERASMUS and ERASMUS Mundus.
133. Students undertaking approved educational exchanges are required to pass any required assessments taken on the exchange; normally, however, only the marks they achieve at the University of Surrey count towards their final award unless other arrangements have been approved, normally via validation or periodic review of the programme. The final year of undergraduate programmes (FHEQ level 6 or 7) must be undertaken at the University of Surrey.
134. Credits and marks accrued by an exchange student while studying with another higher education institution are reported to the University by that institution.
135. For undergraduate exchange students who undertake an exchange lasting for only a single semester the marks achieved for the credits taken at Surrey are used for the full 120 credits for that level. This means that if a student in the second year has undertaken an exchange in the first semester worth 60 credits and taken 60 taught credits at Surrey in the second semester, then the mark for the 60 credits taken at Surrey will be treated as the mark for the full FHEQ level 5 (120 credits) and weighted accordingly as described in Table 2 above.

### **Dissertation – Master's programmes**

#### ***Requirement to achieve specified marks in order to proceed to the dissertation***

136. A taught postgraduate student must have satisfactorily completed and passed the taught portion of their programme in order to be permitted to submit their dissertation for assessment.

***Submission of dissertations: time limits***

137. Subject to its duty of fairness to full-time taught postgraduate students, the University will not grant extensions to the deadline for the submission of dissertations that would cause the student to complete their programme more than 13 months after the date they registered. Allowing for marking, moderation and Board of Examiners processes, extensions will not normally be granted that would cause a dissertation to be submitted more than 12.5 months after the date on which the student registered.
138. For part-time taught postgraduate students following a structured programme over two years and undertaking dissertations, the University will not normally grant extensions to the submission deadline for the dissertation that would cause the student to complete their programme more than 23.5 months after the date of registration.

***Nature of dissertations or equivalent work***

139. It is a requirement of the University that taught postgraduate programmes include a dissertation and/or major project module.
140. For taught postgraduate students undertaking a dissertation the way in which the subject matter and title of the dissertation, or equivalent project, are determined and approved is specified in the programme handbook.
141. Where a taught postgraduate student is required to undertake an equivalent project, rather than a dissertation the student is required to follow the regulations for undertaking and completing a dissertation as nearly as possible, having regard to the nature of the project and with the advice of their tutors and/or the Programme Leader.

***Reference to the work of others***

142. In their dissertations taught postgraduate students are required to use explicit references and citations where they have drawn on the work of others or their own work and that is not part of the dissertation or other material that is submitted.
143. The University requires that work submitted by the student for, or towards, another academic award (whether of the University or another body) does not comprise part of the submission for the University degree of Master's.
144. The University's requirements with respect to the avoidance of academic misconduct and, in particular plagiarism can be found in Regulation 67 above, and its procedures for dealing with academic misconduct can be found in the *Regulations for academic integrity*.

***Joint or group project***

145. When two or more students have conducted a joint or group project each student normally submits a separate dissertation in accordance with the requirements of the relevant programme handbook. Each student who has participated in a joint or group project is required to provide an introductory note to their dissertation that specifies the contributions made by each person. In the case of a jointly produced dissertation the introductory note must also clearly identify what contributions were made by each contributor to the dissertation. In each case, a copy of the introductory note(s) must be countersigned by each participant co-worker and attached to the dissertation submission.

***Format of dissertations***

146. It is a University requirement that dissertations be produced on A4-size paper and that all pages be numbered serially. Dissertations should be securely bound together in a manner specified in the programme handbook. Wherever possible, subsidiary papers and other material should be firmly secured to the body of the dissertation but, if appropriate, such material may be submitted separately for consideration by the examiners, with each item clearly identified with the student's full name, the year of submission, the degree for which they are registered, and the dissertation's approved title.
147. Each dissertation is submitted with a title page that bears
- the dissertation's approved title
  - the student's full name
  - the degree for which the student is registered
  - the year in which the dissertation is presented
  - a statement in a form approved by the University that the dissertation is the work of the author and that the work of others is indicated by explicit references
  - a statement in a form approved by the University that asserts the student's right to be identified as the author of the work and the copyright owner.

For each dissertation a 300 word summary of the dissertation in English (see below) must follow the title page.

***Language of the dissertation***

148. The dissertation is written in English, other than when the nature of the subject requires that it be submitted in another language and prior approval has been given, in accordance with the programme handbook. As noted above, the summary must always be written in English.

