UNIVERSITY OF
WEST LONDON
The Career University

2026 - 2027

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 the Enhancement of Learning and Teaching (CELT): supports professional practice in relation to learning, teaching, assessment, and 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 UKVI sponsored international students 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 (Academic) (DVC): 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

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.

Distance Learning: In accordance with the Department for Education's definition, a student is considered to be distance learning where they are not expected to attend on a regular, timetabled, in-person basis, at least one weekday per week. Engagement may involve online, occasional in-person, or weekend learning and teaching.

Dual/Double Degree Awards: the granting of separate awards (and certificates) for the same course by two degree-awarding bodies who have jointly delivered the programme of study. Double degree awards have joint requirements for both awards, Dual degree awards have independent requirements for each award.

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.

Full-time Study: In accordance with the Department for Education's definition, full-time study requires the student to engage in study on most days, and for the majority of weeks in the academic year. This normally involves at least 24 weeks of structured activity, and an average workload of 21 hours per week during term-time, including taught sessions, guided learning, and independent study.

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 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-students/disability-support

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

Interruption of Studies: a break in teaching of one or more semesters for students who cannot Progress between Levels or complete their award due to outstanding resits, mitigation, or retakes.

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 evision.uwl.ac.uk.

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

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

Readmission: Application, acceptance and enrolment of a student on a course of study at the University or Academic Partner, following a previous **Withdrawal from Studies** decision for the same or different course of study.

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.

Reinstatement: The re-enrolment on the same instance of a course following the reversal of a **Withdrawal from Studies** decision.

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.

Resumption of Studies: The return of a student to study following a period of **Deferral of Studies** or **Break in Learning**.

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 Deputy Vice-Chancellor (Education and Student Experience) (SDVC): 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

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.

Suspension of Studies: exclusion from the University as part of a Fitness to Study, **Fitness to Practise**, or **Student Disciplinary** process or outcome. The suspension may exclude the student from access to the University, teaching, and/or all resources.

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 Support Team supporting students through their studies. See uwl.ac.uk/current-students/support-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

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 the Enhancement of Learning and Teaching
CertHE	Certificate of Higher Education
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
DWP	Department for Work and Pensions
EC	Education Committee
EdD	Doctor of Education
ECTS	European Credit Transfer and Accumulation System
EPA	End Point Assessment
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
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
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
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	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
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 2026-27, 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 1 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 10.6 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 Apprenticeship funding 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 enrols 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. Applicants for University Apprenticeship Courses must be ordinarily resident in the UK (as defined in the 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 UKVI sponsored international students, 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, except for dual or double degree awards offered by the University and its partners.

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 Support) 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 × (total number of credits required for the award ÷ 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 excepting 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 all scheduled teaching sessions and other required learning activities associated with their course of study, and to engage with their course as required by the University's Student Attendance and Engagement Monitoring Policy: uwl.ac.uk/about-us/policies-and-regulations/student-attendance-and-engagement-monitoring.

5.1.2. UKVI sponsored international students and apprenticeship students have additional requirements in relation to attendance and engagement which are detailed in the Student Attendance and Engagement Monitoring Policy.

5.1.3. All students should refer to the published Student Attendance and Engagement Monitoring Policy: uwl.ac.uk/about-us/policies-and-regulations/student-attendance-and-engagement-monitoring and any 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/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 a student does not meet attendance and engagement requirements, the University may take supportive or formal action in accordance with the Student Attendance and Engagement Monitoring Policy. Formal action may include requiring the student to defer their studies in accordance with section 13.11 below, or withdrawing them from their course in accordance with section 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 via the Student Portal at portal.uwl.ac.uk.

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 via the Student Portal at portal.uwl.ac.uk on the Examination Timetable.

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 1, 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 × 30 = 1560
64	70	64 × 70 = 4480
Pass	0	N/A

Sum of weighted module marks = 1560 +4480 = 6040;
Module mark: 6040 ÷ 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. Resits and retakes must be taken at the next 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 UKVI sponsored international students, 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 Support) 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 1, 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 × 20 = 700
Module not complete	20	0 × 20 = 0
42	20	42 × 20 = 840
53	20	53 × 20 = 1060
65	40	65 × 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 ÷ 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 opportunity;

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 Support) for advice on any impact on their student loan and finances.

8.8.3. Students who have failed to progress or complete their award and have no scheduled teaching for one or more semesters of study are considered to be interrupted. While interrupted, 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 Support, but student loan funding is not usually available during periods of interruption. Students should contact the Student Money and Immigration Advice Team (Student Support) for advice.

8.8.4. Where a UKVI sponsored international student has failed to progress and is considered to be interrupted (see 8.8.3 above) the student visa will be cancelled. Incomplete modules will need to be completed from the student's home country, with any in-person assessments completed under a visitor visa, where possible. Where a UKVI sponsored international student needs to return for any retakes, or to continue their course of study at the next appropriate progression point, this is subject to continued University sponsorship. Students should contact the Student Money and Immigration Advice Team (Student Support) for advice on how this may affect their visa status.

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 UKVI sponsored international students, 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 Support) 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.

9.1.4. Exit Awards are not available for Top-Up courses, such as the Bachelor's Degree with Honours Top-Up.

9.1.5. The date of the Award or Exit Award and the transcript is normally the date of the awarding Assessment Board. Where there is a delay in awarding, the Award or Exit Award and the transcript will be backdated to the date of the earliest relevant Assessment Board after the student met the Award or Exit Award requirements.

