



UNIVERSITY OF
WEST LONDON
The *Career* University

2025 - 2026

ACADEMIC REGULATIONS



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Glossary and Acronyms

Glossary

Academic Administration: the professional service responsible for many of the student-facing administrative aspects of the student journey including module enrolment and curriculum checking and the administration of assessment. Works closely with students, the Schools and Colleges and the central services.

Academic Board: the Academic Board is responsible for academic governance, academic standards and quality and the student experience. See uwl.ac.uk/about-us/governance

Academic Credit: see **Credit**.

Academic Judgment: a judgment where only the opinion of an academic expert is sufficient, for example decisions on assessment, degree classification, fitness to practise, research methodology, course content and outcomes.

Academic Level: the relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Levels are determined by National Frameworks: the Framework for Higher Education Qualifications and the Regulated Qualifications Framework. www.qaa.ac.uk/quality-code/qualifications-frameworks. Each module is assigned a level from the following scale:

Level 3: Preliminary

Level 4: Certificate

Level 5: Foundation

Level 6: Honours

Level 7: Masters

Level 8: Doctoral

Academic Misconduct: see **Academic Offence**.

Academic Offence: any attempt to gain an unfair advantage in assessed work - whether examination, practical or coursework - by deception or fraudulent means. See also **Plagiarism**.

Academic Quality: refers to how and how well a higher education provider supports students to enable them to achieve their award. It covers learning, teaching and assessment, and all the different resources and processes a provider puts in place to help students progress and fulfil their potential.

Academic Quality and Standards Handbook: produced by the University's Academic Quality and Standards Office and documents all academic quality-related procedures.

Academic Quality and Standards Office: the professional service responsible for overseeing the assurance and maintenance of the University's academic standards and the quality of its higher education provision to ensure it meets agreed expectations, including those of its academic partnerships, for example by approval, monitoring and review of modules and courses.

Academic Registry: the professional service overseeing the governance of academic administration within the University, for example the academic regulations, mitigation and academic offences, and School and College governance.

Academic Regulations: guarantee the standards of all of the University's awards. The Regulations are the responsibility of the Academic Board, and are reviewed and revised annually through the Academic Regulations Review Committee. See uwl.ac.uk/about-us/policies-and-regulations

Academic Standards: the standards that individual degree-awarding bodies set and maintain for the award of their academic credit or qualifications. These may exceed the threshold academic standards. They include the standards of performance that a student needs to demonstrate to achieve a particular classification of a qualification, such as a first-class honours degree classification in a certain subject or the award of merit or distinction in a Masters degree.

Academic Year: the Higher Education Statistics Agency (HESA) defines an Academic Year as a period running from 1 August to 31 July. This is the period of time used by the University to frame its activities, with policies and regulations normally written by academic year. For students, the definition of an Academic Year will vary, depending on their course of study. Students commencing an undergraduate course will typically commence study in September and end their year the following June. Undergraduate students who commence their studies in February will typically have an academic year which runs from February to January. Many Masters courses run for a full calendar year which may cross two academic years. See also **Calendar Year**.

Advanced Standing: prior, certificated study from another institution deemed equivalent to the University modules from which exemption is sought. Can only be applied at the point of admission.

Aegrotat Award: an aegrotat award for incomplete study is an award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness.

Alternative Provider: organisations that offer HE courses but do not receive annual public funding.

Apprenticeship Gateway: a process to confirm that an apprentice has met all the gateway requirements set out in the apprenticeship standard before they can proceed to the **End Point Assessment**.

Artefact: a single piece of coursework, of a visual, audio, software, composition, design, culinary or artistic output.

Assessment Board: the University operates a two-tier Assessment Board system where definitive decisions on matters related to student attainment, progression and awards are made by Module Assessment Boards, Student Progress Boards and Award Boards, each with specified remits in relation to assessment standards.

Associate Pro Vice-Chancellor: senior University executive who supports the Vice-Chancellor and President in leading the University, with additional responsibility for management of a large service or of a School/College. See uwl.ac.uk/about-us/our-people

Average Mark: the weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification of the award is based. It is rounded up or down to the nearest whole number.

Award: awards are the academic qualifications determined by National Frameworks that may be awarded on completion of a course of study, including Undergraduate, graduate, and postgraduate certificates and diplomas, Bachelor's degrees, Bachelor's degrees with Honours, undergraduate and postgraduate Masters degrees and Doctoral degrees. See www.qaa.ac.uk/quality-code/qualifications-frameworks.

Bilingual provision: provision where the language of instruction and assessment is English and a second language. Normally at least one third of the provision will be taught and assessed in English.

For further information on Bilingual provision, refer to the Framework for Bilingual and Second Language Delivery with Academic Partners at uwl.ac.uk/about-us/academic-quality-and-standards

Board of Governors: responsible for the strategic direction of the University; the Board of Governors has 20 members, both independent and from within the University. See uwl.ac.uk/about-us/governance/board-governors

Break in Learning: a temporary postponement of an apprenticeship. See also **Deferral of Studies**.

Calendar Days: calendar days include all weekends and bank holidays where the University is open.

Calendar Year: a twelve month period, January – December. See also **Academic Year**.

Capstone Project: see **Dissertation**.

Centre for Enhancement in Learning and Teaching (CELT): supports professional practice in relation to learning, teaching and Higher Education pedagogic research within the University.

Chair: leads and manages a meeting, committee, or assessment board to ensure it runs smoothly and efficiently and operates within the authorised Terms of Reference. Chairs of Assessment Boards are trained and licensed annually by the University.

Chancellor: a role typically held by a distinguished individual who holds no other University office. The Chancellor is the ceremonial head of the University. See uwl.ac.uk/about-us/our-people.

Chief Invigilator: responsible for the supervision of an examination.

Compensation: compensation of failed academic credits is a measure to reduce the need for referral of assessment (i.e. resit or retake) where the student has demonstrated academic ability and meeting the learning outcomes through achieving a specified average mark within a specific module and collectively across all the modules at that level of study.

Completion of Procedures (COP) Letter: if a student has no further institutional avenues to pursue in relation to an issue or complaint raised, a Completion of Procedures Letter is issued by the University.

Compliance Team: reporting to the Chief Compliance Officer, the Team is responsible for ensuring UKVI compliance by students holding a Student Visa on the new immigration route and students with another immigration status.

Core Module: a module that must be taken and passed to meet requirements for progression or award.

Course: a course is an approved and validated combination of modules leading to a named award by the University of West London.

Course Administrator: a Course Administrator assists the students, lecturers, Module Leaders and Course Leaders in running academic courses. Information on how to contact them is included in the **Module Study Guide** and **Student Handbook**.

Course Handbook: the Course Handbook contains detailed information about how a course is taught and managed, and how students will be assessed. They are available to students on the University's VLE, accessed via the Student Portal at portal.uwl.ac.uk. See also **Student Portal** and **VLE**.

Course Leader: a Course Leader provides academic leadership for a course of study; they also resolve issues relating to the course.

Coursework: coursework is written or practical work produced by a student during a course of study, usually assessed in order to count towards a final mark or grade.

Credit(s): academic credit is a means of measuring and recognising learning, as outlined in the Higher Education credit framework for England. A number of credits is normally assigned to each module, which indicates the amount of learning undertaken, and a specified credit level indicates the relative depth of learning involved. Credit is awarded in recognition of the amount and depth of learning which has been achieved once a student has successfully completed a module. Credits are then accumulated towards the total credit required for a named course of study and a qualification, for example, BA (Hons). A full-time undergraduate course of study with Honours normally consists of 360 credits in total. Credits gained may be transferred between institutions, on application and provided they remain current. See also **European Credit Transfer and Accumulation System** and **Recognition of Prior Learning**.

Data Operations: the section within the Strategic Planning Office responsible for Student Records and Data, and Timetabling. Processes and records matters relating to a student's journey, sets and amends the timetable and rooming arrangements and maintains the record of the University's curriculum and awards.

Dean/Director of College: the Dean of College has responsibility to lead and manage for all matters relating to their College within the University.

Deferral of Studies: a temporary postponement of studies, of up to two years, agreed between the student and their School or College or decided upon by the School or College. See also **Break in Learning**.

Degree Apprenticeship (Integrated): an apprenticeship, at Levels 6 – 7, where the completion of the degree (undergraduate or postgraduate) forms part of the End Point Assessment (EPA).

Degree Apprenticeship (Non-Integrated): an apprenticeship, at Levels 6 – 7, in which the completion of an undergraduate or postgraduate degree is a requirement prior to the End Point Assessment (EPA).

Delegated Authority: where the authority invested in an individual or body is delegated to another individual or body for a specified purpose.

Deputy Vice-Chancellor (Education and Student Experience) (DVC): senior University executive who deputises for and supports the Vice-Chancellor in leading the University, with a remit to drive education and student experience across the University. See uwl.ac.uk/about-us/our-people

Discontinuation of Studies: a penalty for serious academic misconduct, where a student is no longer permitted to continue studying at the University.

Dissertation: an extended piece of independent study assessed by an output report, an extended essay, or a capstone project. The dissertation or capstone project comprises a significant part of most Masters courses. There is also a dissertation as part of the Honours award in many first degrees.

Dual Award/Dual Degree: the granting of separate awards (and certificates) for the same course by two degree-awarding bodies who have jointly delivered the programme of study.

Element of Assessment: an individual item of assessment. The assessment for a module may comprise several elements of assessment.

End Point Assessment (EPA): the final assessment of a Degree Apprenticeship; it is designed by the Trailblazer Group for a Standard with employers and must be completed before the Degree Apprenticeship can be awarded.

End Point Assessment Department (EPAD): oversees the quality processes of End Point Assessments (EPA) on apprenticeship courses, for both integrated and non-integrated apprenticeships where the University acts as the End Point Assessment Organisation (EPAO).

Enhanced Extended Masters Degree: a version of the Extended Masters Degree with a greater emphasis on improving English language skills. See also **Extended Masters Degree**

European Credit Transfer and Accumulation System (ECTS): a student-centred system based on the student workload required to achieve the objectives of a programme of study. Its aim is to facilitate the recognition of study periods undertaken by mobile students through the transfer of credits. A full-time undergraduate academic workload is deemed to be 60 ECTS, normally equivalent to 120 UK credits.

Exceptional Circumstances: the University recognises that there may be times when students will encounter difficulties (exceptional circumstances) during their course of study and provisions are made to support the student in continuing to study.

Extended Degree: an Honours degree with foundation year (480 credits).

Extended Masters Degree: a Masters degree that includes integrated study of non-credit bearing modules which will help prepare students for Postgraduate study.

Extension: an extension may be given when unexpected and unanticipated difficulties adversely impact a student's ability to complete assessments on time.

External Examiner: a professional academic from outside the University who monitors the assessment process. The role has four elements: maintain academic standards, check processes, act as a guardian of national standards and also to act as a critical friend to the University or School/College.

Note: the definition and remit of External Examiners for all undergraduate and postgraduate courses is not applicable to research programmes covered by the Postgraduate Research Regulations which have their own examiner/External Examiner arrangements in place.

Fitness to Practise: 'fit to practise' means that a student has the skills, knowledge and character to practise their profession safely and effectively.

Formative Assessment: an assessment that provides students with feedback on progress and informs their development. It does not normally contribute to the overall assessment mark.

Foundation Year: an additional year of a Bachelor's degree at Level 3, to support development of academic skills.

Governor: see **Board of Governors**.

Graduate School: the School supports doctoral students and supervisors and runs courses to support their development.

Head of School/College: the Head of School/College has responsibility to lead and manage all matters relating to their School or College within the University.

Head of Subject: the Head of Subject has responsibility for an academic subject within a School or College.

Higher Apprenticeship: an apprenticeship, at Levels 4 – 5, where the completion of the Foundation degree is a requirement before the **End Point Assessment**.

Higher Education Provider: the publicly and privately funded Universities and other HE institutions and the alternative organisations that offer HE courses in the UK. See also Alternative Provider.

Higher Education Statistics Agency (HESA): the designated data body for England: collects, processes and publishes data about higher education in the UK.

Immigration Compliance: the UK Home Office (Visas and Immigration) requirements under a Student Visa immigration route to introduced in January 2021 relating to student immigration legislation. See uwl.ac.uk/international/visas-immigration

Independent Assessor: a professional academic either outside or within the University, but not involved in the delivery of the Apprenticeship, who is responsible for Apprenticeship End Point Assessment activities as set out by the Apprenticeship Standard and End Point Assessment Organisation. The role of the Independent Assessor is to assess apprentice competence against an industry specific standard. See also **End Point Assessment**.

Individual Support Plan (ISP): all students who have registered with the Wellbeing Team and provided evidence of their disability, long term medical condition or specific learning difficulty will be provided with an ISP. The ISP summarises the support requirements for an individual student; the ISP applies from the point it is issued and cannot be applied retrospectively. See uwl.ac.uk/current-students/support-current-students/disability-support

Integrated Masters: a four-year degree that combines an undergraduate bachelor's degree course with an extra year at Masters level.

Invigilated Examination: an examination conducted under formal examination conditions and supervised by an examination invigilator.

Late submission: if a student submits an assessment up to ten calendar days after the original deadline, the piece of work will be deemed as a 'Late Submission'. A 'Late Submission' is counted as an assessment attempt and a penalty will be applied to the mark. For work submitted 10 calendar days or more after the deadline, see **Non-submission**.

Learning Agreement: Following academic advice, an agreement with a student detailing what a student needs to do to meet the requirements to progress, and when they will need to do it. See also **Progression**.

Learning Outcomes: statements that describe and emphasise the application and integration of the knowledge or skills that students should acquire by the end of a particular assignment, class or course.

Level: see **Academic Level**.

Mitigating Circumstances (Mitigation): circumstances that are outside a student's control which may have an adverse impact on a student's ability to undertake or complete an assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

Module: an approved block of teaching and learning leading to the award of academic credit and forming part of a course of study.

Module Assessment: assessment of the performance of a student on a module. This may include a variety of elements and forms, including coursework, dissertations, practical assignments, presentations and exams.

Module Leader: a Module Leader provides academic leadership for a module of study; they also resolve issues relating to the module.

Module Mark: the overall module result. This may be an aggregate of marks from several elements of assessment, which may be weighted.

Module Specification: the validated (approved) document outlining how a module is taught and assessed and its intended learning outcomes for the student. Students can access this information through the Module Study Guide.

Module Study Guide (MSG): a guide for students with detailed information about how the module will be taught and assessed, where to access support and the learning resources recommended for the module.

MyRegistry: 'MyRegistry' is the website provided for students which enables them to access their student record in order to enrol, re-enrol, update personal details and view their results, etc. The website is located at onlineregistry.uwl.ac.uk/MyRegistry.

National Student Survey (NSS): an independent survey of final-year undergraduates that aims to establish a broad picture of the overall student experience and the quality of education offered by HEIs and alternative providers.

New Vistas: the University's academic journal, addressing higher education policy, practice and scholarship. See uwlpress.uwl.ac.uk/newvistas

Non-submission: if a student does not submit their assessment, it is considered a 'non-submission'. If a student submits an assessment over ten calendar days later than the original deadline, the piece of work will also be deemed as a 'non-submission'. A 'non-submission' is counted as an assessment attempt.

Notional Study Hours: the number of hours required to complete an academic credit, module, or course. For example, a 20-credit module will have 200 notional study hours attached to it. These may be completed via attendance at a combination of lectures, seminars, workshops or other forms of tuition, group or individual study and placement learning.

Office for Standards in Education, Children's Services and Skills (Ofsted): a non-ministerial department which inspects services providing education and skills for learners of all ages. It also inspects and regulates services caring for children and young people.

Office for Students (OfS): the regulator of Higher Education providers in England. An independent body that reports to Parliament through the Department of Education. See www.officeforstudents.org.uk

Office of Qualifications and Examinations Regulation (Ofqual): a non-ministerial department which regulates qualifications, examinations and assessments in England.

Office of the Independent Adjudicator (OIA): an independent body set up to review student complaints. Students may take a case to the OIA following the completion of all avenues of complaint open to them within their institution. See also **Completion of Procedures (COP) Letter** and www.oiahe.org.uk.

Option Module: a module which may be chosen from a list of alternatives, allowing variation and student choice in the curriculum.

Oral Assignment: individual or group presentation, discussion, defence, pitching, performance, teaching

OSCE – Objective Structured Clinical Examination: an assessment method that tests clinical skills and competence in communication in a healthcare setting.

Pecha Kucha: an oral assessment method of a presentation of 20 slides each for 20 seconds.

Personal Tutor: the initial source of support for a student in all areas of academic life. The Personal Tutor's role is to offer support and guidance if there are problems with the course of study or personal welfare.

Plagiarism: the practice of taking someone else's work and/or ideas and passing it/them off as their own or where a student represents someone else's work as their own irrespective of whether this was intended. Plagiarism also encompasses a student using their own work where it has already been submitted for assessment in another module or course of study. Plagiarism may be detected through the submission of written work through an online detection system. See also **Academic Offence**.

Portal: see **Student Portal**

Portfolio Assessment: assessed coursework consisting of a set or series of short written, creative, linguistic or mathematical tasks or artefacts collected and submitted as a single assignment.

Posthumous Award: an award made to an enrolled student who dies prior to being able to complete their course of study, or prior to a completed award being conferred.

Prerequisite Module: a specified module that must be taken before a second specified module can be taken.

Practical Assessment: experiment, clinical, educational, practice-based assignment.

Pro-Chancellor: acts as a deputy to the Chancellor. See also **Chancellor** and uwl.ac.uk/about-us/our-people

Professional, Statutory and Regulatory Bodies (PSRB): a diverse group of professional and employer bodies, regulators and those with statutory authority over a profession or group of professionals. PSRBs provide membership services and promote the interests of people working in professions; accredit or endorse courses that meet professional standards, provide a route through to the professions or are recognised by employers.

Progression: the process of moving from one level of study to the next, or from the taught element to the dissertation, placement or project element of a course.

Pro Vice-Chancellor (PVC): senior University executive who supports the Vice-Chancellor in leading the University, and works to drive strategy and policy within the University in specialised areas such as research or student experience. See uwl.ac.uk/about-us/our-people

Provost and Senior Deputy Vice-Chancellor (SDVC): senior University executive who deputises for and supports the Vice-Chancellor and President in leading the University, with a remit to drive research, enterprise, innovation and external engagement across the University. See uwl.ac.uk/about-us/our-people

Quality Assurance Agency for Higher Education (QAA): an independent body supporting higher education providers in the UK and abroad in maintaining and enhancing quality and standards. See www.qaa.ac.uk

Reasonable Adjustments: the support requirements for an individual student, summarised in the Individual Support Plan (see **ISP** above).

Recognition of Prior Learning (RPL): the generic term for the recognition of prior learning, whether the result of a formal course, certified (or certificated) learning (RPCL) or learning through experience (RPEL). An applicant who has their relevant prior qualification or certified learning accepted may be admitted onto a course of study with advanced standing credit.

Registration: process by which a student signs up for modules of a course of study.

Regulatory Casework Panel: a panel comprised of senior Academic Registry and Academic Administration staff. The Panel is convened to consider individual student cases that may fall outside the Academic Regulations.

Research Excellence Framework (REF): the system for assessing the quality of research in UK higher education institutions. It is conducted by expert panels for each of 34 subject-based units of assessment, assessing research output quality and impact and the research environment.

Research Students: registered for a course of study specifically designated as a research course. Research courses have separate Academic Regulations.

Resit: the repeat of all or part of a module's assessments, following module failure at a previous attempt, including non-submission. Resits do not involve the repeat of attendance for the module. The assessment mark is normally capped at the pass mark.

Retake: the repeat of a module following failure at a previous attempt, including non-submission. Retakes normally involve attendance, payment of tuition fee and completion of all elements of the module, and the submission of all assessments (summative and formative). They count towards the value of academic credit for which students must normally be registered in an academic year. The assessment mark(s) for a retake of a module is not capped. One resit attempt is available for each element of a retake module (see **Resit** above).

Second Language provision: provision where the language of instruction and assessment is not English (albeit students may be given the option to complete their final dissertation/capstone project in English). For further information on Second Language provision, refer to the Framework for Bilingual and Second Language Delivery with Academic Partners. See uwl.ac.uk/about-us/academic-quality-and-standards

Senior Management Group: the principal management team of the University, consisting of the Heads, Directors or Managers of the University's Schools and Colleges and Professional Services. See uwl.ac.uk/about-us/our-people

Special Regulations: academic regulations for individual courses of study that diverge from the standard Academic Regulations for the University where there is a legitimate academic rationale, or a specific requirement set down by a Professional Statutory or Regulatory Body, or a joint or collaborative course requires it. Special regulations shall be designated as such through the course approval process, and approved by the Academic Board or its delegated authority.

Student Disciplinary: the Disciplinary Regulations (Students) are online at uwl.ac.uk/about-us/policies-and-regulations.

Student Handbook: reference guide to help students find their way around the University's facilities, services and policies. See uwl.ac.uk/students/current-students/student-handbook.

Student Portal: the online dashboard that enables students to access sources of information relevant to the studies and time at University. See portal.uwl.ac.uk

Students' Union: the University of West London Students' Union is the official union for all students of the University. See www.uwlsu.com

Student Visa: see **Immigration Compliance**.

Summative Assessment: formally measures a student's achievement in relation to the learning outcomes of a module and contributes to the module mark.

Teaching Excellence Framework (TEF): a scheme that aims to assess the teaching, learning, and student outcomes of universities in England (and some in Scotland and Wales), via the analysis of data, responses to the NSS, and written submissions from universities and their students. Universities are ranked based on the outcomes of the analysis.

Threshold: a specified minimum mark which is prescribed by a Professional, Statutory and Regulatory Body that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the overall module mark to pass the module.

Threshold Academic Standards: the minimum acceptable level of achievement that a student has to demonstrate to be eligible for the award of academic credit or a qualification. For equivalent qualifications, the threshold level of achievement is agreed across the UK.

Tier 4 Visa: see **Immigration Compliance**.

UKVI: UK Visas and Immigration which is part of the Home Office. See also **Immigration Compliance**.

University: the University of West London, unless otherwise specified.

University Secretary: senior advisor on governance-related issues and associated legislative matters. The University Secretary reports directly to the Vice-Chancellor and is also the University's Chief Compliance Officer. See uwl.ac.uk/about-us/our-people

Vice-Chancellor and President (VC): the Vice-Chancellor and President is the Chief Executive of the University. See uwl.ac.uk/about-us/our-people.

Vice-Chancellor's Executive (VCE): advises and supports the Vice-Chancellor in fulfilling their responsibilities to the University. See uwl.ac.uk/about-us/our-people

Virtual Learning Environment (VLE): educational technology that allows course content to be delivered through a web-based platform. In UWL, this is done via the Blackboard sites accessible through the Student Portal. See also Student Portal.

Viva: see **Viva Voce**

Viva Voce: an oral examination, typically for the assessment of a Doctoral degree, or to clarify a student's coursework on any other award.

Wellbeing Team: part of the Student Services Team supporting students through their studies. See uwl.ac.uk/current-students/support-current-students/welfare-support.

Withdrawal from Studies: the decision of a student to leave a course of study completely, with no intention of returning at a later date; or the decision by an Assessment Board to remove a student permanently from a course of study.

Written Assignment: report, essay, short-essay, review, analysis, case study, creative and professional written brief, dissertation/capstone project, literature review, research method essay, research proposal, multiple choice questions, mathematical/statistical problem, online task, web-based exercise, translation, in-class test

An undergraduate dissertation/capstone project is an extended piece of approved research and writing on a single subject. It is typically completed in the final year of a degree course and the topic is chosen based on a student's own area of interest.

A postgraduate dissertation requires a higher level of originality and is longer and more complex in relation to the research requirements.

Acronyms and Abbreviations

ACCA	Association of Chartered Certified Accountants
AHRC	Arts and Humanities Research Council
ALCM/AMusLCM	Associate of the London College of Music
AP	Alternative Provider
APC	Academic Partnerships Committee
AQSO	Academic Quality and Standards Office
AQSC	Academic Quality and Standards Committee
ARRC	Academic Regulations Review Committee
BA (Hons)	Bachelor of Arts (with Honours)
BEng (Hons)	Bachelor of Engineering (with Honours)
BMus (Hons)	Bachelor of Music (with Honours)
BNurs (Hons)	Bachelor of Nursing (with Honours)
BMidwifery (Hons)	Bachelor of Midwifery (with Honours)
BSc (Hons)	Bachelor of Science (with Honours)
CELT	Centre for Enhancement in Learning and Teaching
CertHE	Certificate of Higher Education
CIM	Chartered Institute of Marketing
CIMA	Chartered Institute of Management Accountants
CIPD	Chartered Institute of Personnel and Development
CLBS	Claude Littner Business School
CMA	Competition and Markets Authority
CNMH	College of Nursing, Midwifery and Healthcare
COP	Completion of Procedures letter
CPD	Continuing Professional Development
DAP	Degree Awarding Powers
DBA	Doctor of Business Administration
DBS	Disclosure and Barring Service
DfE	Department for Education
DHS	Doctor of Health Studies
DHSc	Doctor of Health Science
DHSD	Doctor of Health Services Delivery
DipHE	Diploma in Higher Education
DipLCM/DipMusLCM	Diploma of the London College of Music
DMid	Doctor of Midwifery
DMus	Doctor of Music
DNurs	Doctor of Nursing
DPCS	Doctor of Policing, Crime and Security
DSL	Drama Studio London
DVC	Deputy Vice-Chancellor
EC	Education Committee
EdD	Doctor of Education
ECTS	European Credit Transfer and Accumulation System
EPA	End Point Assessment
ESFA	Education and Skills Funding Agency
ESRC	Economic and Social Research Council
EThOS	British Library Electronic Theses Online Service
FdA	Foundation Degree in Arts
FdEng	Foundation Degree in Engineering
FdMus	Foundation Degree in Music Performance
FdSc	Foundation Degree in Science
FE	Further Education
FHEA	Fellow of the Higher Education Academy
FHEQ	Framework for Higher Education Qualifications
FLCM	Fellow of the London College of Music
GPO	Global Partnerships Office

Grad Cert	Graduate Certificate
Grad Dip	Graduate Diploma
HCPC	Health and Care Professions Council
HE	Higher Education
HEA	Higher Education Academy
HECoS	Higher Education Classification of Subjects
HEI	Higher Education Institution
HEP	Higher Education Provider
HESA	Higher Education Statistics Agency
IfATE	Institute for Apprenticeships and Technical Education
IPS	Institute for Policing Studies
ISP	Individual Support Plan
LCM	London College of Music
LCME	London College of Music Examinations
LGCHT	London Geller College of Hospitality and Tourism
LLB (Hons)	Bachelor of Laws (with Honours)
LLCM/LMusLCM	Licentiate of the London College of Music
LLM	Master of Laws
LSFMD	London School of Film, Media and Design
MA	Master of Arts
MBA	Master of Business Administration
MEd	Master of Education
MEng	Master of Engineering
MFA	Master of Fine Arts
MHEd	Master of Higher Education
MMus	Master of Music
MPhil	Master of Philosophy
MRes	Master of Research
MSc	Master of Science
MSci	Master in Science (Integrated Degree)
MSG	Module Study Guide
NMC	Nursing and Midwifery Council
NSS	National Student Survey
Ofqual	Office of Qualifications and Examinations Regulation
OfS	Office for Students
Ofsted	Office for Standards in Education, Children's Services and Skills
OIA	Office of the Independent Adjudicator
OSCE	Objective structured clinical examination
PFHEA	Principal Fellow of the Higher Education Academy
PhD	Doctor of Philosophy
PG	Postgraduate
PGCert	Postgraduate Certificate
PGDip	Postgraduate Diploma
PSRB	Professional, Statutory and Regulatory Body
PVC	Pro Vice-Chancellor
QAA	Quality Assurance Agency
REF	Research Excellence Framework
RPCL	Recognition of Prior Certificated Learning
RPEL	Recognition of Prior Experiential Learning
RPL	Recognition of Prior Learning
SCE	School of Computing and Engineering
SDVC	Provost and Senior Deputy Vice-Chancellor
SHSS	School of Human and Social Sciences
SLC	Student Loans Company
SMB	School of Medicine and Biosciences
SMG	Senior Management Group
SOL	School of Law
SRA	Solicitors' Regulation Authority

SU	Students' Union
TEF	Teaching Excellence Framework
TNE	Transnational Education
UCAS	Universities and Colleges Admissions Service
UG	Undergraduate
UKVI	UK Visas and Immigration
UUK	Universities UK
UWL	University of West London
VC	Vice-Chancellor and President
VCE	Vice-Chancellor's Executive
VLE	Virtual Learning Environment

Section 1 – Introduction

1. Introduction to the Academic Regulations

1.1. What are the Academic Regulations

1.1.1. The academic regulations guarantee the standards of the University's awards, including research degrees. The academic regulations (including any changes made to the regulations) are the responsibility of the University's Academic Board. They apply to all academic awards that the University has the right to make under powers granted through the Further and Higher Education Act, 1992.

1.1.2. These awarding powers allow the University to grant degrees, diplomas, certificates and other academic awards to students who have successfully completed courses which the University has set, approved, monitored and reviewed and who have passed our assessment.

1.2. Applicability of the Academic Regulations

1.2.1. These regulations shall take effect from the start of the Academic Year 2025-26, and shall supersede all previous regulations, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply. These may include:

- a) students admitted with advanced standing to a subsequent year of study on a course. The regulations for the cohort joined shall apply;
- b) students transferred from other courses within the University. The regulations for the cohort joined shall apply;
- c) students changing course duration (for example, from a four-year course to a three-year course). The regulations for the cohort joined shall apply;
- d) where courses have existing and approved special regulations;
- e) where it is otherwise specified in these regulations.

1.2.2. All staff and students must adhere to the University's academic regulations.

1.3. Scope of the Academic Regulations

1.3.1. These regulations shall apply to all students enrolled and registered for undergraduate or postgraduate courses of study of the University. Specific regulations for academic partnerships may be required, see section 1.3.2 below.

1.3.2. These regulations shall also apply to students registered on courses with academic partners and accredited courses of the University. In some cases, separate arrangements may apply to courses offered by academic partners. Such arrangements are set out in the relevant memoranda of agreement and supporting documentation for the Academic Partnership.

1.3.3. The Vice-Chancellor and President shall assume overall responsibility and authority for the operation of the University's regulations.