***Number of copies required for assessment***

149. Student should submit two copies of their dissertation to their Faculty for assessment, together with an electronic copy in an approved format, as stated in the programme handbook, to facilitate submission to the University's plagiarism detection service (see Regulation 67 above). Arrangements for receiving and registering the submission of dissertations are set out in the relevant programme handbook. Students are advised to keep paper and electronic copies of their dissertation for their personal use.
150. No alterations or additions may be made to a dissertation after it has been submitted other than in the case of reassessment.

***Examination of dissertations***

151. The marking scale for dissertations is 0-100. Examiners are required to make their recommendations as follows:
- the dissertation is of pass standard
  - that the dissertation is failed, but that the student is permitted to submit a revised dissertation by a specified date within 6 months.
152. The Executive Dean of Faculty may invite those students who have produced a dissertation that has been awarded a Distinction to have their dissertation permanently hard bound so that it can be placed in the Library. If the student

accepts this invitation it is on the understanding that they bear the cost of binding to the University's specifications.

***Failure of dissertation and submission of revised dissertation***

153. Where, in the academic judgement of the examiners, a dissertation has failed to meet the required pass standard the reasons for their finding are communicated to the student.
154. A student may submit a revised dissertation once only. If the dissertation is not submitted within six months the University will normally consider the student's registration to have lapsed. Where there are confirmed extenuating circumstances, however, SPACE may grant an extension of the time permitted. The procedure for submitting a revised dissertation is set out in the programme handbook and is the same as for the original submission.
155. A revised dissertation is normally examined by the same examiners as the previously failed dissertation. The Executive Dean of Faculty may, however, appoint other examiners. The recommendations that may be made by examiners are that the dissertation passes or that it be failed. Examiners may not recommend a second re-submission.
156. Compensation is not available for the dissertation. If the revised dissertation is failed but the student has accrued the necessary credits elsewhere in the programme the Board of Examiners may recommend the relevant intermediate exit award.

***Copyright and access to the dissertation***

157. Copies of dissertations with a mark of 70% or higher may be placed in the University Library and will be available for consultation or loan as indicated in Regulation 152 above. An electronic copy of such dissertations will also be added to a database which will be accessible for academic purposes to University of Surrey staff and students
158. As noted in Regulation 147 above, students are advised to mark their dissertations as copyright. It is, however, a condition of the University's acceptance of a dissertation that the University Director of Library and Learning Support Services is granted the authority to reproduce the dissertation by photocopy or otherwise, and to lend copies to those institutions or persons who, in the Director's opinion, require them for academic purposes.

***Commercial or other confidentiality of the contents of a dissertation***

159. If a student's sponsoring organisation or a collaborating body considers that the dissertation contains matter of a confidential nature, the student may request the University Director of Library and Learning Support Services, through the Programme Leader, to restrict access to their dissertation for a period not exceeding five years. Requests must be in writing, stating the grounds on which the restriction is sought and the requested duration of the restriction. If the Director agrees to this request, access to the dissertation may be allowed during this period only with the permission of the author, or those specified by them. If it is desired to extend the restriction beyond the agreed period, or restrict access on other grounds, further application must be made in writing to the Director stating the grounds for the request.
160. Where the author, their sponsoring organisation, or a collaborating body wishes to seek a patent based on material in the dissertation, the author may request the University Director of Library and Learning Support Services, in writing, to restrict all access to the dissertation for a period not exceeding one year. Requests for such restrictions must be in writing, stating the grounds on which they are sought and the requested duration of the restriction. If it is desired to extend the restriction beyond

the agreed periods, or restrict access on other grounds, further application must be made in writing to the Director stating the grounds for the request.

### ***Intellectual property rights***

161. While the copyright of the dissertation belongs to its author or authors, the student is required to assign to the University or its nominee any intellectual property rights (whether patentable or otherwise) that the student is considered to have acquired resulting directly or indirectly from study at the University in return for a fair proportion of any net receipts in accordance with the terms of the University's Intellectual Property Code. A student may, however, be subject to a specific agreement with the student's sponsor concerning the assignment of intellectual property rights to the sponsor.

### **Deferred assessments**

162. 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<sup>9</sup>, 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.