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 1;

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.

9.2.5. Students will only be eligible for an Award or Exit Award listed in the Table of Award Requirements below where that Award or Exit Award is approved for their course of study.

Table of Award Requirements

For the full list of awards titles see Section 15 – Appendices, Appendix 2.

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 × 20 × 1 = 1180
69	40	1	69 × 40 × 1 = 2760

Sum of weighted module marks = 1180 + 2760 = 3940;
Number of credits: 20 + 40 = 60;
Final mark: 3940 ÷ 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 1, 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 satisfactory 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. Scope of Postgraduate Research Regulations

10.1.1. These regulations apply to all the University's doctoral research courses, and the research component of professional doctorates. They replace or add to the standard regulations in the Sections above and below. They should be read alongside the standard Academic Regulations.

10.1.2. These regulations also apply to doctoral research courses at the University's academic partners. Where other regulations apply, this will be set out in individual Doctoral Specifications.

10.1.3. The University Research Degrees Sub-Committee (URDSC) has oversight of doctoral research courses, and the research component of professional doctorates. URDSC oversees registrations, supervision, transfers, examinations, and awards for all doctorates on the authority of the Academic Board.

10.2. Admissions

10.2.1. Applicants must meet the entry requirements set out in individual Doctoral Specifications, and are subject to supervisor capacity and expertise, and University resources.

10.2.2. Where doctoral research forms part of a larger group project, the applicant's individual and group contribution must be identified in the application to the doctoral research course.

10.2.3. The University may approve applications for doctoral research involving collaboration with commercial, industrial, professional, or research bodies. This may involve joint delivery of facilities, resources, and supervision between the University and the Collaborating Establishment, and must be recorded on the thesis and Award.

10.3. Enrolments and Fees

10.3.1. On Enrolment, a principal supervisor will be allocated to the doctoral student. An additional supervisor(s) will be allocated before submitting an application to register to the University Research Degrees Sub-Committee (URDSC). Professional Doctorate students may receive support from the Course Team instead of allocation of additional supervisor(s).

10.3.2. Following enrolment, doctoral students, must complete research training before submitting an application to register to the University Research Degrees Sub-Committee (URDSC). This excludes Professional Doctorate students, who must have successfully completed the taught component prior to submitting an application to register.

10.3.3. Fees are due each year of study and based upon the mode of study (full-time or part-time, and on-campus or distance learning). Fees may be subject to Government regulation and change. See also 3.4 above.

10.4. Registration

10.4.1. All doctoral students must submit an application to register to the University Research Degrees Sub-Committee (URDSC). The application must include details of proposed supervisors and any external advisors, and the research proposal must meet the requirements set out in individual Doctoral Specifications. The principal supervisor or nominee shall present the application and proposal to URDSC.

10.4.2. Following approval of registration all doctoral students must submit an application for ethical approval to the relevant School/College Research Ethics Panel.

10.4.3. Following approval of registration, doctoral students are initially registered on the exit award of Master of Philosophy (MPhil), and make an application to transfer registration to Doctorate when sufficient progress has been made. See 10.6.6 below.

10.4.4. A doctoral student will normally be allowed two attempts to submit an application to register to URDSC. Where URDSC rejects both attempts the doctoral student will normally be withdrawn from the doctoral course by the University.

10.4.5. Where there are concerns about the doctoral student's progress towards their application to register the principal supervisor or Graduate School will initiate a probation period, normally for four weeks. During this probation period the doctoral student must attend weekly meetings with their principal supervisor and a Graduate School representative. Where the doctoral student fails to make sufficient progress within the probation period, they will be withdrawn by the University, see 13.15 below.

10.4.6. URDSC may approve concurrent study, where this will not detract from the doctoral course. See 3.2.2 above.

10.4.7. The minimum and maximum period of registration is set out in individual Doctoral Specifications, and based on the mode of study (full-time or part-time):

Award	Mode of Study	Minimum Period of Registration (in months)	Maximum Period of Registration (in months)
PhD/Professional Doctorate	Full-time	33	48
PhD/Professional Doctorate	Part-time	45	72
PhD by Prior Publication / Portfolio	Part-time	12	24

10.4.8. Where a doctoral student changes mode of study, the part-time minimum and maximum registration period will apply.

10.4.9. Where a doctoral student is admitted with Recognition of Prior Learning, URDSC will normally shorten the minimum and maximum period of registration by the time spent on research counted towards the RPL. See 2.2 above.

10.4.10. Any change between doctoral pathways or change to the research proposal approved at registration must receive formal approval from the URDSC.

10.4.11. URDSC may approve an application to reduce the minimum period of registration or extend the maximum period of registration. Extensions will normally be for no more than one year.

10.4.12. URDSC may approve an application to defer (see 13.10 below). Deferrals will normally be for no more than one year. Any extension beyond this period may be approved by

URDSC in exceptional circumstances. Periods of deferral do not count towards the minimum and maximum periods of registration.

10.5. Supervisors and Advisers

10.5.1. Supervisors are active and experienced researchers responsible for overseeing doctoral student research and monitoring progress. Supervisors should normally have a doctorate, and the supervision team must have a combined experience of supervising at least two doctoral students to successful completion. University and Academic Partner staff may normally supervise a maximum of six doctoral students as principal supervisor. External supervisors may normally supervise a maximum of three doctoral students.