1.3.4. The University reserves the right to amend the Academic Regulations. Such changes will be made in response to national quality and standard frameworks, requirements of Professional, Statutory and Regulatory Bodies or when they are of benefit to students. If the regulations should change, the University will determine the extent to which the changes apply and students will be consulted and advised by direct communication to their UWL student email address and via

the Student Portal. Prospective students will be contacted directly via the University website. All concerns raised by students will be considered and agreed by the Academic Board before being put into effect.

- 1.3.5. The University treats all students fairly and equally, and takes strict measures to avoid bias in its processes. The University makes reasonable adjustments to its processes when necessary to make sure that a student is not disadvantaged because of any specific characteristics protected by law.
- 1.3.6. The Vice-Chancellor and President, or authorised nominee, is allowed to use their discretion when applying the academic regulations in exceptional circumstances, as long as any variation is reasonable, is agreed by a member of the Vice-Chancellor and President's Executive Team and is clearly recorded.
- 1.3.7. Where student or cohort circumstances are outside the scope of the academic regulations, they will continue to be considered by the Regulatory Casework Panel.

1.4. Approval of Regulations, Courses and Modules

- 1.4.1. The Academic Board is responsible for the management of the academic standards and quality of courses leading to awards of the University. The Academic Regulations shall be approved by the Academic Board.
- 1.4.2. The Academic Board shall approve courses of study and individual modules, including any amendments and closures.
- 1.4.3. The University reserves the right to amend any course of study or module, and to withdraw any course of study or module where there are insufficient students, to ensure that courses remain current and also in response to staff changes. Normally, amendments to courses of study and modules shall be enacted for the next cohort to join the course, or group to take the module. Where an amendment has an effect on students currently registered for the course or module, students will be formally notified of the change and approval will be sought from each individual student and the option to remain on the same course of study or module will normally be provided to the student. Once approved, a course closure shall not normally take place until all students registered on the course have completed.
- 1.4.4. Exceptions to regulations will have been approved and are recorded in the Register of Exemptions in Section 15 – Appendices, Appendix 4 and may apply to some courses and modules. Such regulations shall be detailed in the appropriate Course Handbooks and Module Study Guides.

1.5. Academic Credit Accumulation Scheme

- 1.5.1. A student must undertake an approved course of study, or approved combination of modules according to the course specification, and meet the compulsory and core elements for progression from one year of study to the next and for an award.
- 1.5.2. Courses are carefully constructed combinations of academically coherent core and optional modules whose successful completion leads to an award.
- 1.5.3. Normally, students shall be enrolled with the University and registered on courses and modules in accordance with the requirements set out in these regulations.

1.5.4. Students who have been awarded qualifications from the University may not subsequently register again for that award in the same subject of study.

1.6. Award of Academic Credit

1.6.1. The award of academic credit relates to achievement in individual modules. Academic credit shall be awarded to a student who meets the requirements to pass the module in question.

1.6.2. The academic credit awarded shall be that approved for the module; the amount of academic credit awarded shall not vary in accordance with the level of achievement. The level of achievement shall be reflected by the module mark.

1.7. Student Conduct

1.7.1. Students are required to comply with the Student Code of Conduct as outlined in the Student Handbook: uwl.ac.uk/students/current-students/student-handbook

Section 2 – Admissions

2. Admissions

2.1. Admissions Overview

- 2.1.1. Applicants must apply to the University in the prescribed manner for a particular course of study and fulfil the admissions requirements in accordance with the Academic Regulations and course requirements which are set out in the appropriate course specifications.
- 2.1.2. The University uses admissions requirements to admit students to courses if it considers them to have a reasonable expectation of completing the award and achieving the required standard. Applicants are considered based on their previous attainment (for example, qualifications and experience) and where relevant, evidence of potential.
- 2.1.3. Applicants must meet the specified language entry requirements to join their course. This will include language entry requirements in all relevant languages where the provision is bilingual or in a second language.
- 2.1.4. Admission requirements to University courses are approved at validation and are published on the University's website.
- 2.1.5. All offer holders must declare whether they have any unspent criminal convictions. Applicants to courses which lead to professional registration are required to undergo an enhanced DBS check. The University will consider whether such convictions are compatible with membership of the University and, in particular, with a place on a course. Further details are available on the University's website: uwl.ac.uk/about-us/policies-and-regulations, please see 'Consideration of applicants and students with criminal convictions – regulations'.
- 2.1.6. Courses with Professional, Statutory and Regulatory Body requirements may also be subject to additional entry requirements, for example Disclosure and Barring Service (DBS) checks.

2.2. Recognition of Prior Learning and Admission with Advanced Standing Credit

- 2.2.1. The University makes provision for admission with advanced standing. Advanced standing is quantified in terms of academic credit to ensure that the overall academic credit requirements for an award are met.
- 2.2.2. A student may be awarded credit in recognition of academic or vocational study completed elsewhere, or of equivalent experiential learning. Credit may be awarded in relation to a specific module or as general credit.
- 2.2.3. Advanced Standing is a term used to confirm that a student may enter a University course at a stage later than the normal entry point. Advanced Standing for individuals with prior academic credit can be awarded through Recognition of Prior Certificated Learning (RPCL) or Recognition of Prior Experiential Learning (RPEL) or a combination of both.
- 2.2.4. Double counting of academic credit occurs where credit that has contributed to a previous award is reused to gain advanced standing for a different award at the same level. Double counting is not permitted. Applicants with prior academic

credit should apply for RPCL and/or must rescind their previous UWL award. This means that the same piece of learning or credit cannot be counted towards two or more qualifications at the same level of award and in the same subject.

- 2.2.5. The maximum credit allowed through RPCL and/or RPEL for taught courses is set out in the Table of Award Requirements below.
- 2.2.6. RPCL and/or RPEL may not be claimed for a dissertation/capstone project/professional research project/thesis.
- 2.2.7. For a Professional Doctorate, RPCL and/or RPEL may be claimed for 200 credits at Level 8.
- 2.2.8. For postgraduate research MPhil/PhD courses, where applicants meet the criteria for Transfer of Registration from MPhil to PhD as outlined in 10.9 below, RPEL is considered through that process. Where students partially meet the criteria, but have not gathered data, they are required to undertake research training, registration with the University Research Degrees Sub-Committee (URDSC) and gain ethical approval.
- 2.2.9. Where a University's award is validated, or accredited by a Professional, Statutory and Regulatory Body (PSRB) or other external body, any course specific arrangements for RPCL or RPEL will be determined at the point of validation or subsequent accreditation by a PSRB. In the case of a Masters Degree where the PSRB requirements are lower than the specified 100 credits the PSRB requirement will apply.
- 2.2.10. Credits awarded via RPCL and/or RPEL shall normally be transferred without marks, except where the credit has been awarded by the University of West London and these credits have marks.
- 2.2.11. Credits gained through RPCL at a higher award will only be transferrable to a lower level award under exceptional circumstances.
- 2.2.12. An applicant for a course of study who has a relevant prior qualification or certified learning may be admitted with advanced standing credit where learning is considered current; normally within five years of the date the credit was originally awarded. In exceptional circumstances in some subject areas and in relation to any relevant PSRB requirements, the period may be less than five years. The Course Leader/Admissions Tutor making the judgement will determine whether the evidence of prior qualification is sufficiently current to permit exemption from that element of the University course.
- 2.2.13. Where a student is admitted with advanced standing, the maximum permitted period of registration (duration of study) is calculated on the value of the remaining credits to be studied at the University, rather than the total number of credits required for the award, using the formula provided in section 4.1.2 below.
- 2.2.14. Credits awarded via RPCL will normally be in the language of instruction and assessment. For students entering a bilingual degree with credits awarded via RPCL, at least one third of the credits must normally be in English.
- 2.2.15. Where a student requests RPCL for an award made by the University of West London, and wishes to transfer marks as per 2.2.10 above, or to receive an award at the same level, the original award must be rescinded (returned to the University) before a new award can be conferred.

2.3. Recognition of Prior Learning and Admission with Advanced Standing for University Apprenticeship Courses

- 2.3.1. Where an award is an approved Higher Apprenticeship or Degree Apprenticeship course, Recognition of Prior Learning (RPL) can be granted in accordance with the Education and Skills Funding Agency (ESFA) rules, unless the Apprenticeship Assessment Plan precludes RPL.
- 2.3.2. Apprenticeship Standards will typically specify where opportunities for RPL are available on entry to the requirements described in Apprenticeship Standard documents and must be agreed in accordance with the University's procedures for RPL.
- 2.3.3. RPL can be applied provided that the process determines that the prior learning is suitable for recognition against course or module learning outcomes of the apprenticeship.
- 2.3.4. Where prior learning is recognised for any Apprenticeship, the University will adjust the duration and total cost for the delivery of the apprenticeship standard.

2.4. Falsification of Documents

- 2.4.1. Where a student secures admission to the University based on qualifications, documents or statements that are subsequently found to be false or revoked or invalid, the University shall review the student's registration.
- 2.4.2. A student who intentionally enrolls or registers with the University under a false name or identity, or with other information that is subsequently found to be false, shall have their registration and enrolment terminated and would cease to be a student of the University.

2.5. Right to Study in the United Kingdom

- 2.5.1. All non-UK students, including those living in the UK, must provide documentary evidence of their immigration status.
- 2.5.2. Any changes to immigration status must be notified immediately to the [University's Compliance Team](#) and supported with official documentation. Changes to status include those that mean students no longer require visas, changes in immigration category, application refusals and Administrative/Judicial Review outcomes. Any student who fails to comply with these requirements may have their registration and enrolment terminated, and will cease to be a student of the University.
- 2.5.3. From January 2021, all new students admitted to the University who are resident in the EU/EEA and Swiss Nationals will be required to apply for the new immigration route. These students must be sponsored by the University under this route to be able to undertake their studies and they will be subject to the rules of the new immigration route.
- 2.5.4. Continuing EU/EEA and Swiss National students who did not apply for settled or pre-settled status by 30 June 2021 will be required to return to their home country and apply for a student visa under the new immigration route to be able to continue their studies at the University.
- 2.5.5. Applicants for University Apprenticeship Courses must be ordinarily resident in the UK (as defined in the Education and Skills Funding Agency (ESFA) Apprenticeship funding rules) and meet all apprenticeship entry conditions.

Section 3 – Enrolments and Tuition Fees

3. Enrolments and Tuition Fees

3.1. Enrolment and Registration

- 3.1.1. Students must enrol with the University at the beginning of their studies, and re-enrol at the beginning of each following academic year of their course, in accordance with instructions issued by the University. A student must also register for a course of study with the University, and for the modules associated with that course. A student who is not registered for a course cannot be enrolled with the University.
- 3.1.2. The student name recorded at enrolment and registration will normally be the name in the student's passport or government issued identification. For students holding a Student Visa, or those with another immigration status, it is mandatory that the University registers the student in the name in the student's passport.
- 3.1.3. All letters, transcripts, certificates and awards shall be issued in the name under which a student is enrolled. The University requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance.
- 3.1.4. Any request to record a change of name during a course of study must be made in writing, or by any other valid means, and supported by appropriate documentary evidence.
- 3.1.5. Once a student has graduated, their certificate will be issued in the name with which they are enrolled. If graduates or diplomates subsequently change their name, a new certificate will not be re-issued unless this change is a result of administrative error, gender re-assignment or witness protection.
- 3.1.6. Requests for changes of name on the grounds of administrative error should normally be made within 3 months of the award being issued.
- 3.1.7. Students are required to notify the University of their permanent home and term-time addresses upon enrolment, and shall inform the University in writing, or by any other valid means (for example via the MyRegistry website), of any subsequent changes of address.
- 3.1.8. All letters, transcripts, certificates and awards issued by the University will be in English even when the language of instruction or assessment is not English.
- 3.1.9. Students who have not complied with all University requirements for enrolment or re-enrolment may be temporarily enrolled and registered for a specified period of time (normally **2 weeks**) during which they may attend and use University facilities. Students who do not produce the required documents within the specified deadline may be withdrawn from the University.
- 3.1.10. In exceptional circumstances, a student may be registered for a course of study but not enrolled (normally where a student has deferred, or is resitting). Where termination of a student's registration occurs, enrolment is also terminated.

3.2. Concurrent Study

- 3.2.1. A student currently registered for a full-time award of the University (whether at a UWL UK or international campus, or delivered by online, distance or blended

learning, or at an academic partner institution) may not normally be concurrently registered for an award at any other institution.

- 3.2.2. A student may not normally be concurrently registered for more than one full-time award of the University.
- 3.2.3. A candidate for a research degree may be allowed to register for a qualification in teaching in higher or further education whilst being registered for the research degree. Such arrangements must be supported by the student's research supervisor.

3.3. Student Identity Card

- 3.3.1. All students shall be issued with a University Identity Card that includes a photograph showing the full head and face. There shall be no head covering in the photograph, unless it is worn for cultural, religious or medical reasons.
- 3.3.2. Students shall carry their University Identity Card at all times when on University premises (including the Students' Union (SU)), or when participating in University or SU activities.

3.4. Tuition Fee Payment

- 3.4.1. Fees are paid for each year of study and based upon the standard number of credits per year and the number of years of study. Fees will be adjusted if additional or fewer credits each year are studied.
- 3.4.2. Students are required to re-enrol and pay any fees that may be due at the beginning of each academic year. Undergraduate tuition fees are subject to Government regulations on fee increases and future inflationary increases will be applied to each subsequent year of the course of study, subject to these regulations. All other fees are subject to increase each year.
- 3.4.3. Students who withdraw from the University will be liable for fees up until formal notification of their withdrawal is received by the University. Students should refer to the Student Handbook (Finances – paying your tuition fees, student loans, scholarships and bursaries).
- 3.4.4. Students who have tuition fee debts with the University may not be allowed to re-enrol for the following academic year.
- 3.4.5. A student who has outstanding tuition fee debt to the University will not be permitted to attend any graduation or awards ceremonies and certificates and transcripts will be withheld until all tuition fee debts to the University are paid in full.
- 3.4.6. Students who are in debt to the University may have their enrolment terminated. The termination will be undertaken by the Student Record and Data Team on the advice of the Finance Department where a student has made no attempt to pay an outstanding tuition fee debt. Such a termination may be overturned on payment or a satisfactory agreement to pay the debt.

3.5. Change of Course of Study

- 3.5.1. An enrolled student may request to transfer to a different course of study within the same or to another School/College within the University. All requests for transfer shall be considered by the relevant Course Leader taking into account factors including the student's academic achievement, language of previous

credits where the provision is bilingual or in a second language, course entry criteria and availability of places.

- 3.5.2. For international students, consideration will be given to their visa status and immigration compliance.

3.6. Modes of Study

- 3.6.1. A student enrolled with the University and registered for a course shall undertake the course in accordance with the specified mode of study. Change of mode of study is permissible where appropriate. The following modes of study apply:

- a) full-time study;
- b) part-time study;
- c) compulsory placement or internship;
- d) distance and blended learning;
- e) part-time intensive study;
- f) accelerated degree;
- g) block release.

- 3.6.2. Students must also refer to the Student Money and Immigration Advice Team (Student Services) regarding any implications of a change of mode of study to their funding, for example, Student Finance England.

Section 4 – Module Registration and Attendance

4. Module Registration and Attendance

4.1. Maximum Period of Registration (Duration of Study)

4.1.1. Each course of study shall have an approved normal duration related to the mode of study available for the course.

4.1.2. The total time a student may take to study their course is limited according to the number of credits required for the qualification plus twice the usual expected course length plus one additional year. The following formula is used to calculate the maximum permitted duration of study for which a student may be registered on a course:

$2 \times (\text{total number of credits required for the award} \div 120) + 1$ years; examples are provided below:

- a) The normal full-time duration of study for a Bachelor's Degree with Honours is three years. The maximum period of registration is 7 years including any periods of deferral;
- b) The normal full-time duration of study for a Bachelor's Degree with Honours with Foundation Year is 4 years. The maximum period of registration is 9 years including any periods of deferral;
- c) The normal full-time duration of study for Masters students is 1 calendar year. The maximum period of registration is 4 years including periods of deferral. (Students who enrol on a Postgraduate Diploma or Postgraduate Certificate will have a maximum period of registration of three and two years, respectively.)
- d) Part-time students are expected to complete their course of study within the maximum period of registration.

Award	Total No of Credits	Year of Entry	Mode of Study	Expected Period of Registration (in years)	Maximum Period of Registration (in years)
Masters Degree	180	1	Full-time	1	4
Extended Masters Degree	180	1	Full-time	1.5	5
Integrated Masters Degree	480	1	Full-time	4	9
Master of Fine Arts	240	1	Full-time	2	5
Bachelor's Degree with Honours with Foundation Year	480	1	Full-time	4	9
Foundation Degree/Dip HE	240	1	Full-time	2	5
Higher Apprenticeship Foundation Degree	240	1	Full-time	2	5
Bachelor's Degree Apprenticeship with Honours	360	1	Full-time	3	7
Bachelor's Degree with Honours	360	1	Full-time	3	7
Bachelor's Degree with Honours	240	2	Full-time	2	5

Award	Total No of Credits	Year of Entry	Mode of Study	Expected Period of Registration (in years)	Maximum Period of Registration (in years)
Bachelor's Degree with Honours	120	3	Full-time	1	3
Pre-registration Nursing, Midwifery and Operating Department Practice	360	1	Full-time	3	5 years and 7 months

- 4.1.3. The period of registration includes periods of approved deferral.
- 4.1.4. Where a student is admitted with advanced standing, the maximum permitted period of registration (duration of study) is calculated on the value of the remaining credits to be studied at the University, rather than the total number of credits required for the award.
- 4.1.5. Courses of less than one year's normal duration will have their own specific regulations regarding completion.
- 4.1.6. Students exceeding the maximum registration period will normally be withdrawn as outlined in section 13.15 below.
- 4.1.7. Exceptionally, in extenuating circumstances, prior to withdrawal the School or College may make an application to the Regulatory Casework Panel for an extension to the Period of Registration.

4.2. Module Registration

- 4.2.1. Students shall be responsible for registering for the modules associated with their course of study by the published deadlines, and in accordance with the stated procedures.
- 4.2.2. Any enrolled student who has not completed module registration by the specified deadline shall be registered for a diet of modules designated by their School/College. This shall include allocation to modules where students might normally have been able to choose; the opportunity of choice will no longer be available.
- 4.2.3. A student who transfers to another module shall replace the initial module taken with the new module, subject to academic approval.
- 4.2.4. Where a module is delivered in both English and in a second language, students normally will be directed as to which version to register on based on the language of instruction of their course.
- 4.2.5. Students who transfer between versions of a course offered in English or bilingually or entirely in a second language will not be permitted to retake any module already passed in the other language.
- 4.2.6. Students who have failed a module will not be permitted to be re-assessed in a version of that module in the other language. Any re-assessment will be conducted in the original language of instruction and assessment.

4.3. International Exchanges and Study Abroad

- 4.3.1. For certain courses and awards, a student may be permitted to spend up to one academic year (normally excluding the first year and the final semester) at

another institution of University status abroad. This study shall replace study at the University, and shall be known as an exchange or study abroad period.

- 4.3.2. Permission to undertake an exchange or study abroad period shall be granted in accordance with procedures approved by the Academic Board.
- 4.3.3. Where an International Exchange uses the European Credit Transfer System (ECTS), a full-time undergraduate student's academic workload is deemed to be 60 ECTS in a full year, or 30 ECTS per semester. Module descriptions within the University refer to the credit values in UK credits, where two UK credits = 1 ECTS credit.
- 4.3.4. All study abroad students will be expected to take a minimum of 30 ECTS credits per semester.
- 4.3.5. Any UWL Dissertation, Project or Capstone Project module may not be substituted as part of an International Exchange.
- 4.3.6. Results achieved for modules taken during an exchange or study abroad period shall count towards the classification of the award from the University. In some cases, and as approved by the Academic Board, the results achieved may be subject to rescaling and weighting to bring them in line with equivalent marks and results awarded by the University; scaling and weighting methods shall be approved by the Academic Board, and shall be subject to review.

Section 5 – Attendance and Engagement

5. Attendance and Engagement

5.1. Attendance and Engagement Requirements

- 5.1.1. Students are expected to attend regularly all forms of learning activity associated with their course of study, and to engage in their course as required by the University's Attendance and Engagement Monitoring Policy: uwl.ac.uk/about-us/policies-and-regulations/student-attendance-and-engagement-monitoring.
- 5.1.2. Student Visa holders and Apprenticeship students have additional requirements in relation to attendance which are detailed in the Attendance and Engagement Monitoring Policy.
- 5.1.3. All students should refer to the published Attendance and Engagement Monitoring Policy: uwl.ac.uk/about-us/policies-and-regulations/student-attendance-and-engagement-monitoring and specific course requirements.
- 5.1.4. Engagement refers to the expectations of the University related to a student's engagement whether on-site or remote, with the learning, teaching and assessment requirements of their course of study specified in the Course Handbook and Module Study Guides. In specified modules, assessment credit(s) may be linked to mandatory attendance.
- 5.1.5. The University shall specify and publish semester dates and hours of operation on the University main website: uwl.ac.uk/students/current-students/semester-and-term-dates.
- 5.1.6. Each student shall ensure that they are registered for the correct number of modules and the appropriate choice of modules. Students should ensure they comply with the requirements of attendance, learning and assessments.
- 5.1.7. All students are required to engage with all assessment tasks for the modules for which they are registered, as prescribed in the relevant Module Study Guides.
- 5.1.8. Apprenticeship students are required to engage in 20% of their learning outside their employment, by attending and engaging with their modules' teaching and assessment.
- 5.1.9. Where students fail to meet attendance and engagement requirements, they will be withdrawn in accordance with the Attendance and Engagement Monitoring Policy: uwl.ac.uk/about-us/policies-and-regulations/student-attendance-and-engagement-monitoring, and 13.15 below.

Section 6 - Conduct of Assessment

6. Conduct of Assessment

6.1. Assessment Principles

- 6.1.1. The purpose, structure, associated learning outcomes, type and format of assessment and reassessment, including relevant weightings and thresholds where applicable for each module shall be set out in the approved module and course specifications as approved by the Academic Board, or its delegated authority.
- 6.1.2. Students will be informed via the Module Study Guides of the arrangements for teaching and learning, the module content, and the assessment and reassessment requirements at the start of a student's academic year. Students must make themselves available during the entire examination and assessment period and where relevant the resit examination period, and not make any holiday arrangements during this time.
- 6.1.3. The design and setting of all assessment shall be the responsibility of the relevant Head of Subject, Course and Module Leaders, in accordance with the approved module specifications and the University's quality assurance guidelines.
- 6.1.4. Assessment must be set and completed in the approved language of instruction specified for the module or element of assessment within the module.
- 6.1.5. For final dissertation/capstone project modules on bilingual courses, students may be offered the choice of submitting the dissertation/capstone project either fully in English or mostly in the second language with a summary in English.
- 6.1.6. All assessments shall also be subject to the approval of the External Examiner, the relevant Assessment Board and the Professional, Statutory and Regulatory Body, where applicable.
- 6.1.7. Students must adhere to any published dates and deadlines for all assessments.
- 6.1.8. A student unable to participate in any assessment on the specified date, due to medical or other reasons beyond their control, should refer to Section 13 – Exceptional Circumstances.
- 6.1.9. All material submitted for assessment, including formative assessment, shall be the student's own work (including where group work specifically forms part of the assignment). All quotations from the published or unpublished work of other persons or organisations must be properly attributed, both at the appropriate point in the text and in the reference list/bibliography.
- 6.1.10. Where the modules are no longer taught, related assessment(s) shall normally be offered for one year after the specific discontinuation date of the modules). Assessment Boards will offer alternative forms of assessment beyond that date, if required.
- 6.1.11. Reasonable adjustments for students may be made on the advice of the Wellbeing Team on an individual basis to compensate for any restriction imposed by a disability and/or unforeseen circumstances, provided this does not compromise the achievement of the learning outcomes. Special arrangements

for individual examinations must be approved by the Wellbeing Team and will be notified to the Examinations Office.

6.1.12. The alternative assessment must be approved by the External Examiner, the Course/Module Leader; and the relevant Assessment Board will be notified.

6.1.13. Where a member of academic staff or an invigilator suspects a student of committing an academic offence, the allegation shall be investigated in accordance with Section 12 – Academic Offences Regulations.

6.2. Coursework

6.2.1. Assessed coursework is coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards. Types of coursework include:

- a) Written Assignment
- b) Oral Assignment
- c) Portfolio
- d) Artefact
- e) Practical
- f) End Point Assessment

6.2.2. The School/College shall inform students of any penalties applied to the late submission of coursework. Students should refer to section 6.3 below.

6.2.3. Students should refer to the Module Study Guide regarding any assessment requirements and any penalties which may apply, for example, word limits.

6.2.4. Students may request that submitted coursework is withdrawn up to the specified submission deadline. After the specified submission deadline coursework is considered the student's intended submission and will be marked as normal.

6.3. Penalties for Late Submission of Assessment

6.3.1. A student unable to complete coursework (including dissertations/capstone projects) by the specified date owing to medical or other reasons beyond their control, should refer to Section 13 – Exceptional Circumstances.

6.3.2. When the student fails to meet the original deadline and has not obtained an extension or requested mitigation of assessment:

- a) if the assessment is late up to a maximum of 10 calendar days from the original-deadline, the assessment mark will be capped at the pass mark for the element of assessment.
- b) If the assessment is late by over 10 calendar days, the piece of work will be deemed a non-submission.

Section 7 - Examinations

7. Examinations

7.1. Setting of Examination Papers

- 7.1.1. The Academic Board, or its delegated authority, shall approve minimum prescribed standards for the production and security of examination papers. Examination question papers shall be produced to meet these standards.
- 7.1.2. The Head of School/College, or authorised nominee, shall be responsible for ensuring that appropriate mechanisms are in place for the production and scrutiny of examination papers.
- 7.1.3. Examination papers must be set and completed in the approved language of instruction specified for the module or element of assessment within the module.
- 7.1.4. The security and storage of examination papers is set out in the Examination Paper Scrutiny Process (available from the Conferments and Awards team). Examination papers must be written and prepared in a highly secured environment and delivered to the Conferments and Awards team in accordance with the Examination Paper Scrutiny Process.
- 7.1.5. Students must not gain access to any examination paper before it is sat. Breaches of this regulation shall be deemed an academic offence, and dealt with under the Academic Offences Regulations, referred to in Section 12 – Academic Offences.
- 7.1.6. All formal examinations shall last for two permitted durations only: two hours and ten minutes or three hours and ten minutes (unless specified otherwise by a Professional, Statutory and Regulatory Body). This includes a mandatory ten minutes' reading time.
- 7.1.7. Any examination with a duration of less than two hours is classified as an 'in-class test', rather than an examination, and is classed as coursework.

7.2. Examination Timetable

- 7.2.1. The University shall make the examination timetable available for students, detailing the dates, times, and venues of all invigilated examinations for their registered modules. The University shall publish the full examination timetable at least three weeks before the first examination occurs; any necessary amendments may be made to the published timetable, and shall be published. The University shall specify and publish examination dates on the MyRegistry website: onlineregistry.uwl.ac.uk/MyRegistry/common/examTimetable.aspx.
- 7.2.2. Students shall be responsible for informing themselves of the dates, times, and venues of their examinations including resit examinations, checking the details of their personal timetables and making enquiries on possible examination timetable clashes, or omissions. Students should regularly check for amendments to the full examination timetable.

7.3. Oral Examinations

- 7.3.1. Oral examinations must be conducted by at least two academic staff from a cognate subject area. Students may only bring authorised materials to oral

examinations. The possession or use of unauthorised materials shall constitute an academic offence - see Section 12 – Academic Offences.

7.4. Invigilated Examinations

- 7.4.1. All examinations will be invigilated and students will remain under continuous supervision for the duration of each examination. All incidents or abnormalities that occur during an examination shall be recorded and reported by the Chief Invigilator.
- 7.4.2. The Module Leader, or authorised nominee, must normally be present for the first 20 minutes of each invigilated examination to provide any clarifications needed. Where no Module Leader is present (including after the first 20 minutes) and any student query cannot be resolved by any reasonable means the Chief Invigilator shall record any queries in their report.
- 7.4.3. The clarification of examination questions shall be limited to the correction of misprints or typographical errors, and shall be announced to all students. Under no circumstances shall the Module Leader or invigilators discuss the content of the examination paper with students or each other.
- 7.4.4. Any clarification of examination questions announced to all students must be made in both the language of assessment and, where different, the formal language of any partner organisation.
- 7.4.5. Students found to have cheated or committed some other form of academic offence will be dealt with under the Academic Offences Regulations, see Section 12 – Academic Offences. Students should abide by the Examination Code of Conduct published on the MyRegistry website:
onlineregistry.uwl.ac.uk/MyRegistry/HelpPages/Exam_timetable/Examination_Conduct_for_Students.pdf.

7.5. Illness and Mitigating Circumstances for Invigilated Examinations

- 7.5.1. Please refer to Section 13 – Exceptional Circumstances.

7.6. The Publication of Results to Students

- 7.6.1. Students' results or marks are provisional until they have been confirmed at the meeting of the Assessment Board.
- 7.6.2. All proceedings which relate to individual students remain confidential to the members of the relevant Assessment Board and to those having the right to attend and receive examination documents. Minutes of the Assessment Boards will refer to students by number.

Section 8 – Taught Regulations

8. Taught Regulations

8.1. Scope of Taught Regulations

- 8.1.1. These regulations apply to all the University's taught courses, including undergraduate and postgraduate courses, and the taught elements of professional doctorates.
- 8.1.2. These regulations also apply to taught courses at the University's academic partners. Where other regulations apply, this will be written in individual Course Handbooks.
- 8.1.3. There are exemptions to these regulations for some courses, modules, or assessments, normally due to the requirements of a Professional, Statutory and Regulatory Body (PSRB). These can be found in Section 15 – Appendices, Appendix 4, and are detailed in individual Course Handbooks and Module Study Guides.
- 8.1.4. These regulations also apply to apprenticeship End Point Assessments carried out by the University, except where the End Point Assessment Plan sets out specific regulations, in which case the End Point Assessment Plan takes precedence.

8.2. Submission to Assessment

- 8.2.1. Each academic year, students must submit to all assessments on the specified submission deadlines in each of their enrolled modules.
- Full-time Undergraduate and Integrated Masters students normally submit to modules worth 120 credits, each academic year.
 - Full-time Postgraduate students normally submit to Level 7 modules worth 180 credits each academic year.
 - Part-time Professional Doctorate students normally submit to Level 7 modules worth 100 credits each taught academic year.
- 8.2.2. Where circumstances outside of their control mean students are unable to submit to an assessment, they should apply for extension or mitigation. See Section 13 – Exceptional Circumstances.
- 8.2.3. Coursework submitted after the specified submission deadline without extension or mitigation will receive a penalty to the mark, see 6.3.2 above.
- 8.2.4. Non-submission of assessment without an accepted extension or mitigation request is considered non-engagement, see 5.1 above.
- 8.2.5. A non-submission is counted as one of a student's attempts at the assessment and will result in failure (a mark of 0%) for that attempt.