### ***Undergraduate programmes***

163. Where a student in the final year of an undergraduate programme, or of an Integrated Masters programme has taken a deferred assessment, in one module only, at the assessment or reassessment point formally approved for their programme, and they have failed that module the following apply:
- where the assessment is for an FHEQ level 6 module on an undergraduate or Integrated Master's programme, and the student has achieved a mark of 30% or more in the deferred assessment, compensation may be applied where the student is eligible to receive it
  - where the assessment is for an FHEQ level 7 module in an Integrated Masters programme and the student has achieved a mark of 40% or more in the deferred assessment, compensation may be applied where the student is eligible to receive it.
164. Where a student who is not in the final year of an undergraduate programme or an Integrated Masters programme has taken one or more deferred units of assessment and passed the units, and therefore the relevant module(s), they may progress to the next level or stage of their programme. In such a case the marks that are recorded are the marks the student has achieved in the deferred assessment(s).
165. Where a student who is not in the final year of an undergraduate programme or an Integrated Masters programme takes one or more deferred units of assessment in a module, and fails one or more of these, since they are deferred units the student is not eligible for compensation to be applied. The student must therefore submit for reassessment in those units of assessment at the next University-approved assessment or reassessment point, subject to the limits on progression set out in Regulation 116 above. In such a case the student may follow the University's procedure for reassessment without attendance. Access to email, Library and VLE facilities for such students is available subject to the payment of the appropriate fee which is refunded when the student passes their reassessment.

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<sup>9</sup> See *Regulations for extenuating circumstances*.

### **Taught postgraduate programmes**

166. Where a taught postgraduate student has taken a deferred assessment, in one module only, at the University-approved reassessment point for their programme, and they have failed that module, the student is not eligible for compensation to be applied and must submit for reassessment in the relevant units of assessment for that module at the next University-approved assessment or reassessment point. In such a case the student may follow the University's procedure for reassessment without attendance. Access to email, Library and VLE facilities for such students is available subject to the payment of the appropriate fee which is refunded when the student passes their reassessment.
167. When the student passes the deferred units of assessment and therefore the relevant module(s) they may progress. In this case the mark recorded is the mark the student has achieved. When deferred units of assessment in one or more modules are failed and the student is not eligible for compensation, they must submit for reassessment in those units of assessment at the next opportunity. In such a case the student may follow the University's procedure for reassessment without attendance. Access to email, Library and VLE facilities for such students is available subject to the payment of the appropriate fee which is refunded when the student passes their reassessment.

### **Alternative assessment**

168. Alternative assessment can be employed for reassessment when it is not possible to reassess students in the methods used in the original assessment. Alternative assessment has to be specifically approved at the validation or periodic review of the relevant module(s) or through a subsequent programme amendment formally agreed by a Board of Studies.

### **Failure and reassessment**

169. A student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next academic level or stage of their programme, or to take their award. 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 188-195 below).
170. In all cases, where a student is reassessed the mark recorded for the unit of assessment is the better of the two marks achieved by the student (assessment and reassessment) but the mark used to calculate the overall module mark is the pass mark.
171. Where a taught postgraduate programme has a duration other than an academic year, or a credit value for the academic year other than 180 credits, the programme handbook sets out the eligibility for reassessment and/or compensation of the students. In all such cases the marks recorded for each reassessed unit of assessment that has been passed, and for calculating the overall mark for a module, is the pass mark.
172. Students who have been permitted to repeat studies in order to be reassessed are required to pay the relevant registration and other fees to the University within the normal period and arrangements.

***Failure to attend for assessment/examination***

173. Where a student has failed an assessment, or reassessment, for a module through failing to attend a required examination, 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 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 169 above, and will not be entitled to compensation for that module.

***Failure and reassessment for modules with a value up to and including 45 credits***

174. Where an undergraduate student has failed modules with a value up to and including 45 credits at that level or stage of their programme and, following reassessment and/or compensation within the limits permitted by these *Regulations*, 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, the University terminates their registration.
175. 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 45 credits and, following reassessment and/or compensation within the limits permitted by these *Regulations*, passes the module(s), they may progress to complete their programme.
176. Where a student has passed a module after reassessment or compensation this is recorded in their transcript.