10.5.2. A doctoral student may have a maximum of three supervisors.

10.5.3. Where a supervisor leaves the University or is unable to continue supervision, provision will be made to ensure continuous supervision. On an interim basis, this may be provided by the Graduate School.

10.5.4. Advisers contribute specialised knowledge or links with external organisations. Advisers may be agreed in addition to supervisors.

10.5.5. All changes to supervisors or advisers must be approved by the Graduate School.

10.6. Engagement and Progression

10.6.1. Doctoral students are expected to actively engage with their research and present regular updates on their progress to their supervisors and peers.

10.6.2. Full-time doctoral students are expected to engage in 35 hours of research activity each week, and apply to transfer registration from MPhil to Doctorate within 24 months of registration. Part-time doctoral students are expected to engage in 18 hours of research activity each week and apply to transfer registration from MPhil to Doctorate within 48 months of registration.

10.6.3. The Graduate School will monitor the doctoral student's research progress and supervisory activity. Doctoral students and supervisors must submit an annual report on the student's research progress so far, and the research planned for the coming year.

10.6.4. Where the annual report, supervisors, or Graduate School raise concerns about the doctoral student's progress or performance, the doctoral student must attend a review meeting with the principal supervisor and Graduate School representative to discuss the concerns.

10.6.5. Where there are concerns about a doctoral student's progress or performance after approval of registration, and concerns are significant or ongoing, the Graduate School may initiate a probation period, normally two-to-three-months. During this probation period the doctoral student must attend fortnightly meetings with their supervisors and a Graduate School representative and meet a set of objectives. Where the doctoral student fails to make sufficient progress within the probation period, they will be withdrawn by the University, see 13.15 below.

10.6.6. An application for transfer of registration from MPhil to Doctorate can be made on completion and submission of the partial draft thesis, as set out in individual Doctoral Specifications.

10.6.7. Following submission of the partial draft thesis, the doctoral student must present their research to a Transfer Panel and participate in a viva. The Transfer Panel will inform the University Research Degrees Sub-Committee (URDSC) of the outcome and recommend approval or rejection of transfer to Doctorate.

10.6.8. Where a doctoral student has progressed to Doctorate but is unable to complete the thesis, they may apply to URDSC for the registration to revert to MPhil and instead submit work for the exit award.

10.7. Submission and Examination

10.7.1. A doctoral student may submit a thesis for examination when:

a) the thesis meets the requirements as set out in individual Doctoral Specifications to the satisfaction of the principal supervisor;
b) they have completed the submission declaration form;
c) the submission is within minimum and maximum registration periods;
d) and all fees have been paid.

10.7.2. Following University Research Degrees Sub-Committee (URDSC) approval of the examiners and submission of the thesis, the Graduate School will confirm an oral examination date with the examiners and notify the doctoral student. The oral examination will normally take place within two to three months of submission of the thesis.

10.7.3. Examiners are experienced researchers in the subject area of the submitted thesis. The examination team must have a combined experience of examining at least three doctorates. Examiners must not have had contact with the doctoral student before the oral examination. Examiners must not have conducted joint research or collaborative activities with the supervisors or the doctoral students.

10.7.4. The internal examiner should not normally have had a role in considering the doctoral student's transfer of registration from MPhil to doctorate.

10.7.5. The examination will be conducted by a minimum of two, and normally a maximum of three examiners. At least one examiner must be an external examiner. Where both the doctoral student and supervisor are permanently employed by the same organisation, a second external examiner will be appointed.

10.7.6. In addition to the requirements for examiners in 10.7.3 above, external examiners must not be employed or study at the University, Academic Partner, or doctoral student's Collaborating Establishment, or have been employed or studied at the University within the previous three years. External examiners normally must not be supervisors or external examiners for another candidate in the same School/College of the University. The same external examiner normally will not be reappointed within two years of appointment.

10.7.7. The examiners will provide preliminary reports on the submission before the oral examination. All preliminary reports must be provided before the oral examination takes place. The preliminary reports will provide a recommendation to URDSC whether the thesis meets the requirements of the award of the doctorate, subject to the oral examination. Where examiners determine the thesis is not at the standard required for oral examination, they may recommend re-examination, see 10.7.15 below.

10.7.8. The oral examination will assess the doctoral student's eligibility for award of the doctorate, and is conducted by a Panel consisting of the examiners, and overseen by a Chair nominated by the Graduate School.

10.7.9. Doctoral students may be accompanied to the oral examination by their supervisor(s) or their nominee. The supervisor(s) or nominee shall not take part in the discussion. The doctoral student and supervisor(s) must not take part in the Panel's discussion of the outcome.

10.7.10. In exceptional circumstances, URDSC may determine an alternative form of examination, which must be approved by the external examiner.

10.7.11. Following the oral examination, examiners may recommend either:

a) award of the doctorate;
b) award of the doctorate, subject to minor amendments to the thesis;
c) award of the doctorate, subject to major amendments to the thesis;
d) re-submission of the thesis for re-examination following substantial revisions;
e) exit award of Master of Philosophy, subject to amendments;
f) no award or re-examination.

10.7.12. Where the Panel agree a decision, they will submit a joint report of the oral examination and reason for the recommendation to URDSC.