8.3. Module Passes

- 8.3.1. The pass mark for modules is based on the Level of study:
- Levels 3, 4, 5, and 6 (Undergraduate): 40%
 - Level 7 (Postgraduate and Integrated Masters): 50%
 - Level 7 and 8 (Professional Doctorate): 60%

8.3.2. The module mark is a weighted average of all marked summative assessments. The module mark is calculated as follows:

- a) assessment mark (%) × assessment weighting (%)
- b) sum of weighted assessment marks ÷ 100.

The mark is calculated to two decimal places and rounded up or down to the nearest whole number (with .5 and above rounded up).

For example, for a module with two marked assessments and one graded assessment:

Assessment mark	Assessment weighting	Weighted assessment mark
52	30	$52 \times 30 = 1560$
64	70	$64 \times 70 = 4480$
Pass	0	N/A

Sum of weighted module marks = $1560 + 4480 = 6040$;
Module mark: $6040 \div 100 = 60.40\%$, rounded down to 60%.

8.3.3. Any additional module requirements to pass the module are written in the Module Study Guide. This includes graded assessments also known as pass/fail assessments, and meeting or exceeding a minimum mark for an assessment also known as a threshold.

8.3.4. To pass a module, the module mark must meet or exceed the pass mark for the Level of study, and all additional module requirements must be met.

8.3.5. A compensated pass is available where students meet the requirements for compensation. See 8.6 below.

8.4. Number of Attempts

8.4.1. For each module enrolment, a student has two attempts at each assessment: a first attempt and capped resit attempt (also known as a second attempt). See 8.5 below.

8.4.2. Where a student has passed an assessment, there will be no further attempts available for the assessment that they have passed in that enrolment on the module.

8.4.3. Where a student has passed or received a compensated pass in a module, but has failed or not submitted one or more assessments, there are no further attempts at any assessment in the module, unless they have been granted a mitigated attempt at the failed or not submitted assessment. See Section 13 – Exceptional Circumstances.

8.4.4. If a student fails a module at the resit attempt and cannot be compensated (see 8.6 below), a second enrolment on the module is available, known as a retake. Modules can be retaken only once. See 8.9 below.

8.4.5. Additionally at Level 3, an Accelerated Retake is available where students have passed at least 80 credits at Level 3 (including compensated passes). See 8.10 below.

8.4.6. A student may not retake a module that has been passed or compensated.

8.4.7. All resits and retakes must be taken at the next available opportunity.

8.5. Resits

8.5.1. A resit is another attempt at an assessment after a student has failed or not submitted to a previous attempt at the assessment in that enrolment on the module. They do not involve re-enrolment on the module.

8.5.2. Resit dates and availability are normally set by the Assessment Board when agreeing a failure at the previous attempt.

8.5.3. The mark for a resit of an assessment is capped at (cannot be more than) the pass mark.

8.5.4. Where capping the resit assessment mark would result in failure of the module, the module mark will be capped at the pass mark instead of the assessment mark.

8.5.5. The highest module mark, and/or the highest assessment mark will be used. For example, where a student fails or does not submit to the resit attempt, and the first attempt mark is higher, the first attempt mark (best fail) will be used.

8.5.6. In exceptional circumstances, the Assessment Board may determine alternative forms of assessment for resits, which must be approved by the External Examiner if the module marks contribute towards the award. Alternative assessments must test the same module Learning Outcomes.

8.5.7. Resits will be carried out in the original language of instruction and assessment, see 4.2.6 above.

8.5.8. For students in the UK on a student visa, resits should normally take place within the student's visa period. Where they take place outside of the student's visa period resits will need to be completed from the student's home country, with any in-person assessments completed under a visitor visa, where possible. Students should contact the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice on how this may affect their visa status.

8.6. Compensation

8.6.1. Compensation allows students to receive a pass in one or more failed modules, based on overall academic ability across a Level of study.

8.6.2. Some courses do not allow compensation, normally due to the requirements of a Professional, Statutory and Regulatory Body (PSRB). These are detailed in Section 15 – Appendices, Appendix 4, and individual Course Handbooks.

8.6.3. The average Level mark is a weighted average of module marks across the full number of credits with marks at that Level of study (including failed or incomplete modules). The average Level mark is calculated as follows:

- a) module mark (%) × value of module (credits);
- b) sum of weighted module marks ÷ number of credits.

The mark is calculated to two decimal places and rounded up or down to the nearest whole number (with .5 and above rounded up).

For example, for an Undergraduate course with 120 credits at the Level of study:

Module mark	Credit value of module	Weighted module mark
35	20	$35 \times 20 = 700$
Module not complete	20	$0 \times 20 = 0$
42	20	$42 \times 20 = 840$
53	20	$53 \times 20 = 1060$
65	40	$65 \times 40 = 2600$

Sum of weighted module marks = $700 + 0 + 840 + 1060 + 2600 = 5200$;

Number of credits: $20 + 20 + 20 + 20 + 40 = 120$;

Average Level mark: $5200 \div 120 = 43.34\%$, rounded down to 43%.

- Undergraduate and Integrated Masters students normally receive 120 credits at each Level;
- Postgraduate students normally receive 180 credits at Level 7;
- Professional Doctorate Students normally receive 200 credits for taught elements at Level 7.

8.6.4. If the average Level mark meets or exceeds the pass mark for the Level of study, modules are eligible for compensation if:

- a) The final module mark is no more than 10 percentage points below the pass mark
- b) All additional module requirements have been met
- c) The module is not a Dissertation/Project/Capstone Project/End Point Assessment.

8.6.5. A maximum number of modules and credits can be compensated by the Assessment Board based on the Level of study and award:

- Level 3 (Undergraduate): two modules up to 40 credits in total
- Level 4 (Undergraduate): two modules up to 40 credits in total
- Level 5 (Undergraduate): one module up to 20 credits
- Level 6 (Undergraduate): one module up to 20 credits
- Level 7 (Integrated Masters): one module up to 20 credits
- Level 7 (Postgraduate): one module up to 30 credits
- Level 7 (Professional Doctorate): one module up to 30 credits

For example, a student passes four Level 5 modules worth 80 credits in total and has an average Level mark of 45%. They fail two 20-credit modules at the resit attempt, with marks of 30% and 35%. As their average Level mark is higher than the pass mark of 40%, and their module marks are within 10 percentage points of the pass mark, the Assessment Board can apply compensation. Only 20 credits can be compensated at Level 5, so the Assessment Board will determine which module will be compensated, and which module the student will need to retake.

8.6.6. Eligible modules will be compensated after the resit results have been agreed by an Assessment Board.

8.6.7. Students may choose to accept compensation after the first attempt, instead of the resit, if the compensation will mean the student is then eligible for an award.

8.6.8. A student who receives a compensated pass in a module will be awarded the credit for the module and cannot retake the module or resit the assessments,

unless a mitigated attempt at a failed or non-submitted assessment is granted through Mitigation. See Section 13 – Exceptional Circumstances.

- 8.6.9. Transcripts will show where a module has received a compensated pass, and the original module mark will be shown.

For example, where a student has a module mark of 35% and receives a compensated pass, the module mark shown on the transcript will be 35% and the module outcome will be a compensated pass (CP).

8.7. Progression

- 8.7.1. Students must normally pass modules worth 120 credits at that Level of study (including compensated passes) and meet all course and module requirements to progress from one Level of study to the next.

- 8.7.2. In addition, students on an Integrated Masters must achieve an average Level mark of 50% or more to progress from Level 6 to Level 7.

- 8.7.3. Where a student has not achieved 120 credits, they may progress from one Level of study to the next where they have not passed one module of any credit value:

- a) Where a student has not completed one module, the student may progress to the next Level with submission to the incomplete module at the next available attempt;
- or
- b) Where a student has failed a resit attempt in the first enrolment on one module, the student may progress to the next Level with one retake in that module.

- 8.7.4. Where module marks cannot be ratified by an Assessment Board before a Progression Board takes place, a student can be considered for provisional progression to the next Level of study based on the available information, including the student's available results, unratified marks, assessment submissions, and engagement. If a Progression Board later determines that the student has not met the progression requirements in 8.7 above, but they are eligible to continue on the course of study, the student will be given academic advice; and may be required to follow a learning agreement. This may involve retakes, submission to incomplete modules, or an Accelerated Retake at Level 3 following their current semester of study, before they can progress to the next Level or complete their course of study.

For example, where a student has passed three out of six modules at Level 4, but the module results for the other three modules have not yet been ratified, and the student is at a point to progress, they may be provisionally progressed to Level 5 and begin studying at that Level. If a Progression Board later identifies the student has failed two of the six modules at Level 4, then they cannot Progress to Level 6, but may be permitted to complete the modules they are currently studying at Level 5 before they follow a learning agreement to retake the two failed Level 4 modules. When the progression requirements for Level 4 have been met, the student would then continue to complete their remaining modules at Level 5.

8.8. Failure to Progress

- 8.8.1. Students who have not met the progression requirements in 8.7 above, but are eligible to continue on the course, will be given academic advice and may be required to follow a learning agreement. This may involve retakes, submission to incomplete modules, or an Accelerated Retake at Level 3.

For example, a student who has passed three Level 4 modules, and failed the resits of their first enrolment of their other three modules at Level 4, would be required to follow a learning agreement to retake the three failed modules at Level 4 before they can progress to Level 5.

- 8.8.2. Students following a learning agreement should contact the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice on any impact on their student loan and finances.
- 8.8.3. For students in the UK on a student visa, where a student has not completed more than one module, and has no scheduled teaching, the student visa will be cancelled, and modules will need to be completed from the student's home country, with any in-person assessments completed under a visitor visa, where possible. Once progression requirements have been met, the student will need a new student visa in order to continue their course of study at the next available progression point. Students should contact the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice.

8.9. Retakes

- 8.9.1. A retake is the second and final enrolment on a module, following failure of the module at the resit attempt. Retakes normally involve re-enrolment, attendance, repayment and submission to all assessments (even if the assessment was passed on the first enrolment).
- 8.9.2. Where a retake is granted, the student would normally re-enrol on the same module as the first enrolment. In exceptional circumstances, where the module is no longer delivered and a student is required to enrol on a replacement module, a retake of the replacement module will not be permitted. The replacement module must still enable the student to meet the Learning Outcomes for the Level and Course.
- 8.9.3. The availability of the next retake opportunity for the module(s) is normally set by the Student Progression Board following confirmation of the failure of modules (by the Module Assessment Board). Where a student is provisionally progressed (see 8.7.4 above), the retake opportunity for any failed module(s) (confirmed by the Module Assessment Board) will be set at the point of provisional progression.
- 8.9.4. Retakes count towards the total value of academic credit a student is enrolled on that year.
- 8.9.5. A student will have an uncapped first attempt and capped resit attempt at the assessments for the retake (see 8.4.1 above). These are sometimes known as the third and fourth attempts.
- 8.9.6. Where a student passes a retake, the retake mark will replace the module mark from the first enrolment.
- 8.9.7. If a student fails the retake, and the module mark from the first enrolment is higher, the highest mark (best fail) will stand.

- 8.9.8. Retakes will be carried out in the original language of instruction and assessment, see 4.2.6 above.
- 8.9.9. Transcripts will list all enrolments on modules, including both first enrolments and retakes.
- 8.9.10. For students in the UK on a student visa, retakes should normally take place within the student's visa period. Where this falls outside of the student's visa period retakes are subject to continued University sponsorship. Students should contact the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice on how this may affect their visa status.

8.10. Accelerated Retakes (Level 3 only)

- 8.10.1. At Level 3 an Accelerated Retake is available to students who have passed at least 80 credits at Level 3 (including compensated passes), following the failure of one or more modules at the resit attempt of the first enrolment or retake.
- 8.10.2. Students passing the Accelerated Retake are considered to have achieved the Learning Outcomes for the Level of study, and will be awarded up to 40 credits, to enable them to progress to Level 4. They cannot retake the originally failed module.
- 8.10.3. If a student does not pass or does not submit to the Accelerated Retake, no resit or retake of the Accelerated Retake is available. This means there is only one attempt available for the Accelerated Retake. However, they may still retake the originally failed module(s), see 8.9 above.

8.11. Academic Failure

- 8.11.1. Where a student has failed all available module enrolments (the first enrolment and retake) on a **core** module, this will normally mean that the student is not able to progress or meet the award requirements. The student will be considered for an Exit Award and withdrawn by the University, see 13.15 below.
- 8.11.2. Where a student has failed all available module enrolments (the first enrolment and retake) on an **optional** module, a student may enrol on an alternative available optional module at that Level of study on the course. The alternative optional module must allow the student to meet the Level and Course Learning Outcomes. Where no alternative module is available, this will normally mean that the student is not able to progress or meet the award requirements. The student will be considered for an Exit Award and withdrawn by the University, see 13.15 below.
- 8.11.3. Where a student has achieved credit on the course at a higher Level of study that matches a failed module's contribution to the Level Learning Outcomes, this credit will be considered by the Award Board in determining the highest possible Exit Award, see 9.1.3 below.

Section 9 – Award Regulations

9. Award Regulations

9.1. Awards and Exit Awards

9.1.1. The title and name of Awards and Exit Awards are approved by the Course Approval process, in line with the Qualifications and Curriculum Framework available at uwl.ac.uk/about-us/academic-quality-and-standards.

9.1.2. Where a student's choice of modules can result in a named pathway or badged award the combination of modules required for each named pathway or badge will be written in individual Course Handbooks, and the pathway or badge confirmed by the Assessment Board.

9.1.3. An Exit Award is awarded where a student has not met the requirements for the final award on the course of study but has met the requirements for an approved lower award for that course of study. The Award Board will determine the highest possible approved Exit Award by considering all credits achieved at the point the student is withdrawn from their studies.

For example, where a student withdraws from a Bachelor's Degree with Honours course having achieved 120 credits at Level 4 and 40 credits at Level 5, they would be considered for the highest possible Exit Award, a Certificate of Higher Education, which can be awarded on achieving 120 credits at Level 4. All the credits achieved would be shown on the transcript.

9.2. Award Requirements

9.2.1. To be eligible for an award, a student must:

- a) meet the requirements for a named Award or Exit Award approved for their course of study as listed in the Table of Award Requirements below, including:
 - i) Minimum total credits required;
 - ii) Minimum credits required for each Level of study;
 - iii) Minimum average Level mark required for each Level of study;
 - iv) Maximum compensated credits allowed at each Level of study;
 - v) Maximum Recognition of Prior Learning (RPL) credits allowed at each Level of study;
 - vi) Minimum UWL credits required for each Level of study;
 - vii) Maximum period of registration.
- b) meet all progression requirements for any previous Levels of study and be in the final Level of study for the award;
- c) meet any other professional, statutory, regulatory, or course requirements detailed in the Course Specifications, individual Course Handbooks, Module Study Guides, Terms and Conditions, or enrolment form. See also Section 15 – Appendices, Appendix 4;
- d) not include RPL for credit that has previously contributed towards an equivalent award.

9.2.2. In addition to the requirements above, an apprentice must have met all the requirements of the apprenticeship Gateway and have attempted the End Point Assessment.

- 9.2.3. If an apprentice has met all the requirements for a named academic Award approved for their course of study as listed in the Table of Award Requirements below, but is not able pass the End Point Assessment due to individual exceptional circumstances (see Section 13 – Exceptional Circumstances), the apprentice will be considered for the named academic Award or highest possible Exit Award only (and not the apprenticeship certificate).
- 9.2.4. Where a student has not met the minimum credits required at each Level of study, but has met the minimum total credits required due to credit achieved on the course at a higher Level of study, the Award Board may count modules from a higher Level of study at a lower Level in determining the highest possible Exit Award. Credit counted down must be mapped to missing credit to allow the student to meet all Level Learning Outcomes. Credit counted down is weighted at the lower Level.

For example, where an undergraduate student has achieved 100 credits at Level 4 and failed 20 credits at Level 4 but achieved 60 credits at Level 5, they may be awarded a CertHE, where one of the 20 credit Level 5 modules matches the failed Level 4 module's contribution to the Level Learning Outcomes. The matching Level 5 module would be counted down to Level 4.

Table of Award Requirements

For the full list of awards titles see Section 15 – Appendices, Appendix 5.

UWL Award	Minimum total credits required	Minimum credits required for each Level	Minimum average Level mark required for each Level (see 8.6)	Maximum compensated credits allowed (see 8.6)	Maximum RPL credits allowed (see 2.2)	Minimum UWL credits required	Maximum period of registration in years (see 4.1)
Certificate of Personal and Professional Development	60	Any Level: 60	Level 4: 40% Level 5: 40% Level 6: 40% Level 7: 50%	0	0	Any Level: 60	2
Certificate of Achievement at Level 3	120	Level 3: 120	40%	Level 3: 40	0	Level 3: 120	3
Foundation Diploma (JCA Only)	120	Level 3: 120	40%	Level 3: 40	0	Level 3: 120	3
Certificate of Higher Education	120	Level 4: 120	40%	Level 4: 40	Level 4: 60	Level 4: 60	3
Diploma of Higher Education	240	Level 4: 120 Level 5: 120	40%	Level 4: 40 Level 5: 20	Level 4: 120	Level 5: 120	5
Foundation Degree	240	Level 4: 120 Level 5: 120	40%	Level 4: 40 Level 5: 20	Level 4: 120	Level 5: 120	5
Ordinary Bachelor's Degree	300	Level 4: 120 Level 5: 120 Level 6: 60	40%	Level 4: 40 Level 5: 20 Level 6: 20	Level 4: 120 Level 5: 80	Level 5: 40 Level 6: 60	6
Bachelor's Degree with Honours	360	Level 4: 120 Level 5: 120 Level 6: 120	40%	Level 4: 40 Level 5: 20 Level 6: 20	Level 4: 120 Level 5: 120	Level 6: 120	7
Bachelor's Degree with Honours with Foundation Year	480	Level 3: 120 Level 4: 120 Level 5: 120 Level 6: 120	40%	Level 3: 40 Level 4: 40 Level 5: 20 Level 6: 20	Level 3: 120 Level 4: 120 Level 5: 120	Level 6: 120	9
Bachelor's Degree with Honours Top-Up	120	Level 6: 120	40%	Level 6: 20	0	Level 6: 120	3

UWL Award	Minimum total credits required	Minimum credits required for each Level	Minimum average Level mark required for each Level (see 8.6)	Maximum compensated credits allowed (see 8.6)	Maximum RPL credits allowed (see 2.2)	Minimum UWL credits required	Maximum period of registration in years (see 4.1)
Integrated Masters Degree	480	Level 4: 120 Level 5: 120 Level 6: 120 Level 7: 120	Level 4: 40% Level 5: 40% Level 6: 50% Level 7: 50%	Level 4: 40 Level 5: 20 Level 6: 20 Level 7: 20	Level 4: 120 Level 5: 120	Level 6: 120 Level 7: 120	9
Graduate Certificate	60	Level 6: 60	50%	Level 6: 20	0	Level 6: 60	2
Graduate Diploma	120	Level 6: 120	50%	Level 6: 20	Level 6: 60	Level 6: 60	3
Postgraduate Certificate	60	Level 7: 60	50%	Level 7: 30	Level 7: 30	Level 7: 30	2
Postgraduate Diploma	120	Level 7: 120	50%	Level 7: 30	Level 7: 60	Level 7: 60	3
Masters Degree	180	Level 7: 180	50%	Level 7: 30	Level 7: 100	Level 7: 80	4
Masters Degree Top-Up	60	Level 7: 60	50%	Level 7: 30	0	Level 7: 60	2
Master of Fine Arts	240	Level 7: 240	50%	Level 7: 30	Level 7: 120	Level 7: 120	5

9.3. Final Award Mark

9.3.1. The final award mark is a weighted average of module marks across a specified number of credits. The final award mark is calculated as follows:

- a) where applicable, modules with the highest marks selected as 'best credits' as required by the specific award calculation;
- b) module mark (%) × value of module (credits) × level weighting (number);
- c) sum of weighted module marks ÷ number of credits.

The mark is calculated to two decimal places and rounded up or down to the nearest whole number (with .5 and above rounded up).

For example, the Postgraduate Certificate calculation does not specify 'best credits' so all credits are used, and the final award mark is calculated as follows:

Module mark	Credit value of module	Level weighting	Weighted module mark
59	20	1	$59 \times 20 \times 1 = 1180$
69	40	1	$69 \times 40 \times 1 = 2760$

Sum of weighted module marks = $1180 + 2760 = 3940$;

Number of credits: $20 + 40 = 60$;

Final mark: $3940 \div 60 = 65.66\%$, rounded up to 66%.

9.3.2. Where there is a choice of calculations the calculation that results in the highest final award mark is used.

9.3.3. Where no Level weighting is provided, the Level weighting is 1.

9.3.4. Where the final award mark calculation specifies 'best credits', the calculation includes modules with the highest marks where the sum of the credit value meets or exceeds the specified number of credits. The module credit value cannot be reduced or split.

For example, where the calculation specifies the best 100 out of 120 credits, a 30-credit module will always be included in best credits, as the sum of the credit value for other modules at that Level is less than 100 credits.

9.3.5. Where best credits are not specified, all credits with marks up to the minimum total credits required at each Level of study are used.

9.3.6. Where a student has achieved more credit with marks than the minimum credits required at each Level of study, extra credit from optional modules is not used when calculating the final award mark. Optional modules with the lowest marks are excluded first. Where excluding a module means the student does not meet the minimum credits required at that Level of study, the value of the module is reduced to meet the minimum credits required at that Level of study for the final award mark calculation.

For example, where a postgraduate student studied eight 20-credit modules and one 30-credit module for a total of 190 credits with marks (an excess of 10 credits), the value of the optional module with the lowest mark would be reduced by 10 credits for the purpose of the final award mark calculation.

9.3.7. Where a student does not have marked credits at a Level used in the final calculation due to Recognition of Prior Learning (RPL), the level weighting will be split evenly across the remaining Levels used in the final calculation that have marked credits.

9.4. Foundation Degree and Diploma of Higher Education Final Award Mark

9.4.1. The final award mark for the Foundation Degree and Diploma of Higher Education are calculated by applying either of the two methods below:

a) The 100 best credits at Level 4 weighted at 0.5, and the 100 best credits at Level 5 weighted at 0.5;

or

b) The 100 best credits at Level 5.

9.5. Foundation Degree Classification

9.5.1. The final award mark for the Foundation Degree is classified as follows:

40% – 59%	Pass
60% – 69%	Merit
70% – 100%	Distinction

9.6. Bachelor's Degree with Honours and Bachelor's Degree with Honours with Foundation Year Final Award Mark

9.6.1. There are exemptions to these regulations for some courses, modules, or assessments, normally due to the requirements of a Professional, Statutory and Regulatory Body (PSRB). These can be found in Section 15 – Appendices, Appendix 4, and are detailed in individual Course Handbook and Module Study Guides.

9.6.2. The final award mark for the Bachelor's Degree with Honours and Bachelor's Degree with Honours with Foundation Year are calculated by the following method:

a) The 100 best credits at Level 5 weighted at 0.35, and the 100 best credits at Level 6 weighted at 0.65.

9.7. Bachelor's Degree with Honours Top-Up Final Award Mark

9.7.1. The final award mark for the Bachelor's Degree with Honours Top-Up is calculated by the following method:

a) The 100 best credits at Level 6.

9.8. Bachelor's Degree with Honours, Bachelor's Degree with Honours with Foundation Year, and Bachelor's Degree with Honours Top-Up Classification

9.8.1. The final award mark for the Bachelor's Degree with Honours, Bachelor's Degree with Honours with Foundation Year, and Bachelor's Degree with Honours Top-Up are classified as follows:

40% – 49%	Third Class Honours
50% – 59%	Second Class Honours, Lower Division
60% – 69%	Second Class Honours, Upper Division
70% – 100%	First Class Honours

- 9.8.2. A higher classification will be awarded if the final award mark is not more than 2 percentage points below the lower boundary of the higher classification, and either:
- a) at least 120 credits across Level 5 and Level 6 are from modules with marks in or above the higher classification;
 - or
 - b) at least 60 Level 6 credits are from modules with marks in or above the higher classification.

For example, where a Bachelor's Degree student receives a final award mark of 68%, but has 60 credits at Level 6 with marks above 70, they would be awarded a First Class Honours.

9.9. Integrated Masters Final Award Mark and Classification

9.9.1. The final award mark for the Integrated Masters is calculated by the following method:

- a) The 100 best credits at Level 5 weighted at 0.2, the 100 best credits at Level 6 weighted at 0.3, and the 100 best credits at Level 7 weighted at 0.5.

9.9.2. The final award mark for the Integrated Masters is classified as follows:

50% – 59%	Pass
60% – 69%	Merit
70% – 100%	Distinction

9.9.3. A higher classification will be awarded if the final award mark is not more than 2 percentage points below the lower boundary of the higher classification, and at least 120 credits across Level 6 and Level 7 are from modules with marks in or above the higher classification

9.10. Postgraduate Certificate, Postgraduate Diploma, and Masters Classification

9.10.1. The final award mark for the Postgraduate Certificate, Postgraduate Diploma, and Masters is classified as follows:

50% – 59%	Pass
60% – 69%	Merit
70% – 100%	Distinction

9.10.2. A higher classification will be awarded if the final award mark is not more than 2 percentage points below the lower boundary of the higher classification, and at least 50% of the credits are from modules with marks in or above the higher classification

9.11. Aegrotat Awards

9.11.1. An Award Board may recommend an aegrotat award to a student who has taken the full number of modules required for the award but was absent from the final assessment due to illness or other medical cause judged sufficient by the Award Board. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course of study.

9.11.2. Award Boards shall recommend award classifications for such students in the normal manner.

- 9.11.3. Where a student has not achieved the minimum total credit required for an award, Award Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for an award. Where an Award Board agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 9.11.4. A student who accepts the aegrotat award cannot take any missed or failed assessments.
- 9.11.5. An aegrotat award will normally only be made within the maximum period of registration for the award plus six years.

9.12. Posthumous Awards

- 9.12.1. An Award Board may make a posthumous award to a student who dies prior to being able to complete their course of study, or to a student who dies before their completed award can be conferred.
- 9.12.2. Where a student has not achieved the minimum total credit required for an award, the Course Team shall propose an appropriate award to the Award Board. Award Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for an award, and the level of achievement. Where an Award Board agrees that a student would have achieved the required standard, a posthumous award shall be made.
- 9.12.3. Where the degree merits classification, it will be awarded with classification. Where this is not possible, a non-classified award will be awarded.
- 9.12.4. A posthumous award will normally only be made within the maximum period of registration for the award plus six years.

9.13. Revocation of Awards

- 9.13.1. The University can revoke awards following investigation where an award is found to have been obtained by fraud or deception including unfair practice.
- 9.13.2. The University may revoke an award made under these regulations where a graduate has not met the requirements of the award conferred or where the award has been obtained due to administrative error or irregularities in the conduct of the Assessment Board.
- 9.13.3. All cases shall be considered on a case-by-case basis by the Academic Board or its delegated authority.

Section 10 – Postgraduate Research Regulations

10. Postgraduate Research Regulations

10.1. Principles

10.1.1. The University of West London (hereafter referred to as ‘the University’) shall award the following degrees:

Master of Philosophy (MPhil) (exit award only)
Doctor of Philosophy (PhD)

PhD by Practice
Practice-based PhD
PhD by Prior Publication/Portfolio

Doctor of Business Administration (DBA)*
Doctor of Education (EdD)*
Doctor of Health Science (DHSc)*
Doctor of Health Studies (DHS)*
Doctor of Health Services Delivery (DHSD)*
Doctor of Nursing (DNurs)*
Doctor of Midwifery (DMid)*
Doctor of Policing, Crime and Security (DPCS)*

*hereafter referred to as the ‘Professional Doctorate’

to registered candidates who successfully complete approved programmes of supervised research.

10.1.2. Programmes of research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners and that the University has the facilities, resources and expertise to supervise the topic. All proposed research programmes shall be considered for research degree registration on their academic merits and without reference to the concerns or interests of any associated funding body.

10.1.3. The MPhil shall be awarded (as an exit award) to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners.

10.1.4. The PhD shall be awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners.

10.1.5. The PhD by Practice shall be awarded to a candidate who, having produced an outstanding contribution to the field of practice through a substantial and innovative corpus of creative research, has defended the originality of the submission by a thesis and an oral examination to the satisfaction of the examiners. (The creative research

may, for example, take the form of a portfolio of compositions, artefacts, or a series of performances.)

- 10.1.6. The Practice-based PhD shall be awarded to a candidate whose creative research is more centred on the process than on the artefact and whose portfolio is more focussed on elucidating the new knowledge in that process rather than on the novelty or innovation in the creative artefact. The candidate will have defended the originality of the submission by a thesis and an oral examination to the satisfaction of the examiners. (The research portfolio is therefore more likely to include documentation of the process, demonstrations or re-enactments that demonstrate the development of an aesthetic, technique etc.).
- 10.1.7. The PhD by Prior Publication/Portfolio shall be awarded to a candidate who, having produced a submission, consisting of the published/creative work and the thesis, which demonstrated an original and significant contribution to the present state of knowledge in a particular field, has defended the submission by oral examination to the satisfaction of the examiners.
- 10.1.8. The Professional Doctorate shall be awarded to a candidate who, having produced a doctoral thesis, which demonstrated an original and significant contribution to the present state of knowledge and/or professional practice, has defended the submission by oral examination to the satisfaction of the examiners.
- 10.1.9. English is the language of instruction, assessment and examination. The thesis, published works and thesis, or portfolio including thesis, must be submitted in English and the oral examination will be conducted in English. Research students must ensure they have a good grasp of both written and spoken English. An IELTS score (International English Language Testing System) of 6.5 (with 6.0 in each element) is the minimum standard required. Applicants who do not meet this standard will normally be required to undertake additional English Language education, and reach the standard required, before commencing the programme.
- 10.1.10. The University shall encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards. Such co-operation shall be intended:
- a) to encourage joint research which is mutually beneficial;
 - b) to extend the candidate's own experience and perspectives of the work;
 - c) to provide a wider range of experience and expertise to assist in the development of the project;
 - d) where appropriate, to enable the candidate to become a member of a research community.
- 10.1.11. Co-operation may be formalised with one or more bodies external to the University. For the purpose of the research degree these shall be referred to as Collaborating Establishments. Formal collaboration shall normally involve the candidate's use of facilities and other resources, including supervision, which are normally provided jointly by the University and the Collaborating Establishment.
- 10.1.12. In such cases a formal letter from the Collaborating Establishment confirming the agreed arrangements should be submitted with the application, except where collaboration is an integral part of the project (as for instance with NERC CASE awards). The name(s) of the Collaborating Establishment(s) shall appear on the candidate's thesis and degree certificate.