***Failure of modules with a value of more than 45 credits***

177. Where an undergraduate student fails modules with a value of more than 45 credits at that level or stage of their programme, their progression through their programme is halted and the Board of Examiners will require them to retake the units of assessment they have failed in the next academic year, in order to pass any failed modules and progress to the next stage or level of their studies. In such a case the Board of Examiners requires that the student is reassessed, with or without attendance.
178. Where a taught postgraduate student has failed modules with a value of more than 45 credits the Board of Examiners requires that they retake the units of assessment they have failed (with or without attendance) in order to pass any failed modules and progress to complete their programme. Where the student retakes the units of assessment and does not pass them, the University terminates the student's registration. In such a case the Board of Examiners will offer a student who has accrued the necessary credits the intermediate exit award to which they are entitled, if they are not otherwise in breach of University regulations. Likewise, where the student does not wish to retake the failed units of assessment, and wishes to withdraw from their programme, the Board of Examiners will offer them the intermediate exit award to which they are entitled, if they are not otherwise in breach of University regulations.

### ***Timing of reassessments***

179. Reassessments for units of assessment for undergraduate programmes failed in the first and second semester of the year are undertaken in the University-appointed reassessment period. The dates for this period are published on the [University web pages](#) and in programme handbooks.
180. In circumstances where a final year undergraduate student has failed a module in Semester 1 they may resit the module in Semester 2.
181. Students who have been permitted to repeat studies in order to be reassessed take the reassessment(s) for the module(s) they are repeating at the time appointed for that module. Such students are required to pay the relevant registration and other fees to the University within the normal period and arrangements (see Regulation 75 above).
182. A taught postgraduate student who has failed a module is required to submit for reassessment at the next University-appointed reassessment opportunity.
183. For taught postgraduate programmes, reassessments for failed units of assessment are normally undertaken at the end of the academic year. Exceptionally, reassessments may be undertaken at another time specified by the Executive Dean of Faculty, advised by the Programme Leader. For students with exceptional circumstances, and with the approval of the Executive Dean, this may be up to two years after the first assessment.

### ***Reassessments for students undertaking Professional Training***

184. 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 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.
185. 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 (see Regulation 116 above).
186. A student who fails to be awarded P credits for a unit of assessment taken as part of the Professional Training year shall have the right to submit for reassessment on one subsequent occasion within one year of the first attempt, under conditions specified in the student handbook

### ***Replacement modules***

187. Students at FHEQ level 6 and FHEQ level 7 submitting for reassessment are normally reassessed in the units of assessment they have failed in the module for which they had registered. Exceptionally, for one module only, a Board of Examiners (advised by the Programme Leader and with the consent of the student) may recommend that a student in their final year or a taught postgraduate student be reassessed in another module with the same credit value. In such a case the student is required to pass the second replacement module overall, and will not be permitted to be further reassessed in case of failure. Where the student passes the reassessments, the marks are recorded as pass marks and used in the calculation of the student's results for the module. Where the student fails but is eligible for compensation, compensation may be applied.



## **Compensation**

188. Compensation is only available following reassessment and is not available to students who have not failed a module. Compensation is not available for core modules.
189. Where the conditions set out in Regulations 191-192, or 193 or 194-195 below are met the student's overall performance compensates for their failed unit(s) of assessment and the student is allowed to progress to the next level or stage of their programme.
190. Where compensation is applied, the mark recorded for the compensated module and that which is used in calculating the module mark overall, is the aggregate module mark, including the mark awarded for the failed unit(s) of assessment. Where a student has passed a module through the application of compensation their transcript shows that they have passed following reassessment and the application of compensation. A student cannot choose to reject compensation.

### ***Undergraduate programmes***

191. Compensation is available following reassessment for failed units of assessment in modules with a value up to and including 30 credits in the first year of a programme. In subsequent years, compensation is available for modules with a value up to and including 15 credits. Compensation is not available where, after reassessment the student has an overall mark for the module of less than 30% (modules at FHEQ levels 4-6) or 40% (modules at FHEQ level 7). Circumstances that can affect eligibility for compensation are described in Regulation 173 above.
192. If the conditions in Regulation 191 above are met compensation can be applied if:
- the weighted level aggregate of all the student's module marks at that level or stage (including the failed modules) is 45% or higher (55% or higher for FHEQ Level 7 modules on Integrated Masters' programmes), and
  - the lowest overall mark achieved in a failed modules is 30% or more (40% in a failed FHEQ level 7 module on Integrated Master's programmes).

### ***Final year undergraduate students: availability of compensation***

193. Where a final year undergraduate student has failed a module that is not a core module with a mark that is eligible for compensation within the terms set out in Regulations 191-192 above, compensation is available without the requirement to submit for reassessment. Once awarded, compensation cannot be refused (rescinded) by the student other than where there are confirmed extenuating circumstances that entitle the student to be re-assessed.