10.7.13. Where the Panel cannot agree a decision, they will submit separate reports of the oral examination and reason for the recommendations to URDSC. URDSC will either:

a) accept the majority recommendation, where there are three examiners, and the majority includes the external examiner;
b) accept the recommendation of the external examiner;
c) appoint an additional external examiner to provide an independent preliminary report and conduct a further oral examination as needed to provide a majority or final recommendation.

10.7.14. Where a doctoral student is awarded the doctorate subject to amendments, one or more examiners are required to confirm they are satisfied with the required amendments, before the doctorate can be awarded.

10.7.15. Only one re-examination is allowed. The re-examination will normally take place within 12 months of the first examination, following submission of the revised thesis. The re-examination will follow the process for examination as described above. Examiners may recommend exemption from oral examination where the first oral examination met the standard for the award.

10.7.16. An additional or alternative external examiner may be appointed for re-examination as required.

10.7.17. On re-examination, the Panel cannot recommend major amendments (10.7.11.c), or re-submission of the thesis (10.7.11.d).

10.8. Academic and Research Misconduct

10.8.1. Where supervisors, examiners, or the Graduate School suspect a doctoral student of academic/research misconduct (see 12.1 below) it must be immediately reported to the

Graduate School for investigation. Registration, progression, submission, examination, and award should be postponed until the investigation is complete.

10.8.2. As part of the investigation process, the doctoral student must be told about the allegation and invited to a meeting to discuss the concerns.

10.8.3. Following investigation, a recommendation will be made to the University Research Degrees Sub-Committee (URDSC), either:

a) the allegation of academic/research misconduct is dismissed.
b) the misconduct is due to poor academic practice/questionable research practices:

i) no record of the misconduct is retained on the doctoral student's file;
ii) additional training, support, and supervision may be provided;
iii) where the doctoral student has submitted to examination the thesis will be re-submitted at the same attempt, subject to corrections.

c) academic/research misconduct is proven to impact the integrity of the thesis:

i) a formal reprimand will be retained on the doctoral student's file for the duration of the doctorate, and will be considered in deciding the penalty where further academic/research misconduct is upheld;
ii) the doctoral student is required to attend training and amend the work;
iii) the doctoral student may be placed on probation, and if applicable, University funding may be withdrawn;
iv) where the doctoral student has submitted to examination the thesis will be submitted for re-examination, subject to amendments. This submission shall constitute the second and final examination of the thesis.

d) academic/research misconduct is proven to invalidate the integrity of the thesis:

i) discontinuation of studies at the University, with no examination, award or re-examination;
ii) if applicable, the University may require repayment of the scholarship.

10.8.4. In addition, the investigation may recommend that funding organisations, insurers, relevant Professional Statutory or Regulatory Bodies (PSRB), publishers, or sponsors are notified.

10.8.5. A student may appeal in accordance with the Appeal Regulations (see Section 14 – Appeal Regulations)

10.8.6. Doctoral students should also refer to:

a) The Code of Practice for Investigating Allegations of Research Misconduct at uwl.ac.uk/research/procedure-investigating-research-misconduct;
b) The research ethics code of practice at uwl.ac.uk/research/ethics-code-practice;
c) The research integrity code of practice at uwl.ac.uk/research/research-integrity-code-practice.

10.9. Award and Publication

10.9.1. Following recommendation from the examiners, confirmation that all conditions have been met, and that the thesis meets the award requirements, the University Research

Degrees Sub-Committee (URDSC) will confirm award of the doctorate or MPhil, on behalf of the Academic Board.

10.9.2. Where a doctoral student is not eligible for an award or re-examination, a statement regarding the reason for the decision will be provided, and the doctoral student will be withdrawn by the university, see 13.15 below.

10.9.3. Following the award, the doctoral student must complete the thesis deposit agreement to confirm the inclusion of the thesis in the University Repository. An embargo on publication may be requested for a limited or indefinite length.

10.9.4. The intellectual property rights of doctoral student work will belong to the University in line with the UWL student intellectual property rights policy and guidelines. The copyright of the work will belong to the doctoral student. See uwl.ac.uk/about-us/policies-and-regulations/intellectual-property-rights-policy-and-guidelines-for-students.

10.10. Aegrotat Awards

10.10.1. The University Research Degrees Sub-Committee (URDSC) may recommend an aegrotat award to a doctoral student who has completed their programme of study but was absent from the examination due to illness or other medical cause and the submission is judged satisfactory by URDSC. An aegrotat award shall only be made where there is no reasonable prospect of the doctoral student being able to return to complete the course of study.

10.10.2. Where a doctoral student has not fully completed the programme of study, URDSC shall consider the evidence available from other assessments/milestones to determine the likelihood of the doctoral student achieving the required standard for an award. Where URDSC agrees that a doctoral student would have achieved the required standard, a recommendation for an aegrotat award shall be made.

10.10.3. A doctoral student who elects to accept the aegrotat award cannot subsequently take the examination.

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

10.11. Posthumous Awards

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

10.11.2. Where a doctoral student has not fully completed their programme of study, the supervisors shall recommend the award to URDSC. URDSC shall consider the evidence available from other assessments/milestones to determine the likelihood of the doctoral student achieving the required standard for an award. Where URDSC agrees that a doctoral student would have achieved the required standard, a posthumous award shall be made.

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

10.12. Revocation of Awards

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

10.12.2. 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 University Research Degrees Sub-Committee (URDSC).