- 10.1.13. In approving an application for registration, the University Research Degrees Sub-Committee, on behalf of the Academic Board, shall satisfy itself that:
- a) the candidate is suitably qualified;
 - b) the candidate is embarking on a viable research programme;
 - c) supervision is adequate and likely to be sustained;
 - d) the University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme;
 - e) the environment for the professional activity is suitable (where applicable);
 - f) the candidate has sufficient command of the English language to satisfactorily complete the programme;
 - g) ethical considerations have been addressed.
- 10.1.14. Since this approval requires appropriate academic judgement to be brought to bear on the viability of each research proposal, the University Research Degrees Sub-Committee shall be composed of persons who are *actively* engaged in research and who normally have appropriate experience of successful research degrees supervision.

10.2. Application and Entry Requirements

- 10.2.1. An applicant for registration for the degree of MPhil, with possibility of transfer to PhD, PhD by Practice, Practice-based PhD, or PhD by Prior Publication/Portfolio shall normally hold a good first degree (first class or upper second class) or equivalent in a relevant field, and normally a Masters Degree (MA, MSc, MBA or MRes) with merit or distinction or equivalent postgraduate or research experience. In addition, an applicant for registration for the PhD by Prior Publication/Portfolio is required to have at least five years' professional experience and/or relevant qualifications. Candidates who transfer from another institution with 'advanced standing' may be considered for Direct Entry.
- 10.2.2. An applicant holding qualifications other than those above shall be considered on their own merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, professional experience, published works, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The University Research Degrees Sub-Committee may require an applicant to pass an externally assessed qualifying examination at final year Honours Degree level before registration is approved.
- 10.2.3. In addition to the entry requirements of section 10.2.1, an applicant for registration for the PhD by Practice or Practice-based PhD shall normally be engaged in creative research.
- 10.2.4. An applicant for registration for the Professional Doctorate shall normally hold a good first degree (first class or upper second class) or equivalent in a relevant field and a Masters Degree with merit or distinction in the relevant field of study from a UK institution or an overseas Masters Degree of equivalent standard or equivalent professional experience. In addition, applicants are normally required to have a minimum of two years relevant professional experience (FTE) subject to discipline specific discretion, ideally endorsed by membership of a professional institute and are required to have appropriate relevant professional experience and to be engaged in professional practice.
- 10.2.5. Applicants are required to be researching in an area which falls within the University's current research activities to enable the University to appoint supervisors who are familiar with the relevant area of research.

10.2.6. An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project. Where a research degree project is part of a piece of funded research, the University Research Degrees Sub-Committee shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

10.3. Initial Enrolment

10.3.1. At enrolment the candidate will be allocated one supervisor. The supervisor will establish a framework for supervision, including arrangements for regular supervisory meetings. An additional supervisor(s) will be added when the proposal is submitted to the University Research Degrees Sub-Committee for approval of registration.

10.3.2. Initially, a PhD candidate (inc. PhD by Practice and Practice-based PhD candidates) will undertake research training. This is intended to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research and to provide a good grounding in research design and methodologies and a broad range of methods and approaches.

10.4. Registration

10.4.1. Following the period of initial enrolment the candidate is required to seek approval for registration from the University Research Degrees Sub-Committee. Where there is concern about a candidate's progress prior to registration, they may be placed on a four-week probation period with weekly meetings with the principal supervisor and a representative of the Graduate School. The Graduate School reserves the right to withdraw students before they are formally registered by the University Research Degrees Sub-Committee. Candidates are not normally allowed more than two opportunities to present their research proposals to the University Research Degrees Sub-Committee.

10.4.2. The candidate should submit the application to register on the appropriate form along with the research proposal. The proposal should contextualise the research area, indicate the specific contribution the student expects to make, outline and justify the research methodology to be used, estimate a time scale for each part of the research project, and append an outline bibliography. The total proposal should not exceed 4500 words. The proposal for a PhD by Practice should also include a list of works which the candidate intends to create for submission or performance. (In the case of a performance or composition, it is advised the list includes the anticipated duration of each piece.) It will also explain how the creative research comprises an original and substantial contribution to the area of expertise. This should include a 'literature review' of contemporary practice in the same field, an analysis that explains what the existing techniques are, and an explanation of how the creative research aims to represent an extension of, or a reaction to, this practice. The proposal should estimate a time scale for each part of the research project, and append an outline bibliography. The total proposal should not exceed 4500 words. In addition, the proposal for the PhD by Prior Publication/Portfolio should include, as an appendix, the existing publications or corpus of creative research.

10.4.3. The candidate's supervisor is required to attend the meeting of the University Research Degrees Sub-Committee at which their candidate's application to register will be considered. The supervisor should be prepared to introduce the proposal, outline the

research questions and the research methodology to be used, contextualise the research area and indicate the specific original contribution to knowledge that the candidate expects to make.

- 10.4.4. Where a candidate has previously undertaken research as a registered candidate for a research degree, the University Research Degrees Sub-Committee may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.
- 10.4.5. A candidate may register on a full-time or part-time basis. A full-time candidate shall normally devote on average at least 35 hours per week to the research; a part-time candidate on average at least 18 hours per week.
- 10.4.6. The University Research Degrees Sub-Committee may permit a candidate to register for another course of study running concurrently with the research degree registration, provided that either the research degree registration or the other course of study is by part-time study and that, in the opinion of the University Research Degrees Sub-Committee, the dual registration will not detract from the research.
- 10.4.7. Where the candidate or the University wishes the thesis to remain confidential for a period of time after the completion of the work, the candidate should request an embargo as part of the thesis deposit agreement.

10.5. The Registration Period

- 10.5.1. The minimum and maximum periods of registration shall be as follows:

Title of Award	Mode of Study	Minimum Period of Registration (in months)	Maximum Period of Registration (in months)
PhD (via transfer from MPhil) (including PhD by Practice and Practice-based PhD)	full-time	33	48
PhD (via transfer from MPhil) (including PhD by Practice and Practice-based PhD)	part-time	45	72
PhD by Prior Publication/Portfolio	part-time	12	24
Professional Doctorate	full-time	33	48
Professional Doctorate	part-time	45	72

- 10.5.2. A full-time candidate shall normally reach the standard for MPhil within two years of registration and for PhD within three years.
- 10.5.3. Where there is evidence that the research is proceeding exceptionally well, the University Research Degrees Sub-Committee may approve a shorter minimum period of registration. An application for such shortening should be submitted at the same time as the application for approval of examination arrangements.
- 10.5.4. Where a candidate changes from full-time to part-time study or vice-versa, the minimum and maximum periods shall be calculated as if they were a part-time candidate. Notification of such a change will be made on the appropriate form.
- 10.5.5. A candidate seeking a change to a registered research degree programme shall apply in writing to the Chair of the University Research Degrees Sub-Committee for approval.

- 10.5.6. Where the candidate is prevented, by ill-health or other cause, from making progress with the research, then the registration may be suspended by the Graduate School, normally for no more than one year at a time.
- 10.5.7. The Graduate School may extend a candidate's period of registration, normally for no more than one year at a time. A candidate seeking such an extension shall apply on the appropriate form.
- 10.5.8. Where the candidate has discontinued the research, the withdrawal of registration shall be notified to the Graduate School on the appropriate form.
- 10.5.9. A candidate shall pay fees as determined by the University.

10.6. Supervision

- 10.6.1. A research degree candidate shall have at least two and normally no more than three supervisors. When a supervisor leaves, or is unavailable, provision will be made to ensure continuous supervision. On an interim basis, this may be provided by the Graduate School.
- 10.6.2. At least one supervisor shall have had experience of supervising candidates to the successful completion of a UK research degree. A supervision team shall normally have had a combined experience of supervising no fewer than two candidates to successful completion. In the case of a PhD, one of the supervisors shall have successfully supervised at PhD level.
- 10.6.3. One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis. The principal supervisor will have a doctorate and will be an experienced and active researcher, with recent publications. The second supervisor shall also have a doctorate and will be active in research. A curriculum vitae for the principal supervisor and second supervisor must accompany the student's application for registration, if these are not already held by the Graduate School.
- 10.6.4. In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation. Any advisers are not required to have a doctorate.
- 10.6.5. A candidate for a research degree (at UWL or at any other UK institution) shall be ineligible to act as principal supervisor or second supervisor. A candidate for a research degree (at UWL or at any other UK institution) may act as an adviser for another research degree candidate where there is no conflict of interest between the two candidates' research projects. A candidate and adviser working in the same discipline will not signify a conflict of interest.
- 10.6.6. A proposal for a change in supervision arrangements shall be made in writing to the Graduate School.
- 10.6.7. The University Research Degrees Sub-Committee will not consider any research proposal which does not also propose a team of supervisors as part of the application.
- 10.6.8. Normally no member of staff may act as principal supervisor for more than six research students. Normally no external supervisor may act for more than three research students.

10.6.9. All principal supervisors shall have undertaken appropriate staff development, prior to the student's registration. All second supervisors shall also have undertaken appropriate staff development, ideally before they commence supervision, but otherwise within twelve months of taking on research students. To maintain currency, doctoral supervisors must attend regular supervisor training seminars each year and/or engage with 'Supervising Doctoral Studies' units or alternative professional development activities.

10.7. Programme of Study

10.7.1. PhD by Research

10.7.1.1. The PhD requires a candidate to critically investigate and evaluate an approved topic resulting in an independent and original contribution to knowledge and to demonstrate an understanding of research methods appropriate to the chosen field. The thesis shall conform to the usual scholarly requirements and should not exceed 80,000 words.

10.7.1.2. A candidate may undertake a programme of research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance, fine art, design, creative writing, musical composition, film, and performance), but shall have been undertaken as part of a registered research programme. In such cases, the presentation and submission may be partly in other than written form.

10.7.1.3. The creative work shall be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length (see section 10.11).

10.7.1.4. The final submission shall be accompanied by some permanent record (for instance, video, photographic record, musical score, and diagrammatic representation) of the creative work, contained within the thesis.

10.7.1.5. The application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment.

10.7.1.6. A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts. The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a thesis which sets the text in the relevant historical, theoretical or critical context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length (see section 10.11).

10.7.2. PhD by Practice

10.7.2.1. The PhD by Practice is distinguished from other doctoral degrees in that the major element of the submission consists of a single original creative work or multiple creative works created by the candidate specifically to be submitted for the award. The candidate is required to undertake an individual programme in which the candidate's own research as embodied in a creative artefact or artefacts forms the most significant part of the intellectual enquiry. Such creative research may be in any field approved by the principal supervisor concerned and within the broader admissions process within Schools, the Graduate School included, but must have been undertaken as part of a registered programme.

- 10.7.2.2. The creative research as embodied in an artefact or artefacts will be defended by a thesis. This will explain how the creative research comprises an original and substantial contribution to the area of expertise. The thesis will include a 'literature review' of contemporary practice in the same field, an analysis that explains what the existing techniques are, and an explanation of how the creative research represents an extension of, or a reaction to, this practice. It will also provide an account of the creative process and provide conclusions and suggestions for future developments in the relevant area of creative practice.
- 10.7.2.3. The minimum requirements for the creative research and thesis are set out in the programme of study on which the formal application for registration to the University Research Degrees Sub-Committee is based
- 10.7.2.4. The submission must make a significant contribution to original knowledge and understanding of the field, in the same way as a standard PhD thesis, and the student must demonstrate a critical knowledge of the research methods appropriate to the discipline. The PhD by Practice must reflect traditional PhD outcomes.
- 10.7.2.5. The submission should remain an original contribution to the field of research by the student, regardless of the form of the thesis. The student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of any co-authors or other collaborators to the research presented.
- 10.7.2.6. Any candidate wishing to submit a PhD by Practice must first prepare a written request, giving an outline of the proposed research structure to their supervisor and the Graduate School for approval. A candidate cannot normally transfer from a traditional PhD to a PhD by Practice. The request must be signed by the student and their supervisor, and the proposal will be considered by the Graduate School and subsequently by the University Research Degrees Sub-Committee. The request should specify why the PhD by Practice is more appropriate for the research project, demonstrating how full advantage of the creative and/or practical element will be taken and should contain the following information:
- a) proposed balance of written and practical components to be submitted;
 - b) further details about any practical submission, i.e., what form it will take, how it will meet the University's PhD by Practice requirements;
 - c) any issues about specific needs for supporting the student due to the nature of the research etc., including envisaged impact on skills training requirements, supervisory requirements etc.
- 10.7.2.7. Any work submitted for the PhD by Practice degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- 10.7.2.8. The submission as a whole will comprise the practice element and a thesis of between 15,000 and 30,000 words. The length of the written element should be determined by the nature of the research. The student will be expected through their submission as a whole to establish a methodology and a thesis that will demonstrate the link between their theoretical and practical investigations and conclusions.
- 10.7.2.9. As with the standard doctoral thesis, examiners should satisfy themselves that the PhD by Practice submission meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The assessment of the balance between the written and practical submissions will form part of the examiner's remit. It is at each

examiner's discretion to satisfy themselves that the balance between the word limit of the thesis and the submitted practical component is appropriate for each candidate.

- 10.7.2.10. In order to allow the examiners to properly consider the submission as a whole, the practical component will be submitted to the examiners at the same time that the written thesis is submitted. As with a standard PhD, an oral examination of the whole submission will be required.
- 10.7.2.11. Where appropriate, appendices may be included within the submission. In the case of certain types of submission appendices may take a form other than textual. Any such appendices must be embodied in a substantial permanent record, must be appropriately labelled, and contained within the submission as a whole.
- 10.7.2.12. There must be a substantial permanent record of the practical work submitted with the written element of the doctoral submission at the same submission date. The substantial permanent record of practical work must be shown to have a direct intellectual relationship with the written element. The permanent record must be such that the research activity involved must be fully open to scrutiny and examination.
- 10.7.2.13. Arrangements will be made for the practical component to be considered by the examiners, and the practical component must be accessible to the examiners prior to the oral examination.
- 10.7.2.14. In those cases where the PhD project involves live practice, normally the examiners will experience that live practice. This may mean appointing the examiners at an earlier stage, in advance of the final submission. Such witnessing of the practical component is not, however, part of the formal assessment of the PhD. This must be done solely on the basis of the submission, i.e., the written thesis and the practical component presented in a retainable form, therefore, where applicable, the live practice may be recorded and sent to the examiners as part of the practical component. There should be no formal contact between any examiner and a candidate on the occasion of a practice event that will form part of the final submission, nor will examiners attending practice events offer comment to the candidate or the supervisors, following the experience of a practice event.
- 10.7.3. Practice-based PhD
 - 10.7.3.1. The practice-based PhD degree (as often undertaken in the arts) allows candidates to request permission to submit, in addition to a thesis, material for assessment in a medium other than that entailed by the standard PhD thesis. The submission will comprise a thesis and the creative artefact(s). Such creative research may be in any field approved by the principal supervisor concerned and within the broader admissions process within Schools, the Graduate School included, but must have been undertaken as part of a registered programme. Apart from the inclusion of such materials, the practice-based thesis must conform to the same standards expected for a standard PhD thesis and candidates should follow the guidance detailed in this document.
 - 10.7.3.2. The submission must make a significant contribution to original knowledge and understanding of the field, in the same way as a standard PhD thesis, and the student must demonstrate a critical knowledge of the research methods appropriate to the discipline. The practice-based PhD must reflect traditional PhD outcomes.
 - 10.7.3.3. The submission should remain an original contribution to the field of research by the student, regardless of the form of the thesis. The student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's

own contribution and the contribution of any co-authors or other collaborators to the research presented.

- 10.7.3.4. Any candidate wishing to submit a practice-based PhD must first prepare a written request, giving an outline of the proposed research structure to their supervisor and the Graduate School for approval. A candidate cannot normally transfer from a traditional PhD to a practice-based PhD. The request must be signed by the student and their supervisor, and the proposal will be considered by the Graduate School and subsequently by the University Research Degrees Sub-Committee. The request should specify why the practice-based format is more appropriate for the research project, demonstrating how full advantage of the creative and/or practical element will be taken and should contain the following information:
- a) proposed balance of written and practical components to be submitted;
 - b) further details about any practical submission, i.e., what form it will take, how it will meet the University's practice-based PhD requirements;
 - c) any issues about specific needs for supporting the student due to the nature of the research etc., including envisaged impact on skills training requirements, supervisory requirements etc.
- 10.7.3.5. Any work submitted for the practice-based PhD degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- 10.7.3.6. The submission as a whole will comprise a thesis of between 30,000 to 40,000 words and an appropriate practical component. The length of the written element should be determined by the nature of the research. The student will be expected through their submission as a whole to establish a methodology and a thesis that will demonstrate the link between their theoretical and practical investigations and conclusions.
- 10.7.3.7. As with the standard doctoral thesis, examiners should satisfy themselves that the practice-based submission meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The assessment of the balance between the written and practical submissions will form part of the examiner's remit. It is at each examiner's discretion to satisfy themselves that the balance between the word limit of the thesis and the submitted practical component is appropriate for each candidate.
- 10.7.3.8. In order to allow the examiners to properly consider the submission as a whole, the practical component will be submitted to the examiners at the same time that the written thesis is submitted. As with a standard PhD, an oral examination of the whole submission will be required.
- 10.7.3.9. Where appropriate, appendices may be included within the submission. In the case of certain types of submission appendices may take a form other than textual. Any such appendices must be embodied in a substantial permanent record, must be appropriately labelled, and contained within the submission as a whole.
- 10.7.3.10. There must be a substantial permanent record of the practical work submitted with the written element of the doctoral submission at the same submission date. The substantial permanent record of practical work must be shown to have a direct intellectual relationship with the written element. The permanent record must be such that the research activity involved must be fully open to scrutiny and examination.

- 10.7.3.11. Arrangements will be made for the practical component to be considered by the examiners, and the practical component must be accessible to the examiners prior to the oral examination.
- 10.7.3.12. In those cases where the PhD project involves live practice, normally the examiners will experience that live practice. This may mean appointing the examiners at an earlier stage, in advance of the final submission. Such witnessing of the practical component is not, however, part of the formal assessment of the PhD. This must be done solely on the basis of the submission, i.e., the written thesis and the practical component presented in a retainable form, therefore, where applicable, the live practice may be recorded and sent to the examiners as part of the practical component. There should be no formal contact between any examiner and a candidate on the occasion of a practice event that will form part of the final submission, nor will examiners attending practice events offer comment to the candidate or the supervisors, following the experience of a practice event.
- 10.7.4. PhD by Prior Publication/Portfolio
- 10.7.4.1. The PhD by Prior Publication/Portfolio is distinguished from other doctoral degrees in that the candidate is permitted to submit work from any part of their career. The works may include papers, journal articles, chapters, scholarly monographs, books, research reports or, in creative disciplines, performance, exhibition, artefacts, or musical compositions. At least one of the works will normally have been created within two consecutive years prior to the date of initial enrolment. If reliant on publications, the preferred submission is six to ten sole-authored, or “first-authored”, papers published in reputable, peer-reviewed academic journals, and/or scholarly monographs, supplemented by co-authored papers, chapters or research reports. The works will normally be in the public domain. Manuscripts of works submitted for publication, but not yet accepted, are not eligible for submission. Any work not in the public domain, such as a confidential research report, is not eligible for submission.
- 10.7.4.2. In the creative disciplines, not all the work submitted must be in the public domain, for example, one-off performances or exhibitions. These works will be subject to equivalent forms of peer or critical review.
- 10.7.4.3. Regardless of the number of individual works, quantity will in all cases be superseded by considerations of quality, coherence and the overall contribution to knowledge which, taken together, the body of work represents. The published/creative works shall be accompanied by a thesis (see below).
- 10.7.4.4. The PhD by Prior Publication/Portfolio is available only to candidates with a minimum of five years’ professional experience and/or relevant experience.
- 10.7.4.5. The published or other works submitted may have been published, performed, installed or exhibited at any time during the candidate’s research career, but the set of works must represent a coherent programme of research and make an original contribution to the present state of knowledge. The published works should include a significant proportion of recently published material.
- 10.7.4.6. Where multi-authored works are included, candidates are required to submit evidence of their individual contribution to the work.
- 10.7.4.7. The works shall not have been previously submitted for any other award except where the examiners recommended that the degree was not to be awarded. In this case

applicants may not register for a PhD by Prior Publication/Portfolio within a period of three years from the date of the original examination.

10.7.4.8. The work submitted for examination must be in English. Where work has originally been published in a language other than English, a certified translation must be provided.

10.7.4.9. The PhD by Prior Publication/Portfolio requires the submission of the published/creative work and the thesis. The thesis should be in the region of 15,000 to 30,000 words. The work submitted shall reflect the same academic standards as those which operate for a PhD based upon an approved programme of supervised work.

10.7.4.10. The thesis shall:

- a) provide an autobiographical context;
- b) follow a theme tracing the research, to ensure coherence;
- c) account for originality at the time of each project or publication;
- d) identify contributions to the subject area or discipline since completion of the research, and identify the original contribution to the present state of knowledge;
- e) provide coherent links between projects and published or other works;
- f) offer reflection about professional development as a research practitioner;
- g) provide conclusions and suggestions for future developments.

10.7.5. The Professional Doctorate

10.7.5.1. The candidate is required to undertake an individual programme in which the candidate's own professional practice forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such professional practice may be in any field approved by the principal supervisor concerned but must have been undertaken as part of a registered programme.

10.7.5.2. The minimum requirements for the professional practice and investigative or creative elements are set out in the programme of study on which the formal application for registration to the University Research Degrees Sub-Committee is based.

10.7.5.3. The candidate is also required to undertake 200 credits at Level 7 (core modules totalling 80 credits and subject specific modules totalling 120 credits). The modules will focus on areas of professional competence, e.g., research consultancy, teaching and training, designing and delivering interventions. Each module will be assessed, and candidates will be required to gain credit for these modules.

10.7.5.4. The professional practice, investigative or creative work must be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context.

10.7.5.5. The submission as a whole will comprise a thesis of between 30,000 to 40,000 words alongside the professional practice component.

10.8. Monitoring Progress

10.8.1. At least once a year the Graduate School shall establish whether the candidate is still actively engaged on the research programme and is maintaining regular and frequent contact with the supervisors. It will require a report from the candidate and the supervisors on the candidate's progress. This report shall be drawn up on a template and include a summary of the candidate's progress to date, and an outline plan of work for their future study. As a result of obtaining this report, the Graduate School shall take

appropriate action. In extreme cases this may include the withdrawal of the candidate's registration. All reports will be reviewed by the Graduate School and comments and decisions will be communicated to each student.

- 10.8.2. As part of continuous monitoring of progress, students will be expected to present their research to their supervisors and peers on a regular basis.

10.9. Transfer of Registration from MPhil to PhD/Doctorate

- 10.9.1. The transfer from MPhil to PhD/Doctorate will take place when the candidate has made sufficient progress on the work to provide evidence of the development to PhD (normally after about 18 months of full-time study or 36 months of part-time study).
- 10.9.2. The first stage in the transfer from MPhil to PhD/Doctorate is the submission of a partial draft thesis. The partial thesis should consist of three to four chapters and should include data collected so far and preliminary data analysis. The document should be in the region of 30,000 words (or 20,000 words where the written thesis will be accompanied by other material or for a Professional Doctorate thesis).
- 10.9.3. The second stage is the transfer presentation and viva. The presentation and viva will be conducted in front of a panel, which will consist of the candidate's supervisor(s) and the internal assessor. The transfer panel will provide a report for the University Research Degrees Sub-Committee, as it is the University Research Degrees Sub-Committee that formally approves a transfer from MPhil to PhD/Doctorate.
- 10.9.4. A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to the University Research Degrees Sub-Committee for the registration to revert to that of MPhil.

10.10. Probation

- 10.10.1. Where there is evidence that a candidate is not performing at an acceptable level, the principal supervisor should inform the Graduate School immediately. A representative of the Graduate School and the principal supervisor will meet with the student to discuss the concerns and, if necessary, the student will be placed on probation for two to three months and issued with a set of objectives which state what is required in order to meet the conditions of the probation. During this period, the student will be required to have fortnightly meetings with a representative of the Graduate School and their supervisors in order for the objectives to be monitored. At the end of the probation period, a formal meeting will be held with the student, principal supervisor and a representative of the Graduate School to decide whether the conditions of the probation have been met and whether the student is now performing at an acceptable level. At the end of this period, a further formal meeting will be held to establish whether or not the progress is satisfactory and, if not, the student will be withdrawn.

10.11. The Submission

10.11.1. PhD by Research

- 10.11.1.1. The PhD by Research requires the submission of a thesis. For the award of MPhil (exit award) the thesis shall demonstrate that the candidate has an understanding of research methods appropriate to the chosen field. In addition, for the award of PhD, the thesis shall demonstrate that the research has resulted in an independent and original contribution to knowledge.

- 10.11.1.2. Prior to submission, the candidate is required to submit their thesis through Turnitin. The Turnitin Similarity Report must then be submitted with the thesis.
- 10.11.1.3. The thesis shall include an abstract of approximately 300 words, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 10.11.1.4. The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 10.11.1.5. Where a candidate's research programme is part of a collaborative group project, the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
- 10.11.1.6. The candidate shall be free to publish material in advance of the thesis, but reference shall be made in the thesis to any such work.
- 10.11.1.7. The text of the thesis should normally not exceed the following length (excluding ancillary data):
- for a PhD: 80,000 words
- for an MPhil: 40,000 words (exit award)
- Where a thesis exceeds the normal length, examiners will be entitled to judge whether the thesis is an appropriate length for the work being presented.
- 10.11.1.8. Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range:
- for a PhD: 30,000 - 40,000 words
- for an MPhil: 15,000 - 20,000 words (exit award)
- The artefact (creative writing/scholarly edition) should be within a range of 60,000-120,000 words.
- 10.11.1.9. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:
- a) theses shall be submitted in electronic form;
 - b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
 - c) theses shall be typed in Arial size 12;
 - d) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
 - e) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
 - f) the title page shall give the following information (see specimen title page at Appendix 2):

- i) the full title of the thesis;
- ii) the full name of the author;
- iii) that the degree is awarded by the University;
- iv) the award for which the degree is submitted in partial fulfilment of its requirements;
- v) the Collaborating Establishment(s), if any; and
- vi) the month and year of submission.

10.11.2. PhD by Practice

10.11.2.1. The PhD by Practice requires a submission consisting of:

- a) a corpus of innovative creative research, which shall demonstrate:
 - i) a new technique or techniques; and/or
 - ii) an extension of existing practice.
- b) a thesis within the range of 15,000-30,000 words. The thesis shall provide:
 - i) a 'literature review' of contemporary practice in the same field;
 - ii) an analysis that explains what the existing techniques are;
 - iii) an explanation of how the creative research represents an extension of, or a reaction to, this practice;
 - iv) an account of the creative research process; and
 - v) conclusions and suggestions for future developments in creative practice.

10.11.2.2. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:

- a) theses shall be submitted in electronic form;
- b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) theses shall be typed in Arial size 12;
- d) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- e) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- f) the title page shall give the following information:
 - i) the full title of the thesis;
 - ii) the full name of the author;
 - iii) that the degree is awarded by the University;
 - iv) the award for which the degree is submitted in partial fulfilment of its requirements;
 - v) the Collaborating Establishment(s), if any; and
 - vi) the month and year of submission.
- g) The thesis shall include an abstract of approximately 300 words, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the area of expertise.

10.11.2.3. The University shall award the PhD by Practice where the submission clearly demonstrates:

- a) a detailed understanding of applicable techniques for creative research and advanced critical reflection;
- b) the ability to conceptualise, design, and implement creative research for the generation of new knowledge in the area of practice, and to adjust the design in light of unforeseen challenges;
- c) an outstanding contribution to the field of practice through a substantial and innovative corpus of creative research, achieving a quality that satisfies peer review, and also merits publication (or an equivalent medium);
- d) the ability to critically reflect on, and evaluate creative research, thereby contributing to new knowledge in the area of expertise.

10.11.3. Practice-based PhD

10.11.3.1. The Practice-based PhD requires a submission consisting of:

- a) a practice-based element comprising of a single original creative work or multiple creative works created by the candidate specifically for the submission of the award.
- b) a thesis within the range of 30,000-40,000 words.

10.11.3.2. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:

- a) theses shall be submitted in electronic form;
- b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) theses shall be typed in Arial size 12;
- d) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- e) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- f) the title page shall give the following information:
 - i) the full title of the thesis;
 - ii) the full name of the author;
 - iii) that the degree is awarded by the University;
 - iv) the award for which the degree is submitted in partial fulfilment of its requirements;
 - v) the Collaborating Establishment(s), if any; and
 - vi) the month and year of submission.
- g) The thesis shall include an abstract of approximately 300 words, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the area of expertise.

10.11.4. PhD by Prior Publication/Portfolio

10.11.4.1. The PhD by Prior Publication/Portfolio requires the submission of the published/creative work and the thesis. The thesis should be in the region of 15,000 to 30,000 words

10.11.4.2. The University shall award the PhD by Prior Publication/Portfolio to a candidate where the submission:

- a) constitutes a coherent programme of research;
- b) demonstrates the use of appropriate research methodology and methods;
- c) makes an original and significant contribution to the present state of knowledge in a particular field to the satisfaction of the examiners which is commensurate with that achieved by a doctorate obtained by the traditional route.

10.11.5. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:

- a) theses shall be submitted in electronic form;
- b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) theses shall be typed in Arial size 12;
- d) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- e) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- f) the title page shall give the following information (see specimen title page at Appendix 2):
 - i) the full title of the thesis;
 - ii) the full name of the author;
 - iii) that the degree is awarded by the University;
 - iv) the award for which the degree is submitted in partial fulfilment of its requirements;
 - v) the Collaborating Establishment(s), if any; and
 - vi) the month and year of submission.

10.11.6. Professional Doctorate

10.11.6.1. The Professional Doctorate requires the submission of a thesis within the range of 30,000 to 40,000 words (see specimen title page at Appendix 3). The thesis must:

- a) provide a professional context;
- b) provide an account of the research process;
- c) provide coherent links between projects, products etc.;
- d) offer reflection about professional development as a research practitioner;
- e) provide conclusions and suggestions for future developments in theory and professional practice;
- f) provide evidence of completion of the taught elements of the programme.

