



**Heythrop College**

The Specialist Philosophy and Theology College  
of the University of London

# **ACADEMIC REGULATIONS 2014/15**

**For degrees and diplomas of the University of London offered at  
Heythrop College  
and for College awards  
for students commencing studies in 2014-15 and later**

**Updated May 2014**

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## **Section 1: Introduction, Purpose and Scope of the Regulations**

### **1. Introduction**

- 1.1 These regulations apply to all students at all academic levels enrolled on programmes of study and short courses registered at Heythrop College commencing their studies from September 2014. Regulations which apply to only one or more academic levels will be so indicated in the text.
- 1.2 The regulations remain in force until rescinded by the College only with the authority of the Academic Board. Any approved amendments will normally come into force on the first day of the following Michaelmas Term, unless, and most exceptionally, explicitly approved by the Academic Board to come into force during the academic year in which the amendment is approved.
- 1.3 This document should be read in conjunction with the Ordinances of the University of London and appropriate programme documentation, including the programme specification, published policies, procedures and handbooks. If any conflict between College documentation and the Ordinances of the University of London arise, the latter shall prevail.
- 1.4 These regulations have been compiled with reference to national expectations on higher education providers, including those as set out in the QAA Quality Code.
- 1.5 The procedures and information given in College procedures are considered to have the full authority of the regulations contained in this document.

### **2. Purpose**

- 2.1 These regulations have been drafted to meet the requirements of the University of London, which has confirmed that the College is authorised to confer awards for the programmes of study covered by these regulations. These regulations may be amended by the College within the requirements of University Ordinances subject only to annual report to the University.
- 2.2 It is a student's responsibility to ensure that they have read and understood the regulations. A student's misinterpretation or lack of awareness of these regulations will not be considered as a valid reason for non-compliance.

## **Section 2: General Regulations**

### **3. Awards**

- 3.1 The College may confer the following University of London awards with the delegated authority of the University, based on the QAA Quality Code Chapter A1 *Setting and maintaining threshold academic standards*, which includes the QAA Framework for Higher Education Qualifications for England, Wales and Northern Ireland:

Awards at Level 4:  
Certificate of Higher Education (CertHE)

Awards at level 5:  
Diploma of Higher Education (DipHE)  
Certificate of Catholic Studies

Awards at Level 6:  
Bachelor of Arts (BA) with Honours  
Bachelor of Divinity (BD) with Honours  
Bachelor of Arts (BA) Pass  
Bachelor of Divinity (BD) Pass

Awards at level 7:  
PGCert  
PGDip  
MA  
MRes  
MTh  
MPhilStud

Award at level 8:  
DPT  
MPhil  
PhD

- 3.2 The College may award its own certificates and diplomas to suitably qualified students who have successfully completed the designated programme of study.
- 3.3 Award titles will be approved by the Academic Board and published on the College website. Each award will be detailed on its approved programme specification.

### **4. Academic year**

- 4.1 Dates for each academic year are specified by the Academic Board.

4.2 The word “year” when used without limitations normally means calendar year.

**5. Admission of students**

5.1 For Bachelor’s awards:

In order to be admitted to a programme of study a candidate must:

- i) satisfy the general entrance requirements of the College or the University;
- ii) satisfy any additional requirements for the proposed programme of study as approved by the Academic Board;
- iii) be proficient in the English language. Non-native speakers are required to provide evidence of proficiency in English, meeting the published requirements;
- iv) apply through and complete the required College admissions process as set out in the admissions process for that programme of study;
- v) comply with the registration procedure laid down by the College.

5.2 For the Certificate of Catholic Studies

In order to be admitted to this programme a candidate must normally have been admitted to the Bachelor of Divinity.

5.3 For Masters degrees:

5.3.1 The normal minimum entrance qualification for registration for a Master’s degree is an upper Second Class Honours degree of a UK university, or an overseas qualification of an equivalent standard, in a subject appropriate to that of the programme of study to be followed. Entry requirements for each MA programme are as detailed in the relevant programme specification.

5.3.2 Applicants possessing alternative qualifications may also be considered by the College for registration for a Master’s degree. Such applicants may be required to provide a piece of written work or other evidence of academic ability.

5.3.3 Candidates must be proficient in the English language. Non-native speakers are required to provide evidence of proficiency in English, meeting the published requirements.

5.3.4 Apply through and complete the required College admissions process as set out in the admissions process for that programme of study.

5.3.5 Applicants must comply with the registration procedure laid down by the College.

5.4 Research degrees:

Admissions requirements for research degrees are set out in the Research Students' Code of Practice.

- 5.5 The College takes decisions on admission on good faith on the basis that the information given in respect of the applicant is accurate. If it is subsequently discovered that the information given is inaccurate or untrue, the College may refuse admission or terminate a student's registration.
- 5.6 Accredited Prior Learning (APL)/Accredited Prior Experiential Learning (APEL).
- 5.6.1 The College may, at its discretion, recognise for academic purposes prior certified or experiential learning (Accredited Prior Learning (APL)/Accredited Prior Experiential Learning (APEL). This recognition may give the learning a credit value and permit it to be counted towards the total number of credits required for an award. Evidence of prior study will be required as part of the admission process.
- 5.7 The maximum number of credits accumulated in another institution which may be credited towards a College award is normally as follows:
- a) CertHE 60 Credits at level 4
  - b) DipHE 120 Credits with a minimum of 90 at level 4
  - c) FD 120 credits, of which none can be at level 5 or above
  - d) BA (Hons) 240 credits (minimum of 120 credits with a minimum of 90 at level 6 must be studied at the College)
  - f) PGCert 30 credits at level 6 or 7
  - g) PGDip 30 credits at level 6 or 7
  - h) MA 30 credits at level 6 or 7
  - i) MRes 30 credits at level 6 or 7
  - j) MTh/MPhilStud 120 credits with at least 90 at level 7
  - k) MPhil see Research Students' Code of Practice
  - l) PhD see Research Students' Code of Practice
  - m) DPT see Research Students' Code of Practice
  - n) Certificate of Catholic Studies 0 credits