10.12.3. 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:

a) with reference to the University's commitment to equality and diversity to consider all matters relating to the assessment and award of individual students;
b) to assure the academic standards of all courses leading to a University award;
c) 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;
d) to determine whether students are required to be re-assessed, progress or receive an award;
e) 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:

a) ensuring that the Board proceeds only in accordance with membership requirements;
b) ensuring that the regulations are available for reference;
c) ensuring that the Board is conducted in accordance with the regulations;
d) seeking the views of the External Examiner;
e) ensuring that the marks are approved by the External Examiner;
f) checking and approving the minutes and matrices of student marks as an accurate record;
g) 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:

a) achievement;
b) withdrawal;
c) patterns of performance;
d) comparison of results with those from the previous year;
e) 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 below. 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.

11.15.3. External Examiners are not required to be present for the Module Assessment Board element of the Resit Board, but must be present for the Award Board element of the Resit Board.

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:

*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.

12.3.2. 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 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 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 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 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

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

13.1.8. 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. Mitigation requests should normally be submitted by the student within 30 days of the original submission deadline.

13.5.8. Where a student submits a mitigation request after the original submission deadline, they should detail why the request was made after the deadline.

13.5.9. Where a student mitigates more than 30 days after the original submission deadline, they must detail and evidence the exceptional circumstances that prevented them from requesting mitigation earlier.

13.5.10. For each module enrolment, students cannot request more than three Mitigations per assessment.

13.5.11. 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.

13.5.12. The application of mitigation and self-certified mitigation may be restricted to meet Professional, Statutory or Regulatory Body requirements.

13.5.13. 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/the penalty for late submission lifted.

13.8.2. Additionally, the Exceptional Circumstances Panel may grant a retake of a module where there is evidence of sustained exceptional circumstances for a significant part of the module. This retake will not involve repayment, but will be the second and final enrolment of the module. Students who are unable to attend or engage for a significant period should normally request a deferral of studies, see 13.12 below.

13.8.3. If the application is rejected, the original assessment mark shall stand.

13.8.4. 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 next opportunity.

13.8.5. 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 scheduled opportunity at the discretion of the Head/Dean of School/College. The mark obtained at this attempt is recorded as final.

13.8.6. 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 shall be taken at the next scheduled opportunity or earlier at the discretion of the Head/Dean of School/College.

13.8.7. 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 Support) for advice on how this may affect their visa status.

13.8.8. If a student chooses not to take the re-attempt, the original mark will stand.

13.8.9. 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.

13.8.10. 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. Explanation of Deferral and Withdrawal from Studies

13.10.1. When a student defers from their studies, it means they are taking time out from their course of study (not attending teaching) with the intention of re-joining their studies at the next appropriate 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 Support, but student loan funding is not usually available during periods of deferral.

13.10.2. 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.

13.10.3. 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.

13.11. Deferral of Studies

13.11.1. 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 a 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.

13.11.2. 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.

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

13.11.3. The circumstances causing the deferral request, are regarded as confidential.

13.11.4. The University may defer a student for the reasons listed in section 13.11.2 above. In addition, the University may require a student to defer their studies following a Formal

Attendance Review under the Student Attendance and Engagement Monitoring Policy, see section 5.1 above.

13.11.5. Where the University defers a student, they may additionally exclude the student from access to the University and/or all resources.

13.11.6. 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.

13.12. How to request a Deferral of Studies

13.12.1. 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.

13.12.2. 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 Support) 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.

13.12.3. UKVI sponsored international students may defer their studies but in most cases their visa will be cancelled, and the student will have to return to their home country. Return to study is subject to continued University sponsorship.

13.12.4. 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.

13.12.5. 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.

13.12.6. 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.

13.12.7. 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.

13.12.8. If an apprenticeship standard changes while an apprentice is on a Break in Learning (see 13.10.2 above), 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.

13.13. 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 and/or non-engagement, where this breaches University or course requirements, including where withdrawal is determined in accordance with the Student Attendance and Engagement Monitoring Policy, see section 5.1 above;
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.

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

13.15.2. 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

13.15.3. 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.

13.15.4. As an integral part of the process, the student must be referred to the Student Money and Immigration Advice Team (Student Support) 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 Support) 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 Support) 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;
i) University-Initiated Deferral.

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.

*Good reason - requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time.

14.2.2. 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.

14.2.3. 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 Support 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

1.1. Scope of Exemptions to the Academic Regulations

1.1.1. 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.

1.1.2. 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.