10.11.6.2. The University shall award the Professional Doctorate to a candidate where the submission clearly demonstrates that the candidate has:

- a) created and interpreted new knowledge, through original research or other advanced scholarship of a quality to satisfy peer review, which extends the forefront of discipline and/or profession and merits publication;
- b) systematically developed an understanding of a substantial body of knowledge which is at the forefront of an academic discipline and/or area of professional practice;
- c) produced a doctoral thesis that provides a valid and reliable contribution to professional practice;

- d) the general ability at doctorate level to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline and to adjust the project design in the light of unforeseen problems in theory and practice;
- e) a detailed understanding of applicable techniques for research and has advanced academic and professional enquiry;
- f) critically analysed the relationship between the theoretical and professional components of the submission;
- g) displayed reflection between theory and practice.

10.11.6.3. At the point of submission, the following requirements shall be adhered to in the format of the submitted thesis:

- a) theses shall be submitted in electronic form;
- b) theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) theses shall be typed in Arial size 12;
- d) double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- e) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- f) the title page shall give the following information (see specimen title page at Appendix 2):
 - i) the full title of the thesis;
 - ii) the full name of the author;
 - iii) that the degree is awarded by the University;
 - iv) the award for which the degree is submitted in partial fulfilment of its requirements;
 - v) the Collaborating Establishment(s), if any; and
 - vi) the month and year of submission.

10.12. Examinations

- 10.12.1. The examination shall have two stages: firstly the submission and preliminary assessment of the thesis, published works and thesis, portfolio including thesis, or the creative research and thesis (hereafter referred to as “the thesis”), and secondly its defence by oral or approved alternative (see section 10.12.3) examination.
- 10.12.2. A candidate whose programme of work includes formally assessed coursework in a programme of work leading to the degree of PhD shall not be permitted to proceed to a further stage of the examination for the degree until the coursework examiners are satisfied with the candidate’s performance. The result of the assessment shall be communicated to the examiners.
- 10.12.3. A candidate shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause the Graduate School is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate’s knowledge of the language in which the thesis is presented is inadequate.

- 10.12.4. An oral examination shall normally be held in the UK. In special cases the Graduate School may give approval for the examination to take place abroad.
- 10.12.5. Supervisors, or their nominee, may, with the consent of the candidate, attend the oral examination and participate in the discussion but shall withdraw prior to the deliberations of the examiners on the outcome of the examination.
- 10.12.6. The Chair of the University Research Degrees Sub-Committee shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate. The power to confer the degree shall rest with the University Research Degrees Sub-Committee on behalf of the Academic Board of the University.
- 10.12.7. The degree of MPhil, PhD, PhD by Practice, Practice-based PhD, PhD by Prior Publication/Portfolio, or Professional Doctorate may be awarded posthumously on the basis of a thesis completed by a candidate which is ready for submission for examination. In such cases the Graduate School/Chair of the University Research Degrees Sub-Committee shall seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.
- 10.12.8. Where evidence of cheating or plagiarism in the preparation of the submission or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the Graduate School shall consider the matter, if necessary, in consultation with the examiners, and take appropriate action.
- 10.12.9. The Graduate School shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the University's regulations. In any instance where the Graduate School/Chair of the University Research Degrees Sub-Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

10.13. Examination Procedure

- 10.13.1. The principal supervisor shall propose on the appropriate form the arrangements for the candidate's examination to the Chair of the University Research Degrees Sub-Committee for approval.¹ The examination may not take place until the examination arrangements have been approved. In special circumstances the Chair of the University Research Degrees Sub-Committee may act directly to appoint examiners and arrange the examination of the candidate.
- 10.13.2. The Secretary of the University Research Degrees Sub-Committee shall make known to the candidate the procedure to be followed for the submission of the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.

¹ This should be done about three months before the expected date of the examination.

- 10.13.3. The Secretary of the University Research Degrees Sub-Committee shall notify the candidate, all supervisors and the examiners of the date of the oral examination.
- 10.13.4. The Secretary of the University Research Degrees Sub-Committee shall send a copy of the submission to each examiner, together with the examiner's preliminary report form and the University's regulations, and shall ensure that the examiners are properly briefed as to their duties.
- 10.13.5. The Secretary of the University Research Degrees Sub-Committee shall ensure that all the examiners have completed and returned the preliminary reports to the University before the oral examination takes place.

10.14. The Candidate's Responsibilities in the Examination Process

- 10.14.1. The candidate shall ensure that the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (hereafter referred to as "the thesis"), is submitted to the Secretary of the University Research Degrees Sub-Committee before the expiry of the registration period.
- 10.14.2. The principal supervisor will be expected to confirm that the thesis meets the required criteria for submission.²
- 10.14.3. The candidate shall satisfy any conditions of eligibility for examination required by the University Research Degrees Sub-Committee.
- 10.14.4. The candidate shall take no part in arrangement of the examination and shall have no formal contact with the external examiner(s) between the appointment of the examiners and the oral examination.
- 10.14.5. The candidate shall confirm, through the submission of a declaration form, that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated. The candidate shall warrant that the work is entirely their own and that all quotations are acknowledged and attributed. The candidate must also declare that they are cognisant with the University's plagiarism policy and rules.
- 10.14.6. The candidate shall ensure that the thesis format is in accordance with the requirements of the University's regulations. Theses should be submitted for examination in an electronic form. Following the award, the final thesis shall be submitted to the Secretary of the University Research Degrees Sub-Committee in electronic form for deposit in the UWL Repository.

² Candidates should not assume that a supervisor's agreement to the submission of the thesis guarantees the award of the degree.

10.15. Examiners

- 10.15.1. A candidate shall be examined by at least two and normally no more than three examiners, of whom at least one shall be an external examiner.
- 10.15.2. An external examiner shall be defined as an examiner who is *not*:
 - a) a supervisor or adviser of the candidate;
 - b) a member of staff of the University; or
 - c) a member of staff of the candidate's Collaborating Establishment.
- 10.15.3. Where the candidate and the internal supervisor are both on the permanent staff of the same establishment the candidate shall be examined by two external examiners. A candidate who is on a fixed short-term employment contract (for instance, a research assistant) shall be exempt from the requirements of this regulation.
- 10.15.4. Examiners shall be experienced in research in the general area of the candidate's submission and, where practicable, have experience as a specialist in the topic(s) to be examined.
- 10.15.5. At least one examiner shall normally have substantial experience of examining research degree candidates. The team should have a combined experience of examining at least three MPhil/PhD or doctorate students (for internal examiners, this may include experience of examining candidates at MPhil to PhD transfer events).
- 10.15.6. The examiners should not have had any joint research or other contact with the candidate which might inhibit a completely objective examination. In addition, the examiners should not have had any joint research or other collaborative activities with the supervisor(s) which might inhibit a completely objective examination. The internal examiner should not normally have had an active role in considering a candidate's transfer of registration from MPhil to doctorate degree. Staff members who may have attended seminars/presentations given by the candidate may be nominated as internal examiners.
- 10.15.7. An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the candidate's supervisor or adviser. An external examiner shall normally not be either a supervisor of another candidate or an external examiner on a taught course in the same department at the University. Former members of staff of the University and former students of the University shall normally not be approved as external examiners until three years after the termination of their employment, or studies, with the University.
- 10.15.8. The Chair of the University Research Degrees Sub-Committee shall ensure that the same external examiner is not approved so frequently that their familiarity with the department might prejudice objective judgement. It will not normally be permitted for the same external examiner to be appointed within a two-year period. Reciprocal examining with a supervisor from another institution is not permitted.
- 10.15.9. No candidate for a research degree shall act as an examiner.
- 10.15.10. The University shall determine and pay the fees and expenses of the external examiners.
- 10.15.11. The same regulations will apply to the taught components of a doctorate.

10.16. First examination

- 10.16.1. Each examiner shall read and examine the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (hereafter referred to as “the thesis”), and submit, on the appropriate form, an independent preliminary report on it to the Secretary of the University Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the degree (as set out in section 10.1.3 to 10.1.8) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.
- 10.16.2. If either examiner suspects plagiarism, they must report this to the Secretary of the University Research Degrees Sub-Committee. If the examiner can demonstrate plagiarism the normal rules of the University will apply. If the examiner suspects but cannot demonstrate plagiarism, the oral examination may be postponed, if it seems likely that evidence can be gathered in the short term. If this seems unlikely the examiners should use the oral examination to determine if plagiarism has taken place.
- 10.16.3. It is expected that the oral examination will take place within two calendar months of the examiners receiving the thesis.
- 10.16.4. Following the oral examination the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary of the University Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the Chair of the University Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in section 10.16.6 is correct.
- 10.16.5. Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.
- 10.16.6. Following the completion of the examination the examiners may recommend that:
- a) the candidate be awarded the degree;
 - b) the candidate be awarded the degree subject to minor corrections and amendments being made to the thesis (see section 10.16.7);
 - c) the candidate be awarded the degree subject to major amendments being made to the thesis (see section 10.16.8);
 - d) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination (see section 10.16.9);
 - e) the candidate be not awarded the degree and be not permitted to be re-examined (see section 10.16.10); or
 - f) in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 10.16.7. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some minor amendments and corrections, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal examiner (or one of the external examiners, where two external examiners have been appointed (see section 10.16.6.b)), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within three months of the oral examination. At the point of submission, the principal supervisor will be expected to

confirm that the revised thesis has been amended as required. The examiner will be required to submit a statement to the Secretary of the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.

- 10.16.8. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some major amendments not so substantial as to call for a full re-submission, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or external examiner (see section 10.16.6.c), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within six months of the oral examination. At the point of submission, the principal supervisor will be expected to confirm that the revised thesis has been amended as required. The examiners will determine whether the revised thesis needs to be seen by one or all of the examiners and the specified examiner(s) will be required to submit a statement to the Secretary of the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.
- 10.16.9. If candidates fall under section 10.16.6.d) above, they shall be informed in writing the grounds on which they were judged not successful and of the amendments and corrections required. Normally the re-examination must take place within twelve months. Only one re-examination is allowed to any candidate. At the point of resubmission, the principal supervisor will be expected to confirm that the revised thesis has been amended as required.
- 10.16.10. In the case of a candidate under section 10.16.6.e) above, they shall be told the grounds on which they were judged not successful and why the examiners did not recommend a re-examination.
- 10.16.11. Where the examiners' recommendations are not unanimous, the Chair of the University Research Degrees Sub-Committee may:
- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
 - b) accept the recommendation of the external examiner; or
 - c) require the appointment of an additional external examiner.
- 10.16.12. Where an additional external examiner is appointed under section 10.16.11.c), they shall prepare an independent preliminary report on the thesis and, if considered necessary, may conduct a further oral examination. The examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the Chair of the University Research Degrees Sub-Committee shall complete the examination as set out in section 10.12.6.
- 10.16.13. A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the Chair of the University Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University Research Degrees Sub-Committee permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination.
- 10.16.14. Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the Graduate School dispense with the oral examination and refer the submission for further work. In such cases the examiner(s) shall provide the Secretary of the University

Research Degrees Sub-Committee with written guidance for the candidate concerning the deficiencies of the submission. The examiners shall not recommend that the candidate fail outright (see section 10.16.6.e)) without holding an oral examination or alternative examination (see section 10.12.3).

- 10.16.15. Where the Chair of the University Research Degrees Sub-Committee decides that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reasons for their recommendation, which shall be forwarded to the candidate by the Secretary of the University Research Degrees Sub-Committee.

10.17. Re-Examination

- 10.17.1. One re-examination may be permitted subject to the following requirements:

- a) a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved examination (see section 10.12.3) or any further examination required under section 10.16.13 may be permitted to revise the thesis and be re-examined;
- b) the examiner shall provide the candidate, through the Secretary of the University Research Degrees Sub-Committee, with written guidance on the deficiencies of the first submission; and
- c) the candidate shall submit for re-examination within the period of one calendar year from the date of the latest part of the first examination; where the examiners have dispensed with the oral examination the re-examination shall take place within one calendar year of the date of dispensation (see section 10.16.14). The Chair of the University Research Degrees Sub-Committee may, where there are good reasons, approve an extension of this period.

- 10.17.2. The Chair of the University Research Degrees Sub-Committee may require that an additional external examiner be appointed for the re-examination.

- 10.17.3. There are five forms of re-examination:

- a) where the candidate's performance in the first oral or approved alternative examination (see section 10.12.3) or further examination (see section 10.16.13) was satisfactory but the submission was unsatisfactory and the examiners on re-examination certify that the submission as revised is satisfactory, the examiners may exempt the candidate from further examination, oral or otherwise;
- b) where the candidate's performance in the first oral or approved alternative examination (see section 10.12.3) or further examination (see section 10.16.13) was unsatisfactory and the submission was also unsatisfactory, any re-examination shall include a re-examination of the submission and an oral or approved alternative examination (see section 10.12.3);
- c) where on the first examination the candidate's submission was so unsatisfactory that the Graduate School dispensed with the oral examination (see section 10.16.14), any re-examination shall include a re-examination of the submission and an oral or approved alternative examination (see section 10.12.3);
- d) where on the first examination the candidate's submission was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral and/or other examination(s), subject to the time limits prescribed in section 10.17.1.c), without being requested to revise and re-submit the submission;
- e) where on the first examination the submission was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was

not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the Chair of the University Research Degrees Sub-Committee.

- 10.17.4. In the case of a re-examination, each examiner shall read and examine the thesis, published works and thesis, portfolio including thesis, or creative research and thesis (hereafter referred to as "the thesis"), and submit, on the appropriate form, an independent preliminary report on it to the Secretary of the University Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the degree (as set out in sections 10.1.3 to 10.1.8 and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.
- 10.17.5. Following the re-examination of the submission, the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary of the University Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the Chair of the University Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in section 10.17.7 is correct.
- 10.17.6. Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.
- 10.17.7. Following the completion of the re-examination the examiners may recommend that:
- a) the candidate be awarded the degree;
 - b) the candidate be awarded the degree subject to minor amendments being made to the thesis (see section 10.17.8);
 - c) the candidate be not awarded the degree and be not permitted to be re-examined (see sections 10.17.12 and 10.17.13); or
 - d) in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 10.17.8. Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some minor amendments and corrections, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s) (see section 10.17.7.b), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within three months of the oral examination. At the point of submission, the principal supervisor will be expected to confirm that the revised thesis has been amended as required. The examiners will determine whether the revised submission needs to be seen by one or all of the examiners and the specified examiner(s) will be required to submit a statement to the Secretary of the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.
- 10.17.9. Where the examiners' recommendations are not unanimous, the Chair of the University Research Degrees Sub-Committee may:
- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
 - b) accept the recommendation of the external examiner; or

c) require the appointment of an additional external examiner.

- 10.17.10. Where an additional external examiner is appointed under section 10.17.9.c), they shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. The examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the Graduate School/Chair of the University Research Degrees Sub-Committee shall complete the examination as set out in section 10.12.6.
- 10.17.11. A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the Chair of the University Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the Chair of the University Research Degrees Sub-Committee permits otherwise.
- 10.17.12. In the case of re-examination, where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the Graduate School/Chair of the University Research Degrees Sub-Committee dispense with the oral examination and not award the degree under section 10.17.7.c) (see also section 10.17.13).
- 10.17.13. Where the Chair of the University Research Degrees Sub-Committee decides that the degree be not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be sent to the candidate by the Secretary of the University Research Degrees Sub-Committee.

10.18. Following the Award

- 10.18.1. Following the award of the degree, the candidate will be required to complete the thesis deposit agreement to confirm that the thesis can be placed in the UWL Repository, or to request an embargo.
- 10.18.2. The copies of the thesis, published works and thesis, portfolio including thesis, or creative research and thesis, submitted for examination shall remain the property of the University but the copyright in the thesis shall be vested in the candidate.

10.19. Aegrotat Awards

- 10.19.1. The University Research Degrees Sub-Committee may recommend an aegrotat award to a postgraduate research student who has completed their programme of study but was absent from the final viva due to illness or other medical cause and is judged sufficient by the University Research Degrees Sub-Committee. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course of study.
- 10.19.2. Where a student has not fully completed the programme of study, the University Research Degrees Sub-Committee shall consider the evidence available from other assessments/milestones to determine the likelihood of the student achieving the required standard for an award. Where the University Research Degrees Sub-Committee agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made at the same level of the programme of study the student is enrolled on.

10.19.3. A student who elects to accept the aegrotat award ceases to be eligible to take the final viva.

10.19.4. An aegrotat award will normally only be made within the set period of registration for the award plus six years.

10.20. Posthumous Awards

10.20.1. The University Research Degrees Sub-Committee may make a posthumous award to a student who dies prior to being able to complete their programme of study, or to a student who dies before their completed award can be conferred.

10.20.2. Where a student has not fully completed their programme of study, the supervisors shall recommend the award to the University Research Degrees Sub-Committee. The University Research Degrees Sub-Committee shall consider the evidence available from other assessments/milestones to determine the likelihood of the student achieving the required standard for an award. Where the University Research Degrees Sub-Committee agrees that a student would have achieved the required standard, a posthumous award shall be made at the same level of the programme of study the student is enrolled on.

10.20.3. A posthumous award will normally only be made within the set period of registration for the award plus six years.

10.21. Revocation of Awards

10.21.1. The University can revoke awards following investigation where an award is found to have been obtained by fraud or deception including unfair practice.

10.21.2. The University may revoke an award made under these regulations where a graduate has not met the requirements of the award conferred or where the award has been obtained due to administrative error or irregularities in the conduct of the Assessment Board.

10.21.3. All cases shall be considered on a case-by-case basis by the Academic Board, or its delegated authority.

Section 11 – Assessment Boards

11. Assessment Boards

11.1. Purpose of Assessment Boards

- 11.1.1. Assessment Boards – Module Assessment Board, Award Board, Student Progress Board and Joint Assessment Board - operate on the authority of the Academic Board and ensure that the following functions are carried out to maintain academic standards:
- with reference to the University's commitment to equality and diversity to consider all matters relating to the assessment and award of individual students;
 - to assure the academic standards of all courses leading to a University award;
 - to determine accurate and fair marks for individual students and apply professional judgement as to the appropriateness of any moderation or mitigation by taking into account the circumstances of students and the judgements made by assessors;
 - to determine whether students are required to be re-assessed, progress or receive an award;
 - with the contribution from External Examiners, to analyse the performance of students within and across academic courses, with a view to ensuring academic standards are consistent across the University and comparable to standards in other universities.
- 11.1.2. Assessment Boards for students studying with the University within an academic partnership arrangement follow the same principles as those stated above, and operate under the same conventions and regulations as those stated in the Academic Regulations, unless special regulations exemptions have been approved.
- 11.1.3. Assessment Boards consist of University staff and External Examiners only. The sole exception will be for Assessment Boards for Academic Partnerships, where representatives of a partner institution are required to attend.

11.2. Responsibilities of the Chair of Assessment Boards

- 11.2.1. The Chair of the Board will be responsible for:
- ensuring that the Board proceeds only in accordance with membership requirements;
 - ensuring that the regulations are available for reference;
 - ensuring that the Board is conducted in accordance with the regulations;
 - seeking the views of the External Examiner;
 - ensuring that the marks are approved by the External Examiner;
 - checking and approving the minutes and matrices of student marks as an accurate record;
 - taking action in respect of all students.
- 11.2.2. Under the agenda item "Overview of results and performance indicators", the Board should consider the following:
- achievement;
 - withdrawal;
 - patterns of performance;
 - comparison of results with those from the previous year;
 - comparison across modules;

- f) identification of any areas for concern;
- g) identification of topics for discussion at Annual Course/Module Review;
- h) actions or further investigations required.

11.3. Responsibilities of the Secretary to Assessment Board within the Assessment Process

11.3.1. The Secretary to the Assessment Boards will be responsible for:

- a) ensuring that there is a complete and accurate record of all marks for External Examiners;
- b) ensuring that papers and matrices of student marks are ready for Assessment Board meetings;
- c) ensuring that the current regulations are available to the Board;
- d) ensuring that full lists of module marks are completed promptly after Module Assessment Board meetings;
- e) Recording proceedings and minutes of the Assessment Board and recording approved marks and academic decision outcomes.

11.4. Responsibilities of the Head of School/College within the Assessment Processes

11.4.1. The Head of School/College is responsible for:

- a) ensuring that draft examination papers and assessment briefs are properly approved by the External Examiner before being finalised;
- b) ensuring that resit and retake papers and assessment briefs are set;
- c) ensuring that marking is completed in time for the External Examiners to comment and provide feedback to the appropriate Assessment Board.

11.5. Responsibilities of Course and Module Leaders

11.5.1. Course and Module Leaders are members of the Assessment Board.

11.5.2. The duties of Course and Module Leaders are:

- a) to be responsible for the setting and marking of the assessments of the module for which they are responsible;
- b) attending Assessment Boards, as listed in the Membership section, and to participate in decision making;
- c) presenting the results of modules to the Assessment Board;
- d) commenting on factors related to the modules for which they are responsible, for example levels of performance, or any problems with the examination/assessment briefs;
- e) overseeing the accuracy of the matrices of student marks;
- f) responding to queries on individual students, marking, or other relevant matters.

11.6. External Examiners

11.6.1. External Examiners are appointed by the Academic Board, or its delegated authority, in accordance with the approved processes and in accordance with the Academic Quality and Standards Handbook, Section 7 – External Examining.

11.6.2. External Examiners are required to be full members of the appropriate Module Assessment Board, and Award Board.

11.6.3. The duties of External Examiners are fully specified in the Academic Quality and Standards Handbook, Section 7 – External Examining; key duties include:

- a) to comment on the standards of achievement of students, in relation to the University standards and comparability in the Higher Education sector;
- b) to comment on the assessments, the extent to which the assessments cover the syllabus, and whether they enable students to demonstrate achievement of the learning outcomes;
- c) to approve all levels of assignment briefs including examination papers, and resit and retake papers, marking schemes, assessment criteria and model answers annually in early July (unless exceptions have been approved);
- d) to comment on proposed curriculum changes, and proposed changes to assessment methods;
- e) to confirm whether or not the standard of marking is satisfactory by scrutinising a sample of assessed work for each module;
- f) to make known any causes for concern in relation to academic standards;
- g) exceptionally, upon written request of the Head of School/College, to provide independent opinion where there is a significant, unresolved difference between markers;
- h) to advise the Assessment Board on appropriate actions where the marks for a module are significantly outside the expected norm;
- i) to attend meetings of the Assessment Board, and to participate fully in decision making;
- j) to endorse decisions on the results and recommendations for awards;
- k) to submit a full written report annually;
- l) to meet with the students in practice where there is a requirement by the relevant Professional, Statutory and Regulatory Body;
- m) External Examiners do not have the authority to unilaterally change marks;
- n) to abide by the Academic Quality and Standards Handbook, Section 7 – External Examining, and their contract with the University;
- o) to ensure Assessment Boards are conducted according to approved processes.

11.7. Managing exceptional External Examiner absence from Assessment Boards

11.7.1. Assessment Boards can take place in the absence of an External Examiner if the following mitigating actions are taken. These actions are ranked in the order of relevance:

- a) a substitute External Examiner from a cognate area is asked to attend;
- b) a substitute External Examiner from a non-cognate area is asked to attend;
- c) provided that the External Examiner has previously reviewed the students' work, the University Registrar or authorised designate attends the Board in order to provide an element of externality to oversee the procedural elements of the Assessment Board only;
- d) in the unlikely case where the External Examiner has not reviewed the students' work, the University Registrar or designate attends the Board in order to provide an element of externality to oversee the procedural elements of the Assessment Board only. The External Examiner then ratifies the students' work at a later date to avoid cancellation/postponement of the Board; ratification will be undertaken via the Chair's Action.

11.8. Pre-Boards

11.8.1. It is mandatory for all Schools and Colleges to organise Pre-Board meetings for the following Assessment Boards:

- a) Module Assessment Board;
- b) Student Progress Board;
- c) Award Board;
- d) Joint Assessment Board;
- e) Resit Boards.

11.8.2. Pre-Boards are internal Boards and are used to:

- a) ensure that all marks have been correctly recorded;
- b) ensure that all paperwork is in order before the Assessment Boards;
- c) note that mitigating circumstances may apply.

11.9. Module Assessment Boards

11.9.1. The Module Assessment Board is responsible for determining the assessment results for all modules within its remit.

11.9.2. The Module Assessment Board should use the meetings with its External Examiner(s) to assess comparability of standards and achievements in the subject from year to year and across the whole range of modules.

11.9.3. A Module Assessment Board is required to:

- a) ratify the results of all assessment and examination of modules, including performance in supervised work experience;
- b) ensure that the marks and the recommendations for re-assessment are recorded accurately;
- c) ensure that the External Examiner(s) are fully involved with its deliberations;
- d) receive, and apply mitigation decisions made by the Exceptional Circumstances Panel(s);
- e) receive and apply academic offences decisions made by the Academic Offences Panel(s);
- f) ensure that any matters of policy which arise from its deliberations are referred to the School/College Board.

11.9.4. In exceptional circumstances, where the Module Assessment Board is in possession of information affecting the performance of an individual student or a whole module cohort, it can exercise discretion in regard to the agreed marks in conjunction with the External Examiner, the University Registrar and University Secretary. In such cases, the Module Assessment Board must ensure that the outcome is reported to the Chair of the Academic Board or its relevant delegated authority.

11.10. Membership of Module Assessment Boards

11.10.1. The membership of each Module Assessment Board is:

- a) Head of Subject (or authorised designate) as Chair;
- b) Module Leader, or authorised designate, for each module;
- c) in the case of Level 5 and Level 6 modules (and, where appropriate, Level 3 and Level 4 modules), the External Examiners for the subject area;

- d) a representative of a partner institution, where applicable;
- e) Course Leader;
- f) in attendance a member of the administration team who will act as Secretary to the Board.

11.10.2. The following attendees must be present:

- a) the Chair shall normally be the Head of Subject. The Head of School/College may authorise experienced academics to act as designate Chairs in exceptional cases. All Chairs and authorised designates must have completed the annual mandatory training;
- b) the Chair cannot act as a designate for a Module Leader;
- c) at least one External Examiner (unless only Levels 3 and 4 modules are being considered);
- d) Module Leaders: in the absence of the Module Leader, the Course Leader or Head of Subject who has been fully briefed about each module. Where the Chair is the Module Leader for the module being considered by the Board, they should step aside and permit an alternative designated Chair to oversee the proceedings for that module;
- e) a representative of a partner institution, where applicable, or University designate.

11.11. Student Progress Boards

11.11.1. The Student Progress Board is responsible for checking and approving student progression from one academic Level to the next.

11.11.2. The School/College Board will determine the schedule of Student Progress Boards and the courses to be considered.

11.11.3. Additionally, Schools/Colleges may hold an interim Student Progress Board when students have not reached a progression point. The purpose of interim Student Progress Boards is to check student progression mid-year and identify those who are failing or not submitting to assessment.

11.11.4. The Student Progress Boards will:

- a) consider all continuing students and confirm their right to progress where relevant; (not applicable to an interim Student Progress Board);
- b) consider all continuing students who have not achieved the amount of credit appropriate to their level of study and agree actions to support students who may be considered at risk of non-progression;
- c) recommend to the Award Board a suggested exit award for any students who have withdrawn, or those whom the School/College has withdrawn;
- d) receive, apply and record decisions from the Academic Offences Panel(s);
- e) determine the next study pattern for individual students seeking an alternative route to a named award and recommend to the Award Board the title of the award to be conferred in accordance with the regulations.

11.11.5. In the case of an upheld Appeal, the Student Progress Boards may be asked to reconsider its decision, this is normally by Chair's Action.

11.12. Membership of Student Progress Boards

11.12.1. The membership of each Student Progress Board is:

- a) Head of School/College (or authorised designate) as Chair;
- b) Course Leader: in the absence of the Course Leader, an alternative Course Leader or Head of Subject who has been fully briefed about each course;
- c) a representative of a partner institution, where applicable;
- d) in attendance a member of the administration team who acts as Secretary to the Board.

11.12.2. The following attendees must be present:

- a) the Chair shall normally be the Head of School/College. The Head of School/College may authorise experienced academics to act as designate Chairs in exceptional cases. All Chairs and authorised designates must have completed the annual mandatory training;
- b) the Chair cannot act as a designate for a Course Leader;
- c) a Course Leader: in the absence of the Course Leader, the Head of Subject or alternative Course Leader who has been fully briefed about each course. Where the Chair is the Course Leader for the course being considered by the Board, they should step aside and permit an alternative designated Chair to oversee the proceedings for that course;
- d) a representative of a partner institution, where applicable, or University designate.

11.13. Joint Assessment Boards

11.13.1. A Joint Assessment Board is a Board at which both module and course outcomes are considered. The Joint Assessment Board will first convene as a Module Assessment Board, then as a Student Progress Board and/or Award Board, as appropriate.

11.13.2. When a course comprises modules that are not taught on any other course of study within the University or for courses of study at academic partnerships, it may be best practice to hold the Module Assessment Board, Student Progress Board and/or Award Board on the same day.

11.13.3. The School/College Board will determine the timings of the Joint Assessment Board, together with the academic courses to be considered. A Joint Assessment Board may meet in more than one session with a variable membership to cover the range and volume of results to be considered.

11.13.4. The Joint Assessment Board will initially convene as a Module Assessment Board as outlined in section 11.9. Marks established as correct at this time cannot be changed. The Joint Assessment Board will then convene as an Award Board as outlined in section 11.16. The Joint Assessment Board may then convene as a Student Progress Board as outlined in section 11.10.2.e).

11.13.5. In all cases the Chair shall preside over all elements of the Joint Assessment Board.

11.13.6. The final list of marks will be signed by the Chair of the Joint Assessment Board and, where appropriate, External Examiner(s).

11.14. Membership of Joint Assessment Boards

- 11.14.1. The membership requirements for the Module Assessment Board, Student Progress Board and Award Board shall apply to the relevant elements of the Joint Assessment Board.

11.15. Resit Boards

- 11.15.1. A Resit Board is a Joint Assessment Board at which both module and course outcomes are considered, focussing on resit results. The Resit Board will first convene as a Module Assessment Board, then as a Student Progress Board and/or Award Board, as appropriate.
- 11.15.2. The School/College Board will determine the schedule of Resit Boards and the courses to be considered.