### ***Taught postgraduate programmes***

194. Where, after reassessment, a student following a taught postgraduate programme has failed module(s) with a value of 15 credits and
- the weighted level aggregate of all the student's taught module marks (including the failed module(s)) is 55% or higher, and
  - the lowest overall mark achieved in a failed module is 40% or more (30% in a failed FHEQ level 6 module)
- the student is eligible for compensation.
195. Marks achieved in the dissertation component of a taught postgraduate programme cannot be used to compensate for failed modules in the taught portion of the programme.

### **Aegrotat degree**

196. A student prevented by illness or other circumstance from sitting the whole or part of their assessments in the year in which the programme would normally be completed may be considered for the award of an Aegrotat Degree with their consent. Aegrotat Degrees are not honours awards and are not classified or graded.
197. The decision to recommend the award of an Aegrotat Degree is made by the relevant Board of Examiners to SPACE, having received a report on the student's circumstances from the Chair of the Board of Examiners, advised by the Programme Leader.
198. A student who chooses not to accept the award of an Aegrotat Degree may complete their assessments on one subsequent occasion. This will normally be in the following academic year. A student who continues to be unable to complete the assessments on a subsequent occasion may then choose to accept the award of an Aegrotat Degree.

### **Approval, dissemination and publication of results**

199. Boards of Examiners make provisional recommendations for students' assessments and awards to SPACE as the body to which Senate has delegated authority to confirm awards (or otherwise) on its behalf.
200. The confirmed results of assessments and awards are published and distributed to students by the Student Services and Administration Directorate.<sup>10</sup> Where, following a Board of Examiners, a student's registration is suspended or terminated the Deputy Registrar is responsible for notifying them of the courses of action open to them, including the University's appeals procedures and providing general advice on the University's academic regulations.
201. The names of those who have been awarded Certificates, Diplomas, and Degrees and the classes or categories associated with them, are published by the Vice-President Administration and Registrar in the University Gazette and may be published elsewhere.

### ***Students seeking to decline an award in order to re-register in order to seek to achieve an improved award***

202. Where a student who has achieved their award requests the University to rescind it, so that they may apply to re-register in order to improve their classification or grade, the University will not rescind the award in the absence of extenuating circumstances. Any such request must be made in accordance with the *Regulations for academic appeals*.

### **Academic appeals**

203. The grounds for and procedures for academic appeals are set out in the University's *Regulations for academic appeals*.

### **Certification of awards**

204. Awards may be conferred at a Degree Congregation ceremony held for the purpose.
205. Each student is given or sent a formal certificate appropriate to their award. Students collecting their award certificates in person should be prepared to provide a form of photographic identification such as a passport.

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<sup>10</sup> Further information on the release of results is given in the *Code of practice for assessment and feedback*.

206. Certificates not collected in person by the student are sent through the ordinary post to the graduate's address as listed in the University's records.

***Transcripts/Higher Education Achievement Report (HEAR)***

207. The University provides each of its students with an official transcript or a HEAR detailing their achievements on completing their studies. The transcript or HEAR is issued in electronic format. Only in exceptional circumstances will paper copies be issued. There is no charge for this service. The University's Associated and Accredited Institutions similarly provide transcripts /HEARs for their students who have been studying for the University's awards.
208. The transcript/HEAR records each module for which the student was registered, together with the level of the module, the credits awarded, and the marks awarded. The transcript/HEAR also records, where appropriate, any professional training and other work-based learning completed among other matters.

***Replacement certificates and transcripts***

209. If a graduate or former student requires a replacement certificate they must apply to the Student Services and Administration Directorate stating the name under which their award was made; the title of the programme they followed; the dates between which they attended the University; and the month and year of their graduation. Replacement certificates can be issued only on receipt of a written request from the holder of the award, together with evidence of the identity of the holder of the award and on payment of the appropriate fee.
210. If a graduate or former student requires a replacement transcript they should apply to the Student Services and Administration Directorate stating the name under which they were known to the University; the title of the programme they followed; the dates between which they attended the University; and either the month and year of their graduation or the date when they ceased to be registered. Replacement transcripts can be issued only on receipt of a written request from the holder of the award, together with evidence of the identity of the holder of the award and on payment of the appropriate fee.