1.1.3. 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 **85**

College of Nursing, Midwifery and Healthcare **88**

Drama Studio London **106**

Institute for Policing Studies **107**

London College of Music **107**

London Geller College of Hospitality and Tourism **108**

London School of Film, Media and Design **111**

School of Computing and Engineering **111**

School of Human and Social Sciences **112**

School of Law **113**

School of Medicine and Biosciences **114**

CLAUDE LITTNER 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	**Module Passes (see 8.3 above)** To pass the following modules, 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%: • Introduction to Financial Accounting • Introduction to Management Accounting • Auditing in Context • Business and Corporate Law • Financial Accounting • Financial Management • Management Accounting • Taxation • Auditing • Corporate Finance • Financial Reporting • Performance Management and Control • Personal and Corporate Taxation **Compensation (see 8.6 above)** Compensation is not permitted for the above modules.
Business College of Athens (BCA)	BSc (Hons) Accounting and Finance BSc (Hons) Business Management BSc (Hons) Business Management (Entrepreneurship and Innovation) BSc (Hons) Marketing, Advertising and PR BSc (Hons) Shipping	**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.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Business College of Athens (BCA)	MBA for Executives	**Language of Instruction** Available with Greek language delivery; with all Levels taught and assessed in Greek.
	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	**Compensation (see 8.6 above)** Compensation is not permitted at Levels 5, 6, or 7.
	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)	**Module Passes (see 8.3 above)** To pass the following modules, 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%: • Introduction to Financial Accounting • Introduction to Management Accounting • Auditing in Context • Business and Corporate Law • Financial Accounting • Financial Management • Management Accounting • Taxation • Auditing • Corporate Finance • Financial Reporting • Performance Management and Control • Personal and Corporate Taxation **Compensation (see 8.6 above)** Compensation is not permitted for the above modules. **Maximum Period of Registration (see 4.1 above)** The maximum period of Registration is 6 years.
Maritime and Coastguard Agency (MCA)	CertHE Nautical Science	**Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Compensation (see 8.6 above)** Compensation is not permitted at Level 4. **Award Requirements (see 9.2 above)** In addition to the requirements above, a student must have completed all MCA ancillary safety training modules. If a student has met all the requirements for the academic Award of a CertHE, but is not able pass the MCA ancillary safety training modules due to individual exceptional circumstances (see Section 13 – Exceptional Circumstances), the student will be considered for the academic Award of a CertHE.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Maritime and Coastguard Agency (MCA)	DipHE Nautical Science	**Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Compensation (see 8.6 above)** Compensation is not permitted at Level 5. **Award Requirements (see 9.2 above)** Minimum credits required for each Level: Level 5: 120 credits Minimum total credits required: 120 credits In addition to the requirements above, a student must have completed all MCA ancillary safety training modules. If a student has met all the requirements for the academic Award of a DipHE, but is not able pass the MCA ancillary safety training modules due to individual exceptional circumstances (see Section 13 – Exceptional Circumstances), the student will be considered for the academic Award of a DipHE.

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	**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. **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months. **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 element of summative assessment in the module. **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

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		agency. The opportunity for an extraordinary attempt is not available for practice modules. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Health and Care Professions Council (HCPC)	MSc Paramedic Science	**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. **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 element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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 90 credits at academic Level 7; b) Meet all the Course Requirements for year 1. 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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	FdSc Nursing Associate	**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. **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. 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). **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 element of summative assessment in the module. **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

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	BMidwifery (Hons)	**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. **Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months. **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 element of summative assessment in the module. **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

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. **Final Award Mark (see 9.3 above)** The final award mark is calculated by applying either of the two methods below: 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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	BSc (Hons) Midwifery	**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. **Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months. **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 element of summative assessment in the module.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	MSc Midwifery (2 year shortened) MMidwifery (2 year shortened)	**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. **Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months. **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 element of summative assessment in the module.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		To pass a module at Level 7 students are required to meet or exceed a mark of 50% for each element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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: 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). 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. **Award Requirements (see 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 **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	MSc Midwifery (3 year) MMidwifery (3 year)	**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. **Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months. **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 element of 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 element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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: 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). 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:

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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). 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. **Award Requirements (see 9.2 above)** Minimum credits required for each Level: Level 6: 60 credits Level 7: 180 credits Minimum total credits required: 240 credits **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	BSc (Hons) Adult Nursing with Foundation BSc (Hons) Children's Nursing with Foundation BSc (Hons) Learning Disabilities with Foundation	**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. **Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 6 years 7 months. **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 element of summative assessment in the module. **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

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	BSc (Hons) Adult Nursing BSc (Hons) Children's Nursing BSc (Hons) Learning Disabilities BSc (Hons) Mental Health BNurs (Hons) Adult BNurs (Hons) Children's BNurs (Hons) Learning Disabilities) BNurs (hons) Mental Health	**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. **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. 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). **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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 element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	MSci Adult and Mental Health Nursing (Dual Field) MSci Children's and Mental Health Nursing (Dual Field) MSci Learning Disabilities and Mental Health Nursing (Dual Field)	**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. **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.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
	MSci Nursing Dual Field (Adult and Mental Health) MSci Nursing Dual Field (Children's and Mental Health) MSci Nursing Dual Field (Learning Disabilities and Mental Health)	**Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 6 years. **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 element of 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 element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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: 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). 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. To progress from year 3 (Level 6) to year 4 (Level 7) students will need to meet all academic and course requirements, specifically: a) Pass all modules in year 3 of the course with a minimum average Level mark of 50% or more;

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		b) achieve 120 credits at Level 6; c) Meet all the Course Requirements for year 3 (Level 6). 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 Award does not confer eligibility for registration as a nurse with the NMC in either field. 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. **Award Requirements (see 9.2 above)** Minimum credits required for each Level: Level 4: 120 credits Level 5: 120 credits Level 6: 130 credits Level 7: 120 credits Minimum total credits required: 490 credits **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	MSc Nursing (Adult) Blended Learning – Pre-Registration MSc Nursing (Learning Disabilities) Blended Learning – Pre-Registration MSc Nursing (Adult) On Campus – Pre-Registration	**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. **Recognition of Prior Learning (see 2.2 above)** The maximum Recognition of Prior Learning (RPL) credit allowed cannot be more than the 100 credits at Level 6 required as part of the application process, except for RPCL from NMC-approved Nursing courses where the applicant may RPCL up to 50% of the course, or where applicants are NMC registered nurses with no restrictions on practice. 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).