11.16. Award Boards

- 11.16.1. The School/College Board will determine the schedule of Award Boards and the courses to be considered.
- 11.16.2. The Board will:
- a) consider the results of all assessment to make decisions on awards to be conferred in accordance with the approved regulations and the relevant policies of the Academic Board;
 - b) confirm that the awards conferred meet the requirements of external accreditation bodies;
 - c) make decisions on the final award to be conferred for exit awards for any students who have withdrawn, and/or any whom the School/College has withdrawn;
 - d) ensure that External Examiners are fully involved with its deliberations;
 - e) in the case of an upheld Appeal, the Award Board may be asked to reconsider its decision, this is normally by Chair's Action.

11.17. Membership of Award Boards

- 11.17.1. The membership of each Award Board is:
- a) Head of School/College (or Head of Subject who has been fully briefed about each course) as Chair;
 - b) Course Leader or authorised designate of each course within the remit of the Board;
 - c) Head of Subject, or authorised designate who has been fully briefed, responsible for modules which contribute significantly to the courses under consideration;
 - d) External Examiner(s);
 - e) representative of an academic partner institution, where appropriate;
 - f) in attendance a member of the administration team who will act as Secretary to the Board.
- 11.17.2. The following attendees must be present:
- a) the Chair shall normally be the Head of School/College. The Head of School/College may authorise experienced academics to act as designate Chairs in exceptional cases. All Chairs and authorised designates must have completed the annual mandatory training;

- b) the Chair cannot act as a designate for a Course Leader;
- c) at least one External Examiner;
- d) Course Leader or authorised designate for each award being considered;
- e) in attendance a member of the administration team who will act as Secretary to the Board;
- f) a representative of a partner institution, where applicable, or University designate.

11.17.3. The following are excluded from formal membership of Boards but shall be entitled to attend and speak and to receive agenda items and minutes on request:

- a) the Vice-Chancellor and President (or authorised nominee);
- b) the University Secretary (or authorised nominee).

Section 12 – Academic Offences

12. Academic Offences

12.1. Academic Offences Principles

- 12.1.1. The Academic Offences regulations will be used to deal with any cases of academic misconduct including examination offences, plagiarism and other means of cheating to obtain an advantage.
- 12.1.2. Offences relating to an invigilated examination, coursework or other assessment include:
- a) Research misconduct;
 - b) purchasing and selling of work;
 - c) fabrication of experimental results, research or other investigative work;
 - d) failure to gain prior ethical approval;
 - e) plagiarism;
 - f) unauthorised access to an examination paper before an examination;
 - g) forgery;
 - h) removal of a question paper, answer script or other examination stationery from an examination venue or any other University premises;
 - i) causing a disturbance during an examination;
 - j) refusal to cooperate with an invigilator or to follow an invigilator's instructions;
 - k) possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including toilets);
 - l) access to, possession of or use of unauthorised material on, a computer, mobile telephone, or other electronic device during an examination;
 - m) communicating with another candidate while under examination conditions;
 - n) copying, or attempting to copy, the work of another candidate;
 - o) having writing on the body in an examination venue;
 - p) impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment;
 - q) the fraudulent reporting of source material;
 - r) the fraudulent reporting of experimental results, research or other investigative work;
 - s) collusion in the preparation or production of submitted work, including supplying work to facilitate academic misconduct, unless such joint or group work is explicitly permitted;
 - t) use, or attempted use, of ghost writing services for any part of an assessment;
 - u) misuse of generative artificial intelligence tools in preparation or production of submitted work;
 - v) submission of work, or sections of work, for assessment in more than one module or assessment (including work previously submitted for assessment at another institution);
 - w) all other forms of cheating.
- 12.1.3. Marking of work will not be suspended during any investigation or allegation of academic misconduct, although the result will be withheld until the investigation is complete.
- 12.1.4. Students may present any extenuating circumstances to the Academic Offence Panel, although they may do this once only. Where an allegation of an Academic Offence is proven, applications for mitigation cannot be considered.

12.2. Plagiarism

- 12.2.1. The University defines plagiarism as the practice of taking someone else's work and/or ideas and passing it/them off as their own. It is also, where a student represents someone else's work as their own irrespective of whether this was intended. Close paraphrasing, without adequate attribution; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement, all constitute examples of plagiarism. In addition, where a student re-uses work, whether in part or in whole that they have previously submitted for graded assessment – at the University or another institution - without properly referencing themselves (known as 'self- plagiarism') shall also constitute plagiarism.

12.3. Poor Academic Practice

- 12.3.1. This can only be applied to students in their first year of study at the University. Where the Course Leader, or authorised nominee, determines that the first offence is due to poor academic practice*, the following course of action shall apply:
- 12.3.2. *poor academic practice - this is where a first academic offence has been committed due to lack of knowledge of academic writing. This is also to be used where plagiarism has been identified as resulting from a lack of understanding and poor academic practice.
- a) advise the student to obtain further support and guidance in referencing skills and;
 - b) require the student to submit a corrected version of the element of assessment at the same attempt within five working days following the meeting;
 - c) ensure that a letter will be retained on the student's file to this effect for the period of one year, or where it is longer, for the duration of that level of study.
- 12.3.3. Poor Academic Practice cases will normally be concluded within **10 working days** of the receipt of the case and will be dealt with internally by the Course Leader, or authorised nominee within the School/College. Where a student commits a further offence, this should be considered as a Minor Offence or a Major Offence depending on the level of severity.

12.4. Severity of Academic Offences

- 12.4.1. Academic Offences shall be dealt with according to the severity of the offence as follows:
- a) **Minor Offence** - includes first offence of plagiarism, or other minor offence resulting from negligence or intent, where a student attempted to acknowledge their sources and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, and the student could benefit from further academic advice and referral for support.
 - b) **Major Offence** - includes subsequent Minor Offences of plagiarism, all examination offences and all other serious offences, all of which require referral to the University Registrar for further investigation by the Academic Offences Panel.
- 12.4.2. In the case of a proven academic offence with a penalty requiring the submission of assessment, the submission must take place at the earliest opportunity during the current academic year and/or by the deadline set by the School/College.
- 12.4.3. Where a student does not submit as required by an academic offence penalty, a mark of 0 shall be given for the element(s) of assessment in which the offence occurred.

- 12.4.4. All Academic Offences and outcomes must be reported to Academic Registry, where a record will be kept.
- 12.5. Minor Offence**
- 12.5.1. A student suspected of committing a minor academic offence shall be invited to attend an interview with the Head of Subject, or authorised nominee, and shall be given copies of all evidence submitted in support of the allegation.
- 12.5.2. Notice of **five working days** will be given to the student of the interview date, time and venue.
- 12.5.3. Students should contact the Head of Subject, or authorised nominee, within **five working days** of notification of the allegation to make alternative arrangements if they are unable to make the original proposed date. If the student is unable to attend the next arranged date, the interview will proceed in their absence.
- 12.5.4. Where a student fails to attend or make alternative arrangements, the investigation will proceed in the absence of the student, and consideration will be given to the documentation available.
- 12.5.5. A student may be accompanied to the interview by a friend or Students' Union representative. Under no circumstances may the student have legal representation or be represented by an external organisation.
- 12.5.6. All Minor Offence interviews will be conducted within the School/College according to the standard procedures issued by Academic Registry.
- 12.5.7. As part of an interview, if the case warrants it, a student may be tested on subject knowledge by an oral examination. The oral examination shall be conducted by two members of academic staff with knowledge of the subject who will submit a report to the Head of Subject.
- 12.5.8. Where a **Minor Offence is proven**, the Head of Subject or authorised nominee, will ensure that one of the following penalties will be applied:
- a) where the Head of Subject, or authorised nominee considers the offence to be Poor Academic Practice, those related penalties will apply.
 - b) failure (a mark of 0) in the element(s) of assessment in which the offence occurred, with the maximum mark of the next available attempt capped at the pass mark;
 - c) and impose a formal reprimand to be retained on the student's file for the duration of the course of study. If the resubmitted work incurs further academic offence allegations, the case will be referred to a Major Academic Offences Panel.
- 12.5.9. Where a Minor offence is upheld on the resit of an assessment, and the penalty of failure of that assessment results in failure of the module, the next available attempt will be the first attempt at that assessment on the retake of the module, with that first attempt at the assessment capped at the pass mark.
- 12.5.10. Where a Minor offence is upheld on the resit of an assessment on the retake of a module, and the penalty of failure of that assessment results in failure of the module, no further attempts at the module are available (see 8.11 above).

- 12.5.11. All Minor Offence cases referred to the Head of Subject, or authorised nominee, will normally be concluded within **20 working days** of the receipt of the case and will be dealt with internally by the School/College.
- 12.5.12. Where the Head of Subject, or authorised nominee, determines following the interview, that there is evidence of an academic offence in an assessment that cannot be dealt with as a Minor Offence, the Head of Subject, or authorised nominee, will refer the case as a Major Offence **within five working days** to the University Registrar or authorised designate, who shall be responsible for investigating the case.

12.6. Major Offence

- 12.6.1. Invigilators, assessors or Module Leaders who suspect a student of committing an academic offence in an **examination** shall **immediately** inform the University Registrar, or their authorised nominee, who shall be responsible for investigating the allegation as a Major Offence.
- 12.6.2. Where a member of staff suspects that a Major Offence has been committed as part of any **assessment**, the Module Leader or assessor shall **immediately** notify the Head of Subject or authorised nominee. This should be referred to the University Registrar or authorised designate where it is a Major Offence **within five working days**.
- 12.6.3. A student accused of committing a Major Offence shall be invited to an Academic Offences Panel investigation by the University Registrar or authorised designate and shall be given copies of all evidence submitted in support of the allegation.
- 12.6.4. An Academic Offences Panel shall be convened with responsibility for determining whether assessment related offences have been committed and will determine penalties, where applicable.
- 12.6.5. Notice of a minimum of **five working days** will be given to the student of the Academic Offences Panel investigation date, time and venue.
- 12.6.6. A student may be accompanied to the Academic Offences Panel investigation by a friend or Students' Union representative. Under no circumstances may the student have legal representation or be represented by an external organisation.
- 12.6.7. As part of an investigation, a student may be tested on subject knowledge by an oral examination. In such cases, the oral examination shall be conducted by a minimum of two academic staff, with knowledge of the subject, who shall submit a report to the Academic Offences Panel.
- 12.6.8. Students should contact the University Registrar or authorised designate **within five working days** of notification of the allegation to make alternative arrangements if they are unable to make the original proposed date. If the student is unable to attend the next arranged date, the Academic Offences Panel will proceed in their absence.
- 12.6.9. The Academic Offences Panel investigation should proceed where a student fails to attend or make alternative arrangements, and the Panel will consider the case in the absence of the student and make a decision on the documentation available.
- 12.6.10. On completion of the Academic Offences Panel investigation, the University Registrar or authorised designate shall notify the student of the outcome of the case.

- 12.6.11. The Academic Offences Panel shall comprise:
- a) a member of academic staff who is a trained Chair, appointed by the authority of the Vice-Chancellor and President. If for any reason the Chair is unable to act, the Vice-Chancellor and President or authorised nominee shall appoint an alternative Chair;
 - b) a member of academic staff from the same School/College to that of the student;
 - c) a member of academic staff from a different School/College to that of the student;
 - d) in attendance, an authorised nominee from Academic Registry to act as Secretary to the Panel.
- 12.6.12. The Academic Offences Panel shall have the authority to act in cases where a student admits or does not deny an offence.
- 12.6.13. The Secretary is responsible for advising the Academic Offences Panel on the Academic Regulations. In the event of the Panel being divided over a decision to be taken, the Chair shall have a second and casting vote to determine the decision.
- 12.6.14. If it is determined that a Major Offence has been committed, the student's file/record will be made available to the Panel at this stage along with the student's transcript. In arriving at a decision on penalties to be applied, the Panel will take account of any previous offences on record and shall impose the penalties on an individual basis; in cases involving a group of students, each individual will be considered separately.
- 12.6.15. If during the course of the Academic Offences Panel investigation, evidence of further academic offences is revealed, the penalties will also apply to those modules affected.
- 12.6.16. In deciding the appropriate formal penalty, the Academic Offences Panel will consider the following criteria, as supported by the necessary evidence:
- a) Premeditation in order to gain an unfair advantage.
 - b) Intention in order to gain an unfair advantage.
 - c) Acting for financial gain.
 - d) Abusing a position of trust.
 - e) Previously proven allegations.
- 12.6.17. Where a **Major Offence** is proven, the Academic Offences Panel shall impose a formal reprimand to be retained on the student's file for the duration of the course of study and one of the following penalties for each module for which an academic offence is found to have been committed:
- a) where the Panel considered the offence to be a Minor Offence or poor academic practice, those related penalties will apply.
 - b) failure (a mark of 0) in the element(s) of assessment in which the offence occurred, with the maximum mark of the next available attempt capped at the pass mark;
 - c) failure (a mark of 0) in the module of which the assessment forms a part, with the maximum module mark on any resit of the module capped at the pass mark; If the assessment is a resit attempt, the student will be required to retake the module, and the module will be capped at the pass mark;
 - d) discontinuation of studies at the University.

- 12.6.18. Where a Major offence is upheld on the resit of an assessment, and the penalty of failure of those assessment(s) results in failure of the module, the next available attempt(s) will be the first attempt(s) at those assessment(s) on the retake of the module, with those first attempt(s) capped at the pass mark.
- 12.6.19. Where a Major offence is upheld on the resit of an assessment on the retake of the module, and the penalty of failure of those assessment(s) results in failure of the module, no further attempts at the module are available (see 8.11 above).
- 12.6.20. In cases where the Panel concludes the student has breached other regulations or policies, such as the Student Code of Conduct in addition to academic misconduct, it may be appropriate to also refer the matter under the Student Disciplinary Procedures or the Fitness to Practise Procedures. This will normally result in consideration of penalties only.
- 12.6.21. The outcome of all cases shall be confirmed to the student in writing, copying in the Head/Dean or School/College, Head of Subject and Head of Academic Administration.
- 12.6.22. All Major Offence cases will normally be concluded within **20 working days** of the receipt of the case referral from the School/College, and will be dealt with by the University Registrar or authorised designate. The total time to conclude a Major Offence case is normally **25 working days**.
- 12.7. Appeals**
- 12.7.1. A student may appeal in accordance with the Appeal Regulations (see Section 14 – Appeal Regulations).

Section 13 – Exceptional Circumstances

13. Provisions for Exceptional Circumstances

13.1. Exceptional Circumstances Explanation

- 13.1.1. The University recognises that there are times when students will encounter difficulties during their course of study and provisions are made as outlined in this section. In all cases, students should seek academic advice as soon as possible. Penalties may be applied to students' marks where students fail to meet agreed submission deadlines (see section 6.3 – Penalties for Late Submission of Assessment) and they have not applied for an extension or mitigation as appropriate.
- 13.1.2. An extension allows a student to submit coursework up to 10 calendar days late without penalty. Calendar days include all weekends and bank holidays where the University is open.
- 13.1.3. Mitigation allows a student a mitigated attempt if they fail an assessment or do not submit.
- 13.1.4. Students who have their circumstances recognised via an Individual Support Plan may make use of the provisions detailed in this section if the ISP indicates that this is available.
- 13.1.5. Exceptional circumstances are circumstances that are outside a student's control which may negatively impact a student's ability to undertake or complete any assessment, such that the assessment submitted would not be a true reflection of the student's capabilities in normal circumstances.
- 13.1.6. Examples of circumstances likely to be accepted:
- Serious short-term illness or injury
 - Worsening of an ongoing illness or disability, including mental health conditions
 - Symptoms of an infectious disease that could be harmful if passed on to others
 - Death or significant illness of a close family member or friend
 - Unexpected caring responsibilities for a family member or dependant
 - Significant personal or family crises leading to acute stress
 - Witnessing or experiencing a traumatic incident
 - A crime which has had a substantial impact on the student
 - Accommodation crisis such as eviction or the home becoming uninhabitable
 - An emergency or crisis that prevents the student from attending an exam or accessing an online assessment
 - A technical problem that prevents the student from accessing online teaching or assessment
 - Safeguarding concerns
- 13.1.7. Examples of circumstances likely to be excluded:
- Holidays, house moves or other events that were planned or could reasonably have been expected
 - Minor illness such as common colds or hay fever, unless the symptoms are particularly severe
 - Assessments that are scheduled close together

- Misreading the exam timetable
- Poor time management
- Minor transport disruption
- Computer or printer failure where the student should have backed-up their work
- Normal exam stress
- Minor life events, unless the circumstances have had a disproportionate impact

13.1.8. Note: The above examples are proposed by the Office of the Independent Adjudicator, for illustration only and not intended to be definitive or exhaustive.

13.1.9. Students are responsible for presenting themselves for assessment and examinations at the appropriate times and venues, and submitting relevant information on exceptional circumstances where required.

13.2. Self-certification

13.2.1. Students are able to apply for an extension or mitigation by self-certifying that they have exceptional circumstances which affect their ability to undertake the assessment. Self-certifying means that evidence does not have to be provided, although the University reserves the right to request evidence. All self-certified requests must detail the exceptional circumstances that have prevented the student from submitting by the original submission deadline.

13.2.2. All self-certification requests must be made **prior to the original submission deadline**.

13.2.3. A total of three assessments can be self-certified per Academic Year. Each self-certification request can be for either an extension or mitigation.

13.2.4. The three self-certifications are not cumulative across the course of study. This means if you use three self-certification requests in one Academic Year you are still able to submit further self-certification requests in future academic years.

13.2.5. A student may choose whether to apply for extension or mitigation on a self-certification basis or to submit a request and provide evidence, which would not then count as one of their three self-certifications.

13.2.6. Where a student has self-certified for an extension, there is no opportunity to apply for self-certified mitigation for the same attempt at the assessment. A request for mitigation may still be made, but evidence will need to be provided.

13.2.7. Evidence is not required to be submitted with a self-certified application for extension or mitigation, but it must be supplied if requested.

13.2.8. In addition to the examples of circumstances likely to be accepted in 13.1.6 above, a student may self-certify on the basis of religious observation days identified in the Interfaith Awareness Calendar available at uwl.ac.uk/student-life/faith

13.3. Evidence

13.3.1. Evidence is not required to be submitted at the same time as the extension or mitigation request, but it may need to be supplied before an extension or mitigation decision can be made, and must be supplied if requested. Evidence should normally be submitted within 10 calendar days of the request for extension or mitigation.

13.3.2. Evidence should be relevant to the period of assessment, and would normally include information from an independent professional involved in the students' circumstances.

13.4. Extension

13.4.1. An extension allows a student to submit coursework up to 10 calendar days late without penalty. Calendar days include all weekends and bank holidays where the University is open.

13.4.2. Students are responsible for submitting their assessments on time.

13.4.3. An application for an extension to be considered by Academic Registry must be made **prior to the original submission deadline** and the work then submitted as soon as possible, up to 10 calendar days after the original deadline. Where this process is followed, and the extension is agreed, the work submitted late following an extension request to Academic Registry will not be penalised for late submission.

13.4.4. Where extenuating circumstances mean a student will need longer than 10 calendar days to complete their work, or where it is a real-time assessment (such as presentations, performances, practicals, in-class tests or viva voce; where students are being assessed at a specific, given time), students should instead apply for Mitigation, as detailed below.

13.4.5. Work submitted late without an extension will be penalised as follows:

- a) Up to a maximum of 10 calendar days from the original deadline: work will be marked and the assessment mark will be capped at the pass mark for the element of assessment.
- b) If the assessment is late by over 10 calendar days, the piece of work will be deemed a non-submission.

13.5. Mitigation

13.5.1. Mitigation allows a student a mitigated attempt if they fail an assessment or do not submit.

13.5.2. Where a mitigated attempt is granted on the first attempt of an assessment, the mark for the mitigated first attempt will be uncapped. Where a student fails or does not submit to the mitigated first attempt, and has not passed the module, they will be eligible for a resit attempt.

13.5.3. Where a mitigated attempt is granted on the resit of an assessment, the mark for the mitigated resit attempt will be capped at the pass mark (see 8.5 above).

13.5.4. Where mitigation is requested or self-certified, the student is responsible for seeking academic advice and for considering the impact of the mitigation on their overall assessment load and on their progression through the course of study.

13.5.5. Where a student has self-certified for an extension, there is no opportunity to apply for self-certified mitigation for the same attempt at the assessment. A request for mitigation may still be made, but evidence will need to be provided.

13.5.6. Mitigation cannot be requested for an assessment that has been passed.

- 13.5.7. For each module enrolment, students cannot request more than three Mitigations per assessment.
- 13.5.8. Where mitigation is self-certified or requested, but subsequently coursework is submitted or any other assessment completed, the mitigation will not stand where a pass mark is achieved in the submitted assessment.
- 13.5.9. The application of mitigation and self-certified mitigation may be restricted to meet Professional, Statutory or Regulatory Body requirements.
- 13.5.10. The Mitigation Process cannot consider applications for mitigation where an allegation of an Academic Offence is proven. Students may present any extenuating circumstances to the Academic Offence Panels although students may do this once only.

13.6. How to Submit Extension and Mitigation Requests

- 13.6.1. Students should submit requests for extension and mitigation in accordance with the published procedures as approved by Academic Board. Where appropriate, extension and mitigation requests will be considered by an Exceptional Circumstances Panel which will operate as outlined in 13.7 below.
- 13.6.2. Extension requests or self-certified mitigation requests are to be submitted prior to the original submission deadline. Mitigation may be requested after the original submission deadline; any application beyond this date must be evidenced.

13.7. Consideration of Extension and Mitigation Requests

- 13.7.1. All requests will be reviewed by Academic Registry to ensure that they meet the criteria at 13.1.6 above. Where they meet the criteria, and these have been self-certified or evidenced, the request will be granted. Further evidence or information may be required before a decision can be made.
- 13.7.2. Where a request is related to the circumstances as defined in 13.1.7 above, it will be reviewed by a senior member of Academic Registry and rejected.
- 13.7.3. Requests that when reviewed, do not clearly meet the criteria or are not clearly evidenced will be referred by Academic Registry to an Exceptional Circumstances Panel. The Panel membership is:
- a) a trained Chair, who should be a member of academic staff, appointed on the authority of the Vice-Chancellor and President, normally from a different School/College to that of the student being considered;
 - b) a minimum of one trained staff member, either academic or a senior member of Academic Registry.
- 13.7.4. A Course or Module Leader or Personal Tutor for a student whose request is under consideration, shall not be a panel member for that consideration.
- 13.7.5. The Panel will review the application and the evidence and come to a decision on whether the request is to be accepted or rejected.
- 13.7.6. Where evidence is pending, the Exceptional Circumstances Panel may defer a decision, and authorise the Chair to act on their behalf without calling a further Panel.

13.8. Outcome of the Review or Exceptional Circumstances Panel Consideration

- 13.8.1. The successful outcome from a Review or an Exceptional Circumstances Panel is a mitigated attempt/retake/the penalty for late submission lifted.
- 13.8.2. If the application is rejected, the original assessment mark shall stand.
- 13.8.3. If the application is accepted and the student granted a mitigated attempt, Assessment Boards are informed by the Academic Registry of the attempt(s) which will not count against the number of attempts at the assessment for that module enrolment. The Assessment Board will then award an uncapped mitigated first attempt in the affected assessment(s) or a capped mitigated resit attempt, which shall be taken at the earliest available opportunity.
- 13.8.4. Where a student is unable to progress between Levels, or complete their award requirements, and there are accepted mitigating circumstances, the assessment(s), can be taken earlier than the next available attempt at the discretion of the Head/Dean of School/College. The mark obtained at this attempt is recorded as final.
- 13.8.5. Where a student cannot meet their award requirements due to non-completion of assessment and there are accepted mitigating circumstances, a recommendation can be made to the Assessment Board to award an uncapped resit of the assessment or retake in the affected module(s). The resit/retake shall be taken at the next available opportunity or earlier at the discretion of the Head/Dean of School/College. Any retakes as a result of mitigation will not be charged.
- 13.8.6. For non-UK students, where mitigation results in a mitigated attempt or retake this should normally take place within the student's visa period. Where this falls outside of the student's visa period, the mitigation outcome is subject to continued University sponsorship. Students should contact the Student Money and Immigration Advice Team (Student Services) for advice on how this may affect their visa status.
- 13.8.7. If a student chooses not to take the re-attempt, the original mark will stand.
- 13.8.8. If the student does not attempt the assessment, does not self-certify, and later submits late mitigation which is rejected, then the outcome is recorded as a non-submission.
- 13.8.9. A student shall receive, in writing (via email to their student University account), the outcome of their request **within 10 working days** of the Review or Exceptional Circumstances Panel.

13.9. Appeal against the Mitigation Outcome Decision

- 13.9.1. The student may appeal against the recommendation of the Exceptional Circumstances Panel under the Appeal Regulations – see Section 14 – Appeal Regulations.

13.10. Deferral of Studies

- 13.10.1. Deferral of studies is where a student is unable to undertake or complete their semester or year of study, due to circumstances that are outside a student's control. A period of deferral is an agreed temporary postponement of studies. For example, where a student is unable to attend their module or course and/or submit for assessment and will not be able to submit at the next assessment point, this will be considered as a potential course deferral. Module deferrals are not allowed.

- 13.10.2. Circumstances that could be grounds for deferral shall be the same as those for mitigation and shall include the following:
- a) physical or mental ill-health;
 - b) severe financial hardship;
 - c) emotional/personal difficulties, e.g. bereavement;
 - d) disability i.e. where student's disability comes to light for the first time at the assessment;
 - e) unavoidable absence from the University, e.g. requirements of employer;
 - f) unavoidable absence from domicile, e.g. eviction;
 - g) loss of immigration status;
 - h) other serious circumstances which could not be foreseen by the student.
- 13.10.3. Note: The above examples are for illustration only and not intended to be definitive or exhaustive.
- 13.10.4. The circumstances causing the deferral request, are regarded as confidential.
- 13.10.5. The University may defer a student for the reasons listed in section 13.10.2 above.
- 13.10.6. Where a student is unable to attend their module and/or submit for assessment but will be able to submit at the next assessment point, these are covered by Mitigating Circumstances, see section 13.5 above.
- 13.11. How to request a Deferral of Studies**
- 13.11.1. Where a student wishes to defer their course of study, the request must first be considered by their Personal Tutor or Course Leader, who will establish whether deferral is the most appropriate option.
- 13.11.2. A student may defer their course of study at any time, with the following consequences:
- a) the result for any completed modules at the point of deferral – either pass or fail – will be retained;
 - b) the result for any incomplete modules at the point of deferral – where a first attempt at the final assessment in the module has not taken place – will not be retained, and will not count as an attempt at the module. On return the student will normally re-enrol, register, and attend classes, as well as complete all elements of assessment, regardless of any previous result. There will be no additional charge for this attempt;
 - c) the result for any incomplete modules at the point of deferral – where first attempts at all assessments have taken place, or where Mitigation has been granted on the first attempt at the final assessment in the module – will be retained. On return the student will be supported to submit to any resit or mitigated attempt at assessment but will normally not be expected to attend classes;
 - d) students must refer to the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice on the implications of deferral of their studies on their student loan and their finances;
 - e) where applicable: the relevant funding body or professional, statutory, regulatory or governing body or other agencies (for example UKVI), will be notified.
- 13.11.3. A student holding a Student Visa sponsored under the new immigration route may defer their studies but in most cases their visa will be curtailed and the student will have to return to their home country. A new visa application must be obtained in order for the student to return to study in the UK.

- 13.11.4. A student may defer up to a maximum period totalling two calendar years, subject to the period of registration, immigration sponsorship and/or any Professional, Statutory and Regulatory Body requirements.
- 13.11.5. Students who need to defer their course of study for a period of more than two calendar years shall be withdrawn and, where applicable, receive an exit award. These students may apply for RPEL/RPCL to re-join the course. Students enrolled on courses under Professional, Statutory and Regulatory Body regulations should refer to their specific course regulations.
- 13.11.6. Where the request is approved, the Course Leader must ensure that a return date is agreed and the Deferral Form is completed. The form is sent to the Course Administrator for processing and submission to the Student Record and Data Team. If the student is subsequently unable to return on the agreed date, the student must notify their Course Leader.
- 13.11.7. If a course undergoes significant change or closure while a student is on deferral, deferred students will be consulted and considered as part of the amendment or closure process. Where change or closure means that modules or courses would no longer be available on return from deferral, alternatives will be offered in accordance with the [Student Protection Plan](#).
- 13.11.8. If an apprenticeship standard changes while an apprentice is on a Break in Learning (see 13.12.2 below), a discussion will take place between the apprentice, employer and University to agree the version of the apprenticeship standard that the apprentice would return to when re-joining their studies.

13.12. Explanation of Deferral and Withdrawal from Studies

- 13.12.1. When a student defers from their studies, it means they are taking time out from their course of study with the intention of re-joining their studies at the next available opportunity. While deferred, a student is still considered to be a student of the University for most purposes, including access to non-specialist resources and support from Student Services, but student loan funding is not usually available during periods of deferral.
- 13.12.2. For apprentices, a deferral from studies is known as a Break in Learning, and the regulations regarding deferral apply. While on a Break in Learning, the apprentice is still considered an apprentice studying at the University for most purposes but will not receive apprenticeship funding.
- 13.12.3. When a student withdraws from their studies, it means that they are leaving their course of study completely, with no intention of returning at a later date. When a student has withdrawn, they will no longer be considered a student of the University, and if they consider at a later date to reapply to study at the University, they must apply via the recognition of prior learning route.

13.13. Withdrawal

- 13.13.1. A student may be withdrawn from the course of study before completion under the following processes:
- a) Student-initiated withdrawal;
 - b) University-initiated withdrawal.

13.14. Student-Initiated Withdrawal

- 13.14.1. A student wishing to withdraw must complete and sign the withdrawal form or otherwise clearly communicate in writing either by letter or by email, their intention to withdraw from their course of study.

13.15. University-Initiated Withdrawal

- 13.15.1. The University may withdraw a student for a range of reasons. These include (but are not limited to):
- a) failure to progress (withdrawal on academic grounds);
 - b) non-attendance, where this is a course requirement;
 - c) failure to return from a period of deferral;
 - d) loss of employment, where this is a requirement for the course of study and in particular for those studying a Degree Apprenticeship as set out in the Terms and Conditions, or detailed in the Commitment Statement or in the enrolment form
 - e) expiration of the maximum registration period;
 - f) following the outcome of student disciplinary procedures;
 - g) failure to (re-) enrol;
 - h) non-payment of tuition fees;
 - i) breaching the conditions of their Student Visa sponsorship under the new immigration route.
- 13.15.2. Note: The above examples are for illustration only and not intended to be definitive or exhaustive.
- 13.15.3. The decision to withdraw a student will be based on evidence in one or more of the above categories, and will be considered by the Head of School/College and will be notified to the Chair of the Assessment Board
- 13.15.4. Before a withdrawal is considered, the student concerned will be contacted and given advice by their Personal Tutor or Course Leader with a view to achieving the best possible outcome academically and personally for the student. The Chair of the Assessment Board (or their authorised nominee, normally the Course Leader) must, give the student a formal, written warning of withdrawal and a specified period in which to respond before terminating their registration on the course of study.
- 13.15.5. As an integral part of the process, the student must be referred to the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice on any financial implications of withdrawing from their course of study.

13.16. Consequences of Withdrawal

- 13.16.1. A student is withdrawn from their course of study with the following consequences:
- a) termination of their registration and enrolment, and they shall no longer be a student of the University;
 - b) the University will duly process records with external bodies, where applicable, the relevant funding body or professional, statutory, regulatory or governing body or other agencies (for example UKVI), will be notified. For the purpose of the student record, the date of withdrawal will be the same as the date the decision to withdraw is made, unless evidence is readily available to confirm an earlier date;

- c) students must then refer to the [Student Money and Immigration Advice Team \(Student Services\)](#) for advice on the implications of withdrawal from their studies on their student loan and their finances.
- 13.16.2. A student may appeal against the decision to withdraw them from a course of study, in accordance with the Appeal Regulations – see Section 14 – Appeal Regulations below.
 - 13.16.3. The decision to withdraw a student will be based on evidence in one or more of the above categories, and will be considered by the Head of School/College and will be notified to the Chair of the Assessment Board
 - 13.16.4. Before a withdrawal is considered, the student concerned will be contacted and given advice by their Personal Tutor or Course Leader with a view to achieving the best possible outcome academically and personally for the student. The Chair of the Assessment Board (or their authorised nominee, normally the Course Leader) must, give the student a formal, written warning of withdrawal and a specified period in which to respond before terminating their registration on the course of study.
 - 13.16.5. As an integral part of the process, the student must be referred to the Student Money and Immigration Advice Team (Student Services) for advice on any financial implications of withdrawing from their course of study.

Section 14 – Appeal Regulations

14. Appeal Regulations

14.1. Appeal Process Overview

- 14.1.1. The Vice-Chancellor and President shall normally delegate authority for the operation of the appeal regulations to the University Secretary. The Vice-Chancellor and President may authorise a nominee to act where any person referred to in these regulations is unable to do so.
- 14.1.2. These appeal regulations apply to all students studying at the University.
- 14.1.3. For apprentices it includes apprentices enrolled on Integrated Apprenticeships undertaking the End Point Assessment at the University and apprentices enrolled on Non-Integrated Degree Apprenticeships, for the Degree award element of the Apprenticeship.
- 14.1.4. If the appeal is in relation to the End Point Assessment delivered by another organisation, this will be covered by the Appeals policy of this organisation.
- 14.1.5. If the University were to act as the End Point Assessment Organisation for another organisation, separate regulations apply.
- 14.1.6. The appeal regulations provide a single process for students who wish to appeal against outcomes arising from the following procedures:
- a) Assessment Boards;
 - b) Research Degree Examination Panels;
 - c) Academic Offences Regulations;
 - d) Course Withdrawals;
 - e) Exceptional Circumstances Regulations;
 - f) Fitness to Practise Panels;
 - g) Fitness to Study Panels
 - h) Student Disciplinary Procedures

14.2. Grounds for Appeal

- 14.2.1. A student may appeal on one or more of the following grounds:
- a) procedural error: where the process leading to the decision being appealed against was not conducted in accordance with the University's procedure. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure;
 - b) that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason*, or were not properly taken into account
 - c) that, where the appeal is against a Panel decision, the decision of the Panel was manifestly unreasonable.
- 14.2.2. *Good reason - requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time.
- 14.2.3. The following shall not be deemed legitimate grounds for appeal. Any appeal founded exclusively on one or more of these grounds shall be rejected automatically:

- a) appeals against academic judgement, for example the mark awarded by examiners;
- b) appeals against professional judgement in the case of decisions made by Fitness to Practise, Fitness to Study or Academic Offences Panels;
- c) appeals based upon the informal assessment of a student's work by academic staff;
- d) retrospective reporting of mitigating circumstances that might reasonably have been made known at the proper time;
- e) marginal failure to attain a higher classification of award;
- f) in the case of student disciplinary matters, the provision of an apology by a student for their actions;
- g) lack of awareness by a student of the relevant procedure or regulations;
- h) vexatious or frivolous appeals;
- i) where no fresh evidence is submitted or there has not been a material change of circumstances since the last decision on the matter.
- j) appeals against any decision the University has made in accordance with UKVI sponsorship duties.

14.2.4. In all cases, the original outcome of the appropriate Panel or Board, which is the subject of the appeal, is final and not varied until and unless a successful appeal results in an alternative decision. For example, where a student is withdrawn due to academic failure, and the appeal is upheld, the student shall not be reinstated until the appeal process is complete.

14.3. Submitting an Appeal

14.3.1. A student must submit an appeal to the University Secretary in writing by completing the Appeal Form available on the University's website: uwl.ac.uk/about-us/policies-and-regulations. The completed appeal form must detail the decision being appealed against, present the grounds on which the appeal is being made, and provide appropriate supporting evidence.

14.3.2. In exceptional circumstances, the University may consider an appeal submitted on behalf of an apprentice by their employer and/or training provider.

14.3.3. An appeal must be received **within 10 working days** of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or the official publication of results date. The University Secretary may exercise discretion to consider a late appeal where a student demonstrates good reason for the delay.

14.3.4. Appropriate supporting evidence which supports the points made in the appeal must be submitted with the appeal or **within five working days** of submission.

14.3.5. The costs of an appeal incurred by the student will not be reclaimable, except in exceptional circumstances.

14.4. Actions on Receipt of an Appeal

14.4.1. On receipt of an appeal, the University Secretary, or authorised nominee, shall first determine if the appeal was submitted in time.

14.4.2. Where an appeal is determined to be out of time, the substance of an appeal shall not be considered; it will not be heard and a letter shall be issued to the student reflecting this decision.

- 14.4.3. Where an appeal is deemed to be submitted in time, the University Secretary, or authorised nominee, will be responsible for investigating the appeal. This will normally consist of reviewing the decision made under the previous procedure, reviewing all relevant documentation and, where appropriate, discussions with those responsible for the original decision. The outcome of this investigation will be referred to the Chair of the Appeal Panel.
- 14.4.4. The Chair of the Appeal Panel shall consider the outcome of the investigation and determine:
- a) to defer the decision where further investigation or documentation is required;
 - b) to reject the appeal and uphold the original decision;
 - c) to uphold the appeal and refer to the University Registrar and University Secretary to apply an appropriate remedy;
 - d) to refer the original decision back to the relevant body for reconsideration;
 - e) to refer the appeal to the Appeal Panel for consideration where the case is deemed to be more complex.
- 14.4.5. Where the Chair deems the case to be more complex it shall be referred to the Appeal Panel for consideration.
- 14.4.6. Where an Appeal Panel is required, the University Secretary, or authorised nominee, shall notify the student in writing **at least five working days** before the Appeal Panel meeting is due to take place and provide the student with:
- a) details of the date, time and place of the Panel meeting and those who will be present;
 - b) a statement of the grounds upon which their appeal is to be considered;
 - c) a statement to the effect that new witnesses may be called in support of the grounds of appeal and the University has the right to call new witnesses on its behalf;
 - d) copies of any documents to be considered relating to the appeal;
 - e) a statement that the student may be accompanied to the appeal meeting by a friend or Students' Union representative. Under no circumstances may the student have legal representation or be represented by an external organisation.

14.5. Appeal Panel Membership

- 14.5.1. The membership of the Appeal Panel is:
- a) a Chair, appointed by the Vice-Chancellor and President for the relevant category of appeal. If for any reason the Chair is unable to act, the Vice-Chancellor and President shall appoint an alternative Chair;
 - b) a member of academic staff, normally from the same School/College;
 - c) a member of academic staff, drawn from the membership of the Academic Board;
 - d) where the Appeal Panel is reviewing the outcomes from Fitness to Practise procedures, membership will include a registered practitioner from the relevant professional body instead of the second member of academic staff;
 - e) where the Appeal Panel is reviewing the outcomes from Fitness to Study procedures, membership will include a member of staff from Student Services who has not previously been involved in the case;
 - f) where the Appeal Panel is reviewing the outcomes from Doctorate procedures, the members of the panel will be at Doctorate level or will have supervised at Doctorate level;

- g) Secretary to the Panel, appointed by the University Secretary, who shall be present throughout the meeting of the Panel to record its deliberations and provide advice to the Panel with regard to the University Regulations. The Secretary shall not be involved in the decision making process.

14.5.2. Chairs of Appeal Panels shall be appointed by the Vice-Chancellor and President, or authorised nominee, normally for a term of three years.

14.5.3. Members of the Appeal Panel shall not have been involved in making the original decision being appealed against.

14.5.4. The Appeal Panel membership shall be individually constituted for each case or group of cases.

14.6. Appeal Panel Procedure

14.6.1. All papers and proceedings shall be confidential.

14.6.2. If the student does not attend the appeal meeting, or contact the Secretary of the Appeals Panel to make alternate arrangements **within five working days** of notification of the Panel Meeting, the Appeal Panel shall make a decision in the absence of the student based on the documentation available.

14.6.3. Should a student notify the Secretary of Appeal Panel in advance of the hearing that they are unable to attend the hearing on the scheduled date, and has provided a satisfactory reason for their non-attendance; the University Secretary or nominee will consider whether in all circumstances the hearing should be rescheduled. Under such circumstances, only one further attempt to reschedule the hearing will be made.

14.6.4. The Appeal Panel meeting shall normally adopt the following format:

- a) the members of the Panel shall be introduced to those present;
- b) the members of the Panel shall explain the student process of the appeal hearing;
- c) the student shall be asked to address the Appeal Panel regarding the appeal. The student's friend or representative may make this response if the student requests it;
- d) the Appeal Panel members shall ask the student questions relevant to the case;
- e) the University representative shall put forward the University's case;
- f) the Appeal Panel shall ask the University representative questions relevant to the case;
- g) witnesses may be called to the Appeal Panel where permitted by the Chair;
- h) the student, and their friend, and the University representative may remain present throughout except for the Panel's deliberations;
- i) the Appeal Panel shall consider its decision.

14.6.5. The Appeal Panel may determine:

- a) to reject the appeal and uphold the original decision;
- b) to refer the original decision back to the relevant body for reconsideration;
- c) to uphold the appeal and refer to the University Registrar and University Secretary to apply an appropriate remedy.

14.7. Notification of Outcome of an Appeal

- 14.7.1. The Chair of the Appeal Panel shall inform the student in writing of their decision and the reasons for it **within 5 working days** of the meeting
- 14.7.2. As per 14.3.2 above, in exceptional circumstances the University may consider an appeal submitted on behalf of an apprentice by their employer. If such an appeal is accepted, the employer will also be informed of the outcome.
- 14.7.3. The University will expedite the appeals procedures where circumstances warrant swift action. These may include, but are not limited to:
- a) cases where the impact of the issues raised has detrimental consequences for the student's mental health or where the student displays significant stress;
 - b) cases where external time limits apply e.g. in meeting regulatory requirements for the completion of professional courses, including cases where students have been withdrawn from their course of study.
- 14.7.4. A student shall normally be notified of the outcome of their appeal **within 25 working days** from the full appeal documentation being received by the University Secretary. In more complex cases and where the Appeal Panel is required, the student will be notified of the outcome **within 50 working days** from the full appeal documentation being received by the University. In instances where it has not been possible to resolve the appeal within required timelines for a legitimate reason, the student will be informed of the reasons for the delay and the expected date of the appeal outcome.

14.8. Actions where an Appeal is Upheld

- 14.8.1. Where an appeal is upheld, the University Secretary will refer to the University Registrar for appropriate remedial action to be taken, relevant to the decision of the Appeal Panel or the Chair.
- 14.8.2. Where an appeal is upheld, the student will be informed that they may request a Completion of Procedures (COP) letter confirming their right of referral to the Office of the Independent Adjudicator (OIA), see section 14.10 below.

14.9. Actions where an Appeal is Not Upheld

- 14.9.1. Where an appeal is not upheld by the Chair or by the Appeal Panel, the student has the right to request an Appeal Review by the University Secretary, or authorised nominee, provided the Appeal Review request was made **within 15 days** of the original Appeal Panel or Chair decision. An Appeal Review constitutes a review and not a re-investigation of the appeal claim.
- 14.9.2. The University Secretary, or authorised nominee, shall review the original appeal and all the documentation relating to the case within 20 days of receipt of the review request and supporting evidence. In instances where it has not been possible to respond within required timelines for a legitimate reason, the student will be informed of the reasons for the delay and the expected date of the appeal review outcome, however, the whole appeal process should be completed within 90 calendar days of the start of the formal appeal stage.
- 14.9.3. The University Secretary shall either uphold or dismiss the Appeal Panel's or Chair's decision.

- 14.9.4. Where the University Secretary dismisses the Appeal Panel's or Chair's original decision, the University Secretary may:
- a) refer the original decision back to the relevant Panel or Board for reconsideration;
 - b) refer to the Regulatory Casework Panel to apply an appropriate remedy.
- 14.9.5. Where the University Secretary, upholds the Appeal Panel's or Chair's original decision, the student will be provided with a Completion of Procedures letter and informed of their right to submit an application to the Office of the Independent Adjudicator (OIA), see section 14.10 below.
- 14.10. Review by the Office of the Independent Adjudicator (OIA) for Higher Education**
- 14.10.1. A student not satisfied with the outcome provided by the University following receipt of their COP letter may submit a complaint to the OIA.
- 14.10.2. Information on submitting a complaint to the OIA shall be contained within the COP letter. Information on how to submit a complaint to the OIA can also be found on their website: www.oiahe.org.uk.
- 14.10.3. The OIA will consider whether the University followed its policy correctly, and whether the outcome is reasonable in the light of the facts of the case. The OIA will not normally consider a submission until a student has completed the University's internal procedures.

Section 15 – Appendices

Appendix 1

1. The Role and Responsibilities of the University Research Degrees Sub-Committee

1.1. Terms and Conditions of the University Research Degrees Sub-Committee

1.1.1. The University Research Degrees Sub-Committee (URDSC), a sub-committee of the University Research and Impact Committee, has the delegated authority in matters relating to the management and administration of research degrees.

1.1.2. The main functions of the URDSC are:

- a) To monitor, evaluate and enhance the quality of the postgraduate research provision, ensuring that it satisfies the standards set down by external agencies.
- b) To oversee the doctoral path of postgraduate research students to ensure satisfactory progress and completion.
- c) To approve applications to register for MPhil/PhD, PhD by Practice, Practice-based PhD, PhD by Prior Publication/Portfolio and Professional Doctorates.
- d) To approve supervision teams including the appointment of external supervisors and any subsequent changes to supervision teams.
- e) To receive confirmation of supervision arrangements from Schools.
- f) To monitor and evaluate the overall progress and performance of postgraduate research degree students.
- g) To approve applications to transfer from MPhil to PhD.
- h) To approve the appointment of examiners for postgraduate research candidates for a higher degree.
- i) To receive confirmation of completions.
- j) To ensure provision of appropriate training and continued professional development for research supervisors.
- k) To recommend amendments to the postgraduate research regulatory frameworks and approve associated procedural and guidance documents.

1.1.3. The Committee is expected to liaise as necessary with the Academic Quality and Standards Committee with regard to the occasional revision of the postgraduate research regulatory frameworks to ensure consistency with the postgraduate taught regulatory frameworks.

1.2. Membership of the University Research Degrees Sub-Committee

1.2.1. The membership of the University Research Degrees Sub-Committee shall be constituted to ensure:

- a) appropriate experience of completed research degree supervision;
- b) appropriate experience of examining research degrees;
- c) a wide range of research experience and research-based publications;
- d) subject expertise to reflect the range of disciplines in which students are registered as far as is reasonably practicable; and
- e) familiarity with the University's postgraduate research regulations.

1.2.2. The above implies that:

- a) a majority of members of the University Research Degrees Sub-Committee shall have supervised two or more candidates to successful completion of PhD degrees;
- b) a substantial proportion shall have had experience of examining research degrees;
- c) there shall be clear evidence that members have publications, or are engaged in research activities leading to publication; and
- d) there is sufficient expertise represented on the University Research Degrees Sub-Committee to ensure that each application can be dealt with appropriately.

1.2.3. No person who is registered for a research degree shall be a member of the University Research Degrees Sub-Committee.

1.2.4. Members may be co-opted onto the University Research Degrees Sub-Committee for a period of no longer than one year.

1.3. Constitution and terms of reference of the University Research Degrees Sub-Committee

1.3.1. There shall be a constitution whose terms of reference shall include:

- a) the role and function of the committee;
- b) the membership criteria and period of office;
- c) the quorum required;
- d) the required frequency of meetings; and
- e) the powers of the committee.

Appendix 2

2. Specimen PhD Thesis Title Page

THE ORIGINS OF THE FARMERS'
CO-OPERATIVE IN WESSEX

JOHN SMITH

A thesis submitted in partial fulfilment of the
requirements of The University of West London
for the degree of Doctor of Philosophy

This research programme was carried out
in collaboration with the Borchester Farmers' Club

October 2020

Appendix 3

3. Specimen Professional Doctorate Title Page

AN EXPLORATORY STUDY INTO THE ROLE OF NURSES
PROVIDING SPECIALIST MEDICAL SERVICES

JOHN SMITH

A thesis submitted in partial fulfilment of the
requirements of the University of West London
for the degree of Doctor of Nursing

This research programme was carried out
in collaboration with the London North West Healthcare NHS Trust

October 2020

Appendix 4

4.1. Scope of Exemptions to the Academic Regulations

- 4.1.1. Exemptions to the Academic Regulations are applied on the basis of Course, Academic Partner, or Professional, Statutory, and Regulatory Body (PSRB) requirements. These exemptions are approved by the University's Course Approval Process, in line with the Qualifications and Curriculum Framework available at uwl.ac.uk/about-us/academic-quality-and-standards.
- 4.1.2. Exemptions to the Academic Regulations apply to the courses listed and replace or add to the standard Academic Regulations in Sections 1 to 14 above. They should be read alongside the standard Academic Regulations.
- 4.1.3. Unless stated, these exemptions apply to all variations and pathways of a course, for example, 'with Foundation' courses, apprenticeships, or enrollable lower awards such as a Postgraduate Certificate on a course that can also be studied at Masters level.

Register of Exemptions to the Academic Regulations

Claude Littner Business School	108
College of Nursing, Midwifery and Healthcare	109
Drama Studio London	124
Institute for Policing Studies	125
London College of Music	125
London Geller College of Hospitality and Tourism	125
London School of Film, Media and Design	128
School of Computing and Engineering	128
School of Human and Social Sciences	129
School of Law	130
School of Medicine and Biosciences	131

CLAUDE LITNER BUSINESS SCHOOL

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Association of Chartered Certified Accountants (ACCA)	BA (Hons) Accounting and Finance	<p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6, students are required to meet or exceed a mark of 35% for each summative assessment in the module and meet or exceed a module mark of 40%.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at Levels 5 or 6.</p>
Business College of Athens (BCA)	BSc (Hons) Accounting and Finance	<p>Language of Instruction Available with bilingual delivery; with Levels 3 and 4 taught and assessed in Greek, and Levels 5 and 6 taught and assessed in English.</p>
	BSc (Hons) Business Management	
	BSc (Hons) Business Management (Entrepreneurship and Innovation)	
	BSc (Hons) Marketing, Advertising and PR	
	BSc (Hons) Shipping	
Business College of Athens (BCA)	MBA for Executives	<p>Language of Instruction Available with Greek language delivery; with all Levels taught and assessed in Greek.</p>
	MSc Accounting and Finance	
	MSc Business Psychology and HRM	
	MSc Financial Technology	
	MSc Logistics and Supply Chain Management	
	MSc Logistics and Supply Chain Management (Maritime Logistics)	
	MSc Marketing	
	MSc Marketing (Advertising and PR)	
	MSc Marketing (Digital Marketing)	
Chartered Institute of Personnel and Development (CIPD)	BSc (Hons) Human Resource Management	<p>Compensation (see 8.6 above) Compensation is not permitted at Levels 5, 6, or 7.</p>
	MA Human Resource Management	

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Hunan University of Technology and Business (HUTB) Association of Chartered Certified Accountants (ACCA)	BA (Hons) Accounting and Finance (UWL Degree only)	<p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6, students are required to meet or exceed a mark of 35% for each summative assessment in the module and meet or exceed a module mark of 40%.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at Levels 5 or 6.</p> <p>Maximum Period of Registration (4.1 above) The maximum period of Registration is 6 years.</p>

COLLEGE OF NURSING, MIDWIFERY AND HEALTHCARE

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Health and Care Professions Council (HCPC)	BSc (Hons) Operating Department Practice	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 5 years 7 months.</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) Students are required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, students may be permitted to undertake a reassessment</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p>
<p>Health and Care Professions Council (HCPC)</p>	<p>MSc Paramedic Science</p>	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 1 to year 2 students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 1 of the course and achieve 90 credits at academic Level 7; b) Meet all the Course Requirements for year 1. <p>In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Nursing and Midwifery Council (NMC)	FdSc Nursing Associate	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) The maximum Recognition of Prior Learning (RPL) credit allowed cannot be more than 50% of the total credit required for the award, unless applicants are NMC registered nurses with no restrictions on practice.</p> <p>Applicants who are NMC registered nurses with no restrictions on practice, may RPL 120 credits at Level 4, and 60 credits at Level 5. Applicants with RPL are required to meet all practice placement requirements. Double counting is permitted (see 2.2.4 above).</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 4 or 5 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted.</p> <p>A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) Students are required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Nursing and Midwifery Council (NMC)	BMidwifery (Hons)	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted, except for RPCL from NMC-approved Midwifery courses where the applicant receives RPCL for a full Level of study.</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 5 years 7 months.</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) Students are required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p> <p>Final Award Mark (9.3 above) The final award mark is calculated by applying either of the two methods below:</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		a) 120 credits at Level 5 weighted at 0.5, and 120 credits at Level 6 weighted at 0.5; or b) 120 credits at Level 6.
Nursing and Midwifery Council (NMC)	MMidwifery (2 year shortened)	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted.</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 5 years 7 months.</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 5 or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module. To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 1 (Levels 6 and 7) to year 2 (Level 7) students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 1 of the course and achieve 60 credits at academic Level 6 and 60 credits at academic Level 7; b) Meet all the Course Requirements for year 1 (Level 6 and 7).

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p> <p>Award Requirements (9.2 above) Minimum credits required for each Level: Level 5: 20 credits Level 6: 160 credits Level 7: 180 credits Minimum total credits required: 360 credits</p>
Nursing and Midwifery Council (NMC)	MMidwifery (3 year)	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted, except for RPCL from NMC-approved Master of Midwifery courses where the applicant receives RPCL for a full year of study.</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 5 years 7 months.</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 5 or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module. To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 1 (Levels 5 and 6) to year 2 (Level 6 and 7) students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 1 of the course and achieve 20 credits at academic Level 5 and 100 credits at academic Level 6; b) Meet all the Course Requirements for year 1 (Level 5 and 6). <p>To progress from year 2 (Levels 6 and 7) to year 3 (Level 7) students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 2 of the course and achieve 60 credits at academic Level 6 and 60 credits at academic Level 7; b) Meet all the Course Requirements for year 1 (Level 6 and 7). <p>In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p> <p>Award Requirements (9.2 above) Minimum credits required for each Level: Level 6: 60 credits Level 7: 180 credits Minimum total credits required: 240 credits</p>
Nursing and Midwifery Council (NMC)	<p>BSc (Hons) Adult Nursing with Foundation</p> <hr/> <p>BSc (Hons) Children's Nursing with Foundation</p> <hr/> <p>BSc (Hons) Learning Disabilities with Foundation</p>	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted.</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 6 years 7 months.</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 3, 4, 5, or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>Number of Attempts (see 8.4 above) Retakes or Accelerated Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit at Level 4, 5, or 6. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) Students are required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, students progressing to Level 5 or 6 may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p>
Nursing and Midwifery Council (NMC)	<p>BSc (Hons) Adult Nursing</p> <hr/> <p>BSc (Hons) Children's Nursing</p> <hr/> <p>BSc (Hons) Learning Disabilities</p> <hr/> <p>BSc (Hons) Mental Health</p> <hr/> <p>BNurs (Hons) Adult</p> <hr/> <p>BNurs (Hons) Children's</p> <hr/> <p>BNurs (Hons) Learning Disabilities)</p> <hr/> <p>BNurs (hons) Mental Health</p>	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) The maximum Recognition of Prior Learning (RPL) credit allowed cannot be more than 50% of the total credit required for the award, unless applicants are NMC registered nurses with no restrictions on practice.</p> <p>Applicants who are NMC registered nurses with no restrictions on practice and who are seeking registration in an additional field are required to demonstrate RPL for 120 credits at Level 4, and 120 credits at Level 5. Double counting is permitted (see 2.2.4 above).</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 5 years 7 months.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) Students are required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p>
Nursing and Midwifery Council (NMC)	<p>MSci Adult and Mental Health Nursing (Dual Field)</p> <hr/> <p>MSci Children's and Mental Health Nursing (Dual Field)</p> <hr/> <p>MSci Learning Disabilities and Mental Health Nursing (Dual Field)</p> <hr/> <p>MSci Nursing Dual Field (Adult and Mental Health)</p> <hr/> <p>MSci Nursing Dual Field (Children's and Mental Health)</p>	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) The maximum Recognition of Prior Learning (RPL) credit allowed cannot be more than 50% of the total credit required for the award.</p> <p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 6 years.</p> <p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
	MSci Nursing Dual Field (Learning Disabilities and Mental Health)	<p>To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted.</p> <p>A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 2 (Level 5) to year 3 (Level 6) students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 2 of the course with a minimum average Level mark of 50% or more; b) achieve 120 credits at Level 5; c) Meet all the Course Requirements for year 2 (Level 5). <p>Where a minimum average of 50% has not been achieved, but all other progression criteria have been met, the student will be transferred to the BSc (Hons) Nursing course in their first field (ie Adult/Children's /Learning Disabilities), at the start of year 3 (level 6). This will provide eligibility for them to achieve registration in their first field of nursing (within 3 years), on successful completion of the BSc (Hons) Nursing course.</p> <p>To progress from year 3 (Level 6) to year 4 (Level 7) students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 3 of the course with a minimum average Level mark of 50% or more; b) achieve 120 credits at Level 6; c) Meet all the Course Requirements for year 3 (Level 6). <p>Where a student fails to progress from year 3 (Level 6) to year 4 (Level 7) the student will be considered for an Exit Award in Healthcare Studies. The Exit</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>Award does not confer eligibility for registration as a nurse with the NMC in either field.</p> <p>Students are required to meet all academic and course requirements for progression and completion each year. In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p> <p>Award Requirements (9.2 above)</p> <p>Minimum credits required for each Level:</p> <p>Level 4: 120 credits Level 5: 120 credits Level 6: 130 credits Level 7: 120 credits</p> <p>Minimum total credits required: 490 credits</p>
Nursing and Midwifery Council (NMC)	<p>MSc Nursing (Adult) Blended Learning – Pre-Registration</p> <hr/> <p>MSc Nursing (Learning Disabilities) Blended Learning – Pre-Registration</p> <hr/> <p>MSc Nursing (Adult) On Campus – Pre-Registration</p> <hr/> <p>MSc Nursing (Learning Disabilities) On Campus – Pre-Registration</p>	<p>Attendance and Engagement Requirements (see 5.1 above)</p> <p>Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above)</p> <p>The maximum Recognition of Prior Learning (RPL) credit allowed cannot be more than 50% of the total credit required for the award, unless applicants are NMC registered nurses with no restrictions on practice.</p> <p>Applicants who are NMC registered nurses with no restrictions on practice may RPL up to 100 credits. Double counting is permitted (2.2.4 above).</p> <p>Maximum Period of Registration (4.1 above)</p> <p>The Maximum Period of Registration is 5 years 7 months.</p> <p>Module Passes (see 8.3 above)</p> <p>To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above)</p> <p>Retakes are not permitted.</p> <p>A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 1 to year 2 students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 1 of the course and achieve 90 credits at academic Level 7; b) Meet all the Course Requirements for year 1. <p>In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p> <p>Award Requirements (9.2 above) Minimum credits required for each Level: Level 4: 10 credits Level 5: 10 credits Level 6: 110 credits (including 100 credit RPL requirement) Level 7: 180 credits Minimum total credits required: 310 credits</p>
Nursing and Midwifery Council (NMC)	<p>PGDip Nursing (Adult)</p> <hr/> <p>PGDip Nursing (Learning Disabilities)</p> <hr/> <p>PGDip Nursing (Mental Health)</p>	<p>Attendance and Engagement Requirements (see 5.1 above) Students are required to follow the College of Nursing, Midwifery and Healthcare Attendance Policy for Students on Professional Courses.</p> <p>Recognition of Prior Learning (see 2.2 above) The maximum Recognition of Prior Learning (RPL) credit allowed cannot be more than the 60 credits at Level 6 required as part of the application process, unless applicants are NMC registered nurses with no restrictions on practice.</p> <p>Applicants who are NMC registered nurses with no restrictions on practice, may RPL up to 70 credits at Level 7. Applicants with RPL are required to meet all practice placement requirements. Double counting is permitted (see 2.2.4 above).</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>Maximum Period of Registration (4.1 above) The Maximum Period of Registration is 5 years 7 months.</p> <p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 1 to year 2 students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 1 of the course and achieve 70 credits at academic Level 7; b) Meet all the Course Requirements for year 1. <p>In exceptional circumstances, students may be permitted to undertake a reassessment within a 12 week period of commencing the next year of the course. Failure to meet this condition will require the student to defer from the course and re-join at a later date (subject to placement capacity), when all components of assessment are complete.</p> <p>Award Requirements (9.2 above) Minimum credits required for each Level: Level 4: 10 credits Level 5: 10 credits Level 6: 100 credits (including 90 credit RPL requirement) Level 7: 140 credits Minimum total credits required: 260 credits</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Nursing and Midwifery Council (NMC)	Non-Medical Prescribing	<p>Module Passes (see 8.3 above) To pass a module at Level 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p>
Nursing and Midwifery Council (NMC) Health and Care Professions Council (HCPC)	Independent and Supplementary Prescribing	<p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p>
Society of Health Play Specialists (SoHPS)	FdA Healthcare Play Specialism	<p>Module Passes (see 8.3 above) To pass a module at Levels 4 or 5 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Number of Attempts (see 8.4 above) Retakes are not permitted. A second resit opportunity, referred to as an extraordinary attempt, may be offered to a student who has not passed a theory module resit. Such an extraordinary attempt is subject to availability, may be offered on one occasion only during a student's enrolment on the course of study, and will apply to one assessment in one theory module only. The mark for an extraordinary attempt is capped at the pass mark. The extraordinary attempt will take place at the next appropriate resit opportunity, as determined by the University, unless specified otherwise by relevant PSRB or other external agency. The opportunity for an extraordinary attempt is not available for practice modules.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) Where a student has not achieved 120 credits, they may progress from one Level of study to the next where they have not passed one module of 20 credits or less, with submission to the incomplete module at the next available attempt.</p>
UWL	BSc (Hons) Clinical Practice	<p>Recognition of Prior Learning (see 2.2 above) The maximum Recognition of Prior Certificated Learning (RPCL) credit allowed is 40 credits at Level 6. RCPL may be allowed for a further 60 credits (100 credits in total), where RPCL is for stand-alone credit-bearing modules on the course of study awarded by UWL.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		<p>Module Passes (see 8.3 above) To pass a module at Level 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p>
UWL	BSc (Hons) Nursing Studies (Top-Up)	<p>Module Passes (see 8.3 above) To pass a module at Level 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p>
UWL	MSc Advanced Clinical Practice <hr/> MSc Advancing Professional Practice <hr/> MSc Infection Prevention and Control	<p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p>
UWL	MSc Clinical Practice	<p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Award Requirements (9.2 above) Minimum credits required for each Level: a) 180 credits at Level 7 or b) 20 credits at Level 6 and 160 credits at Level 7</p>
UWL	MSc Leading Improvement in Health and Social Care	<p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p> <p>Progression (see 8.7 above) To progress from year 1 to year 2 students will need to meet all academic and course requirements, specifically: a) Pass all modules in year 1 of the course and achieve 60 credits at academic Level 7.</p> <p>To progress from year 2 to year 3 students will need to meet all academic and course requirements, specifically:</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		a) Pass all modules in year 2 of the course and achieve 120 credits at academic Level 7.