		Maximum Period of Registration (see 4.1 above) The Maximum Period of Registration is 5 years 7 months. **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 element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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 90 credits at academic Level 7; b) Meet all the Course Requirements for year 1. 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. **Award Requirements (see 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 **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	PGDip Nursing (Adult) PGDip Nursing (Learning Disabilities) PGDip Nursing (Mental Health)	**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. **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. 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). **Maximum Period of Registration (see 4.1 above)** The Maximum Period of Registration is 5 years 7 months. **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 element of summative assessment in the module. **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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **Progression (see 8.7 above)** To progress from year 1 to year 2 students will need to meet all academic and course requirements, specifically:

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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. 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. **Award Requirements (see 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 **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
Nursing and Midwifery Council (NMC)	Non-Medical Prescribing	**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 element of summative assessment in the module. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.
Nursing and Midwifery Council (NMC) Health and Care Professions Council (HCPC)	Independent and Supplementary Prescribing	**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 element of summative assessment in the module. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.
Society of Health Play Specialists (SoHPS)	FdA Healthcare Play Specialism	**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 element of summative assessment in the module. **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

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
		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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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 opportunity. **Deferral of Studies (see 13.11 above)** Where a student defers their course of study, the result for any incomplete module – where a first attempt at the final assessment in the module has not taken place – will be retained. The student will normally re-enrol, register, and attend classes at a point in the module determined by the College.
UWL	BSc (Hons) Clinical Practice (Diploma entry point)	**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. **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 element of summative assessment in the module. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.
UWL	BSc (Hons) Clinical Practice (Advanced Diploma entry point)	**Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **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 element of 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
		Award Requirements (see 9.1.5 above) Minimum credits required for each Level: Level 6: 60 credits Minimum total credits required: 60 credits
UWL	Extended BSc (Hons) Nursing Studies (Top-Up)	**Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **Award Requirements (see 9.2 above)** UWL Award: Bachelor's Degree with Honours Top-Up Minimum credits required for each Level: Level 5: 120 credits Level 6: 120 credits Minimum total credits required: 240 credits UWL Award (Exit Award only): Diploma of Higher Education Minimum credits required for each Level: Level 5: 120 credits Minimum total credits required: 120 credits
UWL	MSc Advanced Clinical Practice MSc Advancing Professional Practice MSc Infection Prevention and Control	**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 element of summative assessment in the module. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.
UWL	MSc Clinical Practice	**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 element of 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 element of summative assessment in the module. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **Award Requirements (see 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

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
UWL	MSc Leading Improvement in Health and Social Care	**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 element of summative assessment in the module. **Compensation (see 8.6 above)** Compensation is not permitted at any Level. **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. To progress from year 2 to year 3 students will need to meet all academic and course requirements, specifically: 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 BA (Hons) Professional Acting PGDip Professional Acting MA Professional Acting	**Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **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. **Module Passes (see 8.3 above)** To pass a module a student must pass all practical performance assessments.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
The Council for Dance, Drama and Musical Theatre (CDMT)	MFA Professional Acting with Independent Production	**Recognition of Prior Learning (see 2.2 above)** Recognition of Prior Learning is not permitted. **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. **Module Passes (see 8.3 above)** To pass a module a student must pass all practical performance assessments. **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 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.

INSTITUTE FOR POLICING STUDIES

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
College of Policing	BSc (Hons) Professional Policing	**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. **Compensation (see 8.6 above)** Compensation is not permitted at Levels 4, 5, or 6.

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)	**Language of Instruction** Available with German language delivery with all Levels taught and assessed in German.

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	**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 and meet or exceed a module mark of 50%. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.
Business College of Athens (BCA)	BA (Hons) Hospitality and Tourism Management	**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)	MA International Hospitality and Tourism Management MBA for Executives (Hospitality and Tourism)	**Language of Instruction** Available with Greek language delivery; with all Levels taught and assessed in Greek.
Relevant Aviation Authority eg Civil Aviation Authority (CAA), European Union Aviation Safety Agency (EASA), General Civil Aviation Authority (GCAA)	BSc (Hons) Aviation Management with Commercial Pilot Training	**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: • Aircraft General Knowledge • Instruments • Meteorology • Principles of Flight Planning • Human Performance and Operational Procedures • 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 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.

PSRB/Partner	Courses (including all variations)	Exemptions to the standard Academic Regulations
		Compensation (see 8.6 above) Compensation is not permitted for the above modules. **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: a) Pass all modules in year 1 of the course. **Final Award Mark (see 9.3 above)** The final award mark is calculated by the following method: a) 40 best credits at Level 5 weighted at 0.5, and the 40 best credits at Level 6, weighed 0.5. **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: 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 Commercial Pilot Licence	**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: • PPL Theory and Practical • ATPL Theory • ATPL Hour Building • APS/MCC • Hour Building and Advanced Training 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. **Compensation (see 8.6 above)** Compensation is not permitted for the above modules.

PSRB/Partner	Courses (including all variations)	Exemptions to the standard Academic Regulations
		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: a) Complete all requirements for the Private Pilot Licence. **Final Award Mark (see 9.3 above)** The final award mark is calculated by the following method: a) 40 best credits at Level 5 weighted at 0.5, and the 40 best credits at Level 6, weighed 0.5. **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: 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	**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: • PPL Theory and Practical 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 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: • Law for Journalists. **Compensation (see 8.6 above)** Compensation is not permitted for the following module: • 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	**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.
Institution of Engineering and Technology (IET)	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 element of 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): • Chartered Institution of Highways and Transportation (CIHT) • Institution of Civil Engineers (ICE) • Institute of Highway Engineers (IHE) • Institution of Structural Engineers (IStructE) • Railway Engineering Institution (RailEI) 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 (see 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	**Recognition of Prior Learning (see 2.2 above)** The maximum Recognition of Prior Learning (RPL) credit allowed is 60 credits at Level 7. Recognition of Prior Experiential Learning (RPEL) is not permitted. **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.
Business College of Athens (BCA)	BA (Hons) Early Childhood Care and Education BSc (Hons) Psychology Studies MSc Psychology (Conversion) MSc Child Development and Educational Psychology	**Language of Instruction** Available with Greek language delivery; with all Levels taught and assessed in Greek.
Chartered Society of Forensic Sciences (CSFS)	BSc (Hons) Forensic Science	**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%.

SCHOOL OF LAW

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Bar Standards Board	LLB (Hons)	**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%. **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.
Solicitors Regulation Authority (SRA)	PGDip Legal Practice (Stages I and II of the Legal Practice Course (LPC))	**Recognition of Prior Learning (see 2.2 above)** No Recognition of Prior Experiential Learning (RPEL) is permitted.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
	LLM Legal Practice (Stages I and II LPC)	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. 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. 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. **Compensation (see 8.6 above)** 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%. **See also 1.2 below**

SCHOOL OF MEDICINE AND BIOSCIENCES

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Health and Care Professions Council (HCPC)	MSc Clinical Science with Immunopathology MSci Clinical Science with Immunopathology	**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 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. **Compensation (see 8.6 above)** Compensation is not permitted at any Level.

PSRB/Partner	Course (including all variations)	Exemptions to the standard Academic Regulations
Institute of Biomedical Science (IBMS)	BSc (Hons) Biomedical Science (excluding Placement variations)	**Module Passes (see 8.3 above)** To pass the following modules students are required to meet or exceed a mark of 40% for each summative assessment: • Clinical Biochemistry • Haematology and Transfusion Science • Cellular Pathology • Clinical Genetics and Cytogenomics • Clinical Immunology • Clinical Microbiology and Infection Control **Compensation (see 8.6 above)** Compensation is not permitted for the above modules.

1.2. 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.

1.2.1. **Minimum and Maximum Period of Registration**

1.2.1.1. 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.

1.2.1.2. 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.

1.2.1.3. 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.

1.2.2. **Scheme of assessment**

1.2.2.1. 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.

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

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

1.2.3. **Assessment of Stage I – the three Core Practice Areas**

1.2.3.1. 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.

1.2.3.2. 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).

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

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

1.2.3.5. Resit marks will not be capped.

1.2.3.6. Failure to pass at the second final resit attempt will result in failure of Stage I.

1.2.4. **Assessment of Stage I – Skills, Professional Conduct and Regulation and Solicitors Accounts**

1.2.4.1. 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).

1.2.4.2. A student who fails to achieve competence or a pass in any resit assessment(s) shall be permitted a second final resit attempt.

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

1.2.4.4. Resit marks will not be capped.

1.2.4.5. Failure to pass at the second final resit attempt will result in failure of Stage I.

1.2.5. **Failure of Stage I**

1.2.5.1. 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.

1.2.5.2. Retaking will require re-enrolment, payment of fees, attendance, and submission of all assessments.

1.2.6. **Assessment of Stage II – the Vocational Electives**

1.2.6.1. A student who fails to achieve a pass of 50% at first attempt in any Vocational Elective assessment shall be permitted a resit opportunity.

1.2.6.2. A student who fails to achieve a pass in any resit Vocational Elective assessment(s) shall be permitted a second, final resit attempt.

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

1.2.6.4. Resit marks will not be capped.

1.2.6.5. 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.

1.2.7. **Resits and Deferrals**

1.2.7.1. 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.

1.2.7.2. 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.

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

1.2.8.1. 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.

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

1.2.9.1. 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.

1.2.9.2. 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.

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

1.2.10.1. 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.

1.2.10.2. 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.

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

1.2.11.1. 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).

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

1.2.12.1. 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.

1.2.12.2. 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.

1.2.13. **Requirements for Merit or Distinction in the LLM Legal Practice**

1.2.13.1. 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.

1.2.13.2. 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.

1.2.14. **Academic Offences**

1.2.14.1. The Academic Regulations on academic offences will apply to the Legal Practice Course and to the associated LLM Legal Practice.

1.2.14.2. 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.

1.2.15. **Mitigation and the Fit to Sit policy**

1.2.15.1. 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.

1.2.15.2. 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.

1.2.15.3. In signing the 'fit to sit' declaration, the student also confirms that any agreed reasonable adjustments have been provided.

1.2.15.4. 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.

1.2.15.5. 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.

1.2.15.6. 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.

1.2.15.7. 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.

1.2.15.8. 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.

1.2.15.9. 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.

1.2.16. **Appeals**

1.2.16.1. The University's Appeals Regulations will apply to any appeal against the decision of the LPC Assessment Board.

Appendix 2

2. 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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