DRAMA STUDIO LONDON

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
The Council for Dance, Drama and Musical Theatre (CDMT)	CertHE Foundation Performance	<p>Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted.</p> <p>Attendance and Engagement Requirements (see 5.1 above) Students are required to attend all scheduled sessions.</p>
	BA (Hons) Professional Acting	Non-attendance at scheduled sessions for personal or medical reasons must be authorised by the School.
	PGDip Professional Acting	Students who fail to maintain a 90% attendance across scheduled sessions may be deferred or withdrawn by the University as outlined in 13.15.1 above.
	MA Professional Acting	<p>Module Passes (see 8.3 above) To pass a module a student must pass all practical performance assessments.</p>
The Council for Dance, Drama and Musical Theatre (CDMT)	MFA Professional Acting with Independent Production	<p>Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted.</p> <p>Attendance and Engagement Requirements (see 5.1 above) Students are required to attend all scheduled sessions. Non-attendance at scheduled sessions for personal or medical reasons must be authorised by the School. Students who fail to maintain a 90% attendance across scheduled sessions may be deferred or withdrawn by the University as outlined in 13.15.1 above.</p> <p>Module Passes (see 8.3 above) To pass a module a student must pass all practical performance assessments.</p> <p>Progression (see 8.7 above) To progress from year 1 to year 2 students will need to meet all academic and course requirements, specifically:</p> <p>a) Pass all modules and assessments in year 1 of the course, and achieve 120 credits at Level 7; b) Meet all the Course requirements for year 1, including attendance requirements.</p>

INSTITUTE FOR POLICING STUDIES

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
College of Policing	BSc (Hons) Professional Policing	<p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6, students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at Levels 4, 5, or 6.</p>

LONDON COLLEGE OF MUSIC

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Academy of Music and Sound	DipHE Music and Sound BA (Hons) Music and Sound (Top-Up)	<p>Language of Instruction Available with German language delivery with all Levels taught and assessed in German.</p>

LONDON GELLER COLLEGE OF HOSPITALITY AND TOURISM

PSRB/Partner	Courses (including all variations)	Exemptions to the standard Academic Regulations
Association for Nutrition (AfN)	MSc Nutrition, Health and Wellbeing	<p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above) Compensation is not permitted at any Level.</p>
Business College of Athens (BCA)	BA (Hons) Hospitality and Tourism Management	<p>Language of Instruction Available with bilingual delivery; with Levels 3 and 4 taught and assessed in Greek, and Levels 5 and 6 taught and assessed in English.</p>
Business College of Athens (BCA)	MA International Hospitality and Tourism Management MBA for Executives (Hospitality and Tourism)	<p>Language of Instruction Available with Greek language delivery; with all Levels taught and assessed in Greek.</p>
Relevant Aviation Authority eg Civil Aviation Authority (CAA), European Union Aviation Safety Agency (EASA), General Civil Aviation Authority (GCAA)	BSc (Hons) Aviation Management and Commercial Pilot Training	<p>Number of Attempts (see 8.4 above) Assessments in the following modules are arranged by the Associated Training Provider, and students must meet the requirements of the Relevant Aviation Authority or Associated Training Provider:</p> <ul style="list-style-type: none"> • Aircraft General Knowledge • Instruments • Meteorology • Principles of Flight Planning • Human Performance and Operational Procedures

PSRB/Partner	Courses (including all variations)	Exemptions to the standard Academic Regulations
		<ul style="list-style-type: none"> • Air Law and Communications • Flight Planning and Performance • Navigation • Airline Pilot Standards/Multi-Crew Cooperation • Commercial Pilot Licence and Multi-Engine Instrument Rating • APS/MCC • License Skills Test • Landing Training <p>Where a student on any of the above modules is unable to meet the requirements of the Relevant Aviation Authority or Associated Training Provider, following any available resits or retakes, they will be unable to continue the course and will be offered a transfer to the BSc (Hons) Airline and Airport Management course.</p> <p>Compensation (see 8.6 above) Compensation is not permitted for the above modules.</p> <p>Progression (see 8.7 above) To progress from year 1 (Level 4 and 5) to year 2 (Level 5 and 6) students will need to meet all academic and course requirements, specifically:</p> <ul style="list-style-type: none"> a) Pass all modules in year 1 of the course. <p>Final Award Mark (9.3 above) The final award mark is calculated by the following method:</p> <ul style="list-style-type: none"> a) 40 best credits at Level 5 weighted at 0.5, and the 40 best credits at Level 6, weighed 0.5. <p>Degree Classification (see 9.8 above) A higher classification will be awarded if the final degree mark is not more than 2 percentage points below the lower boundary of the classification to be awarded, and either:</p> <ul style="list-style-type: none"> a) at least 40 credits across Level 5 and Level 6 are from modules with marks in or above the higher classification; or b) at least 20 Level 6 credits are from modules with marks in or above the higher classification.
<p>Relevant Aviation Authority eg Civil Aviation Authority (CAA), European Union Aviation Safety Agency (EASA), General Civil</p>	<p>BSc (Hons) Aviation Management with Commercial Pilot Licence</p>	<p>Number of Attempts (see 8.4 above) Assessments in the following modules are arranged by the Associated Training Provider, and students must meet the requirements of the Relevant Aviation Authority or Associated Training Provider:</p> <ul style="list-style-type: none"> • PPL Theory and Practical • ATPL Theory

PSRB/Partner	Courses (including all variations)	Exemptions to the standard Academic Regulations
Aviation Authority (GCAA)		<ul style="list-style-type: none"> • ATPL Hour Building • APS/MCC • Hour Building and Advanced Training <p>Where a student on any of the above modules is unable to meet the requirements of the Relevant Aviation Authority or Associated Training Provider, following any available resits or retakes, they will be unable to continue the course and will be offered a transfer to the BSc (Hons) Aviation Management with Private Pilot Licence or BSc (Hons) Airline and Airport Management course.</p> <p>Compensation (see 8.6 above) Compensation is not permitted for the above modules.</p> <p>Progression (see 8.7 above) To progress from year 1 (Level 4 and 5) to year 2 (Level 5 and 6) students will need to meet all academic and course requirements, specifically:</p> <ol style="list-style-type: none"> a) Complete all requirements for the Private Pilot Licence. <p>Final Award Mark (9.3 above) The final award mark is calculated by the following method:</p> <ol style="list-style-type: none"> a) 40 best credits at Level 5 weighted at 0.5, and the 40 best credits at Level 6, weighed 0.5. <p>Degree Classification (see 9.8 above) A higher classification will be awarded if the final degree mark is not more than 2 percentage points below the lower boundary of the classification to be awarded, and either:</p> <ol style="list-style-type: none"> a) at least 40 credits across Level 5 and Level 6 are from modules with marks in or above the higher classification; or b) at least 20 Level 6 credits are from modules with marks in or above the higher classification.
Relevant Aviation Authority eg Civil Aviation Authority (CAA), European Union Aviation Safety Agency (EASA), General Civil Aviation Authority (GCAA)	BSc (Hons) Aviation Management with Private Pilot Licence	<p>Number of Attempts (see 8.4 above) Assessments in the following module are arranged by the Associated Training Provider, and students must meet the requirements of the Relevant Aviation Authority or Associated Training Provider:</p> <ul style="list-style-type: none"> • PPL Theory and Practical <p>Where a student on the above module is unable to meet the requirements of the Relevant Aviation Authority or Associated Training Provider, following any available resits or retakes, they will be unable to continue the course and will be offered a transfer to</p>

PSRB/Partner	Courses (including all variations)	Exemptions to the standard Academic Regulations
		the BSc (Hons) Airline and Airport Management course. Compensation (see 8.6 above) Compensation is not permitted for the above modules.
UWL	Executive MSc Air Transport Operations and Management	Recognition of Prior Learning (see 2.2 above) Recognition of Prior Learning is not permitted.

LONDON SCHOOL OF FILM, MEDIA AND DESIGN

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Broadcast Journalism Training Council (BJTC)	BA (Hons) Journalism with Content Creation	Module Passes (see 8.3 above) To pass the following module at Level 5 students are required to meet or exceed a mark of 40% for each summative assessment in the module: <ul style="list-style-type: none"> • Law for Journalists. Compensation (see 8.6 above) Compensation is not permitted for the following module: <ul style="list-style-type: none"> • Law for Journalists.

SCHOOL OF COMPUTING AND ENGINEERING

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Business College of Athens (BCA)	BSc (Hons) Computer Science	Language of Instruction Available with bilingual delivery; with Levels 3 and 4 taught and assessed in Greek, and Levels 5 and 6 taught and assessed in English.
Business College of Athens (BCA)	MSc Applied Cyber Security MSc Project Management	Language of Instruction Available with Greek language delivery; with all Levels taught and assessed in Greek.
Institution of Engineering and Technology (IET)	BEng (Hons) Electrical and Electronic Engineering BSc (Hons) Computer Science BSc (Hons) Sound Engineering	Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6, students are required to meet or exceed a mark of 30% for each summative assessment in the module and meet or exceed a module mark of 40%. Compensation (see 8.6 above) Compensation is not permitted at Levels 4, 5, or 6.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
The Joint Board of Moderators (JBM): <ul style="list-style-type: none"> Chartered Institution of Highways and Transportation (CIHT) Institution of Civil Engineers (ICE) Institute of Highway Engineers (IHE) Institution of Structural Engineers (IStructE) Permanent Way Institution (PWI) The Chartered Institution of Civil Engineering Surveyors (CICES) The Chartered Institution of Water & Environmental Management (CIWEM)	FdEng Civil and Environmental Engineering BEng (Hons) Civil and Environmental Engineering BEng (Hons) Civil Engineering MSc Civil and Environmental Engineering MEng Civil Engineering MSc Civil Engineering MSc Structural Engineering	Compensation (see 8.6 above) Compensation is not permitted at Levels 4, 5, 6, or 7.
UWL	MSc Applied Acoustics (Top-Up)	Award Requirements (9.2 above) Minimum total credits required: 90 credits

SCHOOL OF HUMAN AND SOCIAL SCIENCES

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
British Psychological Society (BPS)	MSc Health Psychology	Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module. Compensation (see 8.6 above) Compensation is not permitted at any Level.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
British Psychological Society (BPS)	MSc Psychology of Mental Health	<p>Recognition of Prior Learning (see 2.2 above) The maximum Recognition of Prior Learning (RPL) credit allowed is 60 credits at Level 7.</p> <p>Recognition of Prior Experiential Learning (RPEL) is not permitted.</p> <p>Module Passes (see 8.3 above) To pass a module at Level 7 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p>
Business College of Athens (BCA)	BA (Hons) Early Childhood Care and Education	<p>Language of Instruction Available with Greek language delivery; with all Levels taught and assessed in Greek.</p>
	BSc (Hons) Psychology Studies	
	MSc Psychology (Conversion)	
	MSc Child Development and Educational Psychology	
Chartered Society of Forensic Sciences (CSFS)	BSc (Hons) Forensic Science	<p>Module Passes (see 8.3 above) To pass a module at Levels 4, 5, or 6, students are required to meet or exceed a mark of 30% for each summative assessment in the module and meet or exceed a module mark of 40%.</p>

SCHOOL OF LAW

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Bar Standards Board	LLB (Hons)	<p>Module Passes (see 8.3 above) To pass a module at Level 4, 5, or 6 students are required to meet or exceed a mark of 20% for each summative assessment in the module and meet or exceed a module mark of 40%.</p> <p>Compensation (see 8.6 above) A maximum of one module can be compensated at each of Levels 4, 5, and 6, where a student meets or exceeds a mark of 20% for each summative assessment in the module, the final module mark is no more than 5 percentage points below the pass mark (a minimum of 35%), the student has passed all other modules at that Level, and the module is otherwise eligible for a compensation.</p>
Solicitors Regulation Authority (SRA)	PGDip Legal Practice (Stages I and II of the Legal Practice Course (LPC))	<p>Recognition of Prior Learning (see 2.2 above) No Recognition of Prior Experiential Learning (RPEL) is permitted.</p>

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
	LLM Legal Practice (Stages I and II LPC)	<p>Recognition of Prior Certificated Learning (RPCL) is permitted for the PGDip Legal Practice and LLM Legal Practice (including Stages I and II LPC) for those who have passed with another provider the entirety of Stage I, or the entirety of Stage I and elements of Stage II, or the entirety of Stage II only or elements of Stage II.</p> <p>RPCL will only be permitted where the PGDip Legal Practice and LLM Legal Practice can be completed within five years of the date of the applicant's first submission to assessment.</p> <p>RPCL is permitted for elements of the PGDip Legal Practice and LLM Legal Practice for applicants who have completed an accredited Bar training course (BVC/BPTC) within the preceding five years in accordance with the SRA Legal Practice Course Information Pack dated 25/7/2017.</p> <p>Compensation (see 8.6 above)</p> <p>No compensation is permitted for any element of PGDip Legal Practice (Stages I and II of the Legal Practice Course (LPC)) or the LLM Legal Practice save that a compensated pass may be permitted for one LLM Legal Practice module (excluding the Dissertation) of up to 30 credits where the LLM is passed overall with an average mark of at least 50% and where the module to be compensated has a mark of at least 40%.</p> <p>See also 4.2 below</p>

SCHOOL OF MEDICINE AND BIOSCIENCES

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Central CPD	PGCert Small Animal Internal Medicine	<p>Maximum Period of Registration (4.1 above)</p> <p>The Maximum Period of Registration is 3 years.</p> <p>Recognition of Prior Learning (see 2.2 above)</p> <p>Recognition of Prior Learning is not permitted.</p> <p>Compensation (see 8.6 above)</p> <p>Compensation is not permitted at any Level.</p>
Health and Care Professions Council (HCPC)	<p>MSc Clinical Science with Immunopathology</p> <p>MSci Clinical Science with Immunopathology</p>	<p>Module Passes (see 8.3 above)</p> <p>To pass a module at Level 4, 5, or 6 students are required to meet or exceed a mark of 40% for each summative assessment in the module.</p> <p>To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each summative assessment in the module.</p> <p>Compensation (see 8.6 above)</p> <p>Compensation is not permitted at any Level.</p>

4.2. Special Regulations for the Postgraduate Diploma in Law – Legal Practice Course (LPC) and the LLM Legal Practice

Note: The following Special Regulations apply to all variants of the LLM Legal Practice and the PGDip Legal Practice and should be read in conjunction with Section 8 – Taught Regulations and Section 9 – Award Regulations. In the event of any conflict, the Special Regulations and any other Professional Body Requirements take precedence over the Taught and Award Regulations above.

4.2.1. Minimum and Maximum Period of Registration

4.2.1.1. The Postgraduate Diploma in Legal Practice (Stages I and II of the LPC) must be completed within five years of the date on which the student attempted their first assessment (whether or not they were successful). This maximum period applies to part-time and full-time study and includes any period of deferral and any allowance for mitigating circumstances.

4.2.1.2. For students entering with RPCL, the maximum period of registration will be calculated from the date of the first assessment of the credit for which RPCL is claimed.

4.2.1.3. For students entering with RPCL who have successfully completed an accredited Bar training course the maximum period of registration will be calculated from first registration on the LPC, provided the student completed the accredited bar training course no earlier than five years prior to the date of their registration.

4.2.2. Scheme of assessment

4.2.2.1. The LPC comprises Stage I and Stage II. To pass Stage I a student must pass the Core Practice Areas, the five Skills (Practical Legal Research, Writing, Drafting, Interviewing and Advising and Advocacy), Professional Conduct and Regulation and Solicitors Accounts. The Outcomes of Wills and the Administration of Estates are assessed in the Interviewing and Advising assessment. The outcomes for Taxation are assessed in the Business law and Practice, Property Law and Practice, and the Interviewing and Advising assessments.

4.2.2.2. To pass Stage II a student must pass 3 different Vocational Electives.

4.2.2.3. LPC assessments will take place in accordance with the published LPC Assessment Schedule.

4.2.3. Assessment of Stage I – the three Core Practice Areas

4.2.3.1. In the three Core Practice Areas of Litigation, Property Law and Practice, and Business Law and Practice, a student must achieve an overall pass mark of 50% in each practice area. All individual elements of each Core Practice assessment must be completed in the same assessment period and any individual elements of any Core Practice assessment cannot be carried over to a later assessment period.

4.2.3.2. A student who fails to achieve a pass at first attempt in any Core Practice assessment(s) shall be permitted a resit opportunity in the failed assessment(s).

4.2.3.3. A student who fails to achieve a pass in any resit Core Practice assessment(s) shall be permitted a second final resit attempt.

4.2.3.4. All resits will be taken at points determined by the LPC Assessment Schedule.

4.2.3.5. Resit marks will not be capped.

- 4.2.3.6. Failure to pass at the second final resit attempt will result in failure of Stage I.
- 4.2.4. **Assessment of Stage I – Skills, Professional Conduct and Regulation and Solicitors Accounts**
- 4.2.4.1. A student who fails to achieve competence at the first attempt in any of the five skills assessments, or a pass of 50% in the Professional Conduct and Regulation assessment and the Solicitors Accounts assessment shall be permitted a resit opportunity in the failed assessment(s).
- 4.2.4.2. A student who fails to achieve competence or a pass in any resit assessment(s) shall be permitted a second final resit attempt.
- 4.2.4.3. All resits will be taken at points determined by the LPC Assessment Schedule.
- 4.2.4.4. Resit marks will not be capped.
- 4.2.4.5. Failure to pass at the second final resit attempt will result in failure of Stage I.
- 4.2.5. **Failure of Stage I**
- 4.2.5.1. Where a failure in one or more assessments results in the overall failure of Stage I, the entirety of Stage I and all Stage I assessments must be retaken. No previous passes or grades may be retained.
- 4.2.5.2. Retaking will require re-enrolment, payment of fees, attendance, and submission of all assessments.
- 4.2.6. **Assessment of Stage II – the Vocational Electives**
- 4.2.6.1. A student who fails to achieve a pass of 50% at first attempt in any Vocational Elective assessment shall be permitted a resit opportunity.
- 4.2.6.2. A student who fails to achieve a pass in any resit Vocational Elective assessment(s) shall be permitted a second, final resit attempt.
- 4.2.6.3. All resits will be taken at points determined by the LPC Assessment Schedule.
- 4.2.6.4. Resit marks will not be capped.
- 4.2.6.5. A student who fails a Vocational Elective at the second final resit may either retake the same Vocational Elective or may enrol for a new Vocational Elective, subject to the five year registration period for completion of Stage I and Stage II of the LPC. Retaking will require re-enrolment, payment of fees, attendance and submission of all assessments. Where a Vocational Elective subject is no longer offered, a student may be required to attempt an alternative Vocational Elective of their choice.
- 4.2.7. **Resits and Deferrals**
- 4.2.7.1. A student who must resit, or who has deferred any Core Practice or Vocational Elective assessment(s), will normally take resit or deferred assessments at one of the next two opportunities, as determined by the LPC Assessment Schedule.
- 4.2.7.2. A student who must resit, or who has deferred any Skills, Professional Conduct or Solicitors Accounts assessment(s), will normally take all resit and deferred assessments at the first available opportunity, as determined by the LPC Assessment Schedule.

4.2.8. **Re-assessments: Current Law**

4.2.8.1. Any assessments or resits will be based on the law in force at the time of the assessment, regardless of the law taught to the student during the course.

4.2.9. **Requirements for completion of Stage I of the LPC and for the Award of Postgraduate Certificate in Legal Practice**

4.2.9.1. To successfully complete Stage I of the LPC, and to be eligible for the award of Postgraduate Certificate in Legal Practice, a student must:

- a) Take and pass all modules for Stage I, including a pass in each of the three Core Practice areas (Litigation, Property Law and Practice, and Business Law and Practice);
- b) Achieve a minimum module mark of at least 50% in all modules;
- c) Achieve competence in each of the five skills: Interviewing and Advising, Writing, Drafting, Advocacy, and Practical Legal Research;
- d) Achieve a pass in Professional Conduct and Regulation and Solicitors' Accounts; and
- e) Demonstrate achievement of the Learning Outcomes for Taxation and Wills and Administration of Estates.

4.2.9.2. On successful completion of Stage I of the LPC, the student will be issued with a transcript in the form required by the Solicitors' Regulation Authority.

4.2.10. **Requirements for completion of Stages I and II of the LPC and for the Award of Postgraduate Diploma in Legal Practice**

4.2.10.1. To successfully complete Stages I and II of the LPC, and to be eligible for the award of Postgraduate Diploma in Legal Practice, a student must:

- a) Take and pass all modules for Stage I and Stage II, to a total of 120 credits, including a pass in each of the three Core Practice areas (Litigation, Property Law and Practice, and Business Law and Practice); and a pass in three Vocational Elective modules;
- b) Achieve a minimum module mark of at least 50% in all modules;
- c) Achieve competence in each of the five skills: Interviewing and Advising, Writing, Drafting, Advocacy, and Practical Legal Research;
- d) Achieve a pass in Professional Conduct and Regulation and Solicitors' Accounts; and
- e) Demonstrate achievement of the Learning Outcomes for Taxation, and Wills and Administration of Estates.

4.2.10.2. On successful completion of Stages I and II of the LPC, the student will be issued with a transcript in the form required by the Solicitors Regulation Authority.

4.2.11. **Requirements for the Award of LLM Legal Practice**

4.2.11.1. To be eligible for the LLM Legal Practice, a student must:

- a) Meet all requirements for the award of PGDip in Legal Practice (LPC);
- b) Take and pass two additional modules in Research Methodology and the Dissertation to a total credit value of 60 Level 7 credits.
- c) A compensated pass for one module of up to 30 credits is permitted (excluding the Dissertation).

4.2.12. **Requirements for Merit or Distinction in the PGDip Legal Practice**

- 4.2.12.1. A student who has fulfilled all the requirements for the Postgraduate Diploma in Legal Practice will be eligible for an award with Merit where the following are met:
- a) an average mark of 60% or more across all 6 Core Practice and Vocational Elective assessments; and
 - b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
 - c) has passed all other assessments at first attempt, save for a single failure to pass a Skills assessment or the Solicitors Accounts assessment at first attempt, which has subsequently been passed at the first resit attempt.
- 4.2.12.2. A student who has fulfilled all the requirements for the Postgraduate Diploma in Legal Practice will be eligible for an award with distinction where the following are met:
- a) an average mark of 70% or more across all 6 Core Practice and Vocational Elective assessments; and
 - b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
 - c) has passed all other assessments at first attempt.
- 4.2.13. **Requirements for Merit or Distinction in the LLM Legal Practice**
- 4.2.13.1. A student who has fulfilled all the requirements for the Master of Laws in Legal Practice will be eligible for an award with merit where the following are met:
- a) an overall average mark weighted by credit value of 60% or above; and
 - b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
 - c) has passed all other Stage I and Stage II assessments at first attempt, save for a single failure to pass a Skills assessment or the Solicitors Accounts assessment at first attempt, which has subsequently been passed at the first resit attempt.
- 4.2.13.2. A student who has fulfilled all the requirements for the Master of Laws in Legal Practice will be eligible for an award with distinction where the following are met:
- a) an overall average mark weighted by credit value of 70% or above; and
 - b) has passed all Core Practice and Vocational Elective assessments at first attempt; and
 - c) has passed all other Stage I and Stage II assessments at first attempt.
- 4.2.14. **Academic Offences**
- 4.2.14.1. The Academic Regulations on academic offences will apply to the Legal Practice Course and to the associated LLM Legal Practice.
- 4.2.14.2. In addition to the University's Regulations, the Solicitors' Regulation Authority also has the power to treat academic misconduct as a professional disciplinary offence. Where academic or other misconduct upheld by the University and determined as an offence that may have a bearing on the character and suitability of a student to become a solicitor, the University will normally report any upheld offence to the SRA.
- 4.2.15. **Mitigation and the Fit to Sit policy**
- 4.2.15.1. The Legal Practice Course 'fit to sit' policy, as agreed by the Solicitors Regulation Authority, applies to all modules and assessments of the Postgraduate Diploma in Legal Practice.

- 4.2.15.2. In accordance with the published policy, all students must complete the 'fit to sit' declaration when taking any assessment for the LPC. The policy requires students to confirm that at the point of assessment there are no known mitigating circumstances that would adversely affect, or have adversely affected their performance at assessment and that they are fit to sit the assessment.
- 4.2.15.3. In signing the 'fit to sit' declaration, the student also confirms that any agreed reasonable adjustments have been provided.
- 4.2.15.4. Where a student completes any assessment having made a 'fit to sit' declaration, any retrospective claim for mitigating circumstances will not be accepted and the grades awarded will stand.
- 4.2.15.5. The University's standard extension processes are not available for the LPC-specific modules. The LPC course Handbook sets out the specific process available for LPC modules and this must be adhered to.
- 4.2.15.6. The University's standard mitigation processes are not available for the LPC-specific modules. Any such requests or claims must take place via the process set out in the LPC Handbook.
- 4.2.15.7. Students may only submit claims for Mitigating Circumstances for:
- a) Non-submission of a written assessment; or
 - b) Non-attendance at an examination or other scheduled assessment; or
 - c) Unforeseen circumstances or illness arising during the course of an examination or other scheduled assessment.
- 4.2.15.8. Exceptionally, if despite signature of the fit to sit' declaration, a student becomes aware of any circumstances that may adversely affect their performance in any assessment, such as illness during an examination or other unforeseen circumstances, a claim for mitigating circumstances may be submitted, accompanied by evidence to support the claim.
- 4.2.15.9. Where a mitigation claim is accepted, the mitigated assessment attempt will be disregarded and the mitigated assessment will not be recorded as one of the attempts on the student's transcript.
- 4.2.16. **Appeals**
- 4.2.16.1. The University's Appeals Regulations will apply to any appeal against the decision of the LPC Assessment Board.

Appendix 5

5. University of West London Awards

UWL Awards Undergraduate

Level 3 Awards (outside the FHEQ)

Certificate of Achievement at Level 3
Foundation Diploma (JCA Only)

Level 4 Awards

Certificate in Higher Education (Cert HE)

Level 5 Awards

Diploma in Higher Education (Dip HE)
Foundation Degree in Arts (FdA)
Foundation Degree in Science (FdSc)
Foundation Degree in Engineering (FdEng)

Level 6 Awards, Ordinary and Honours Degrees

Bachelor of Arts (BA or BA (Hons))
Bachelor of Science (BSc or BSc (Hons))
Bachelor of Engineering (BEng or BEng (Hons))
Bachelor of Laws (LLB or LLB (Hons))
Bachelor of Midwifery (BMidwifery (Hons))
Bachelor of Nursing (BNurs (Hons))
Bachelor of Music (BMus or BMus (Hons))

Graduate Certificates and Diplomas

Graduate Certificate (Grad Cert)
Graduate Diploma (Grad Dip)

Level 7 Awards Integrated Masters Degrees

Master in Science (MSci)
Master of Engineering (MEng)

UWL Awards Postgraduate

Postgraduate Level 7 Awards Postgraduate Certificates and Diplomas

Postgraduate Certificate (PGCert)
Postgraduate Diploma (PGDip)

Masters Degrees (Taught)

Master of Arts (MA)
Master of Science (MSc)
Master of Business Administration (MBA)
Master of Education (MEd)
Master of Higher Education (MHEd)
Master of Laws (LLM)
Master of Midwifery (MMidwifery)
Master of Music (MMus)
Master of Public Health (MPH)

Master of Research (MRes)
Master of Fine Arts (MFA)

Masters Degrees (Research)

Master of Philosophy (MPhil) only as an exit award to the PhD or Doctorates

Level 8 Awards

Doctoral Degrees (Taught)

Doctor of Business Administration (DBA)
Doctor of Education (EdD)
Doctor of Nursing (DNurs)
Doctor of Midwifery (DMid)
Doctor of Music (DMus)
Doctor of Health Science (DHSc)
Doctor of Health Studies (DHS)
Doctor of Policing, Crime and Security (DPCS)
Doctor of Health Services Delivery (DHSD)

Doctoral Degrees (Research)

Doctor of Philosophy (PhD)

London College of Music Examinations Awards

Level 4 Award

Diploma of the London College of Music (DipLCM/DipMusLCM)

Level 5 Awards

Associate of the London College of Music (ALCM/AMusLCM)

Level 6 Awards

Licentiate of the London College of Music (LLCM/LMusLCM)

Level 7 Awards

Fellow of the London College of Music (FLCM)



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