## **6. Period of Student Registration**

- 6.1 The following details the maximum period which any student may be registered from the time of their first enrolment on the programme (not including any approved period of suspension):

### **6.1.1 Undergraduate Programmes**

Cert HE: 2 years full-time, 4 years part-time

Diploma HE: 5 years full-time, 6 years part-time

Bachelors degrees (BA): 6 years full-time ten years part-time

Certificate of Catholic Studies: 6 years full-time, ten years part-time

### **6.1.2 Masters**

PGCert: 1 year full-time, 2 years part-time  
PGDip: 2 years full-time, 4 years part-time  
MA/Mres: 2 years full-time, 5 years part-time  
MTh 4 years full-time, 6 years part-time  
MPhilStud 4 years full-time, 6 years part-time

**6.1.3 Research:** see Research Students' Code of Practice.

- 6.2 A student's period of registration may only be extended beyond the normal period through successful application to the Exemptions Committee which recommends outcomes to the appropriate Board of Examiners acting on behalf of the Academic Board.
- 6.3 The maximum period of registration may only be extended for a period of one academic year at any one time.
- 6.4 Part-time study
  - 6.4.1 The minimum volume of study permitted in an academic year will normally be 60 credits.
  - 6.4.2 The maximum volume of study that may normally be permitted for a part-time student in one academic year is 90 credits.

## **7. Registration of Students**

- 7.1. To follow a programme of study at the College students are required to register with the College and to reregister annually according to the procedures laid down by the College.
- 7.2 A full-time undergraduate student is normally expected to enrol for 120 credits each year at the appropriate academic level, as detailed in the programme specification.
- 7.3 A full-time masters student is normally expected to enrol for 180 credits at level 7 over the period of the programme, as detailed in the programme specification.
- 7.4 A full-time two year MA student is normally expected to enrol for 240 credits at level 7 over the period of the programme, as detailed in the programme specification.
- 7.5 Requirements for Research students are set out in the Research Students' Code of Practice.
- 7.6 Annual registration for a programme of study includes registration for the relevant assessment.
- 7.7 A student will not normally be permitted to register concurrently for more than one higher education award of the College or of any other higher education provider unless the scheme under which concurrent registration will operate has been approved by the Academic Board.
- 7.8 Students are permitted to register concurrently for the Bachelor of Divinity and the Certificate of Catholic Studies



- 7.9 Students are permitted to register concurrently for awards of the College and awards of the Bellarmine Institute.
- 7.10 A student who is entered for reassessment or deferred assessment in any part of one taught programme of the College may not register for another programme at the College until the assessment requirements of the first are complete.
- 7.11 To maintain their registration, students must satisfy the academic requirements of the programme, and must also abide by regulations and codes of conduct published by the College. Students must pay the required tuition fees and other monies owed to the College and to the University of London.
- 7.12 Students who have been awarded a qualification by the University may not enter again for that same qualification in the same subject. However, a student may register again for the same qualification in a different subject, provided that on each occasion the student registers anew and complies with all regulations for the qualification as if entering for the first time.

## **8. Transfer of registration**

- 8.1 General requirements
  - 8.1.1 Students transferring onto a programme with credit will have their maximum period of registration determined on a pro-rata basis by the admissions tutor at the time of entry.
  - 8.1.2 The minimum period of study in the College for any student transferring onto an undergraduate degree shall normally be not less than one year full-time (or the part-time equivalent), that year being the final year of the degree programme.
- 8.2 Transfer within Heythrop
  - 8.2.1 Students may apply to transfer their registration to another programme of study offered at the College through the agreed College policy and with the agreement of the Programme Conveners of the existing and proposed programmes of study.
  - 8.2.2 Students must satisfy, or be prepared to undertake extra study as specified to satisfy, the learning outcomes of the programme and any prerequisites required for further study on the programme.
- 8.3 Transfer to a programme of study external to Heythrop
  - 8.3.1 A student may apply to transfer to another higher education provider.
  - 8.3.2 The decision to accept that student lies entirely with the proposed provider.
  - 8.3.3 The College will provide a transcript of the study undertaken by the student prior to the date of transfer.
- 8.4 Transfer into a Heythrop programme from a programme of study elsewhere

- 8.4.1 A student may apply to transfer into a programme of study having undertaken study at the same academic level at another higher education provider. The approved admission procedure should be undertaken.
- 8.4.2 The student's period of registration and credit requirements may be amended to take into account prior study. This will be set out in writing to the applicant at the time of admission [see section 8.1 above).

## **9. Enrolment**

- 9.1 All students must enrol at the start of their first year of the programme, and at the start of each subsequent academic year thereafter for the duration of their registration on the programme (not including any period covered by an approved break in study).
- 9.2 All students must abide by the enrolment procedure published by the College and must enrol to the satisfaction of the College.
- 9.3 Failure to enrol properly will affect a students' ability to claim and receive government or College funding, the use of College and University of London facilities including library and computing services, registration of modules, submission of and attendance at assessment, the provision of references, results/transcripts and any other official confirmation of attendance and enrolment or the conferment of an award and the issuing of a graduation certificate.
- 9.4 Failure to enrol may result in the student being withdrawn from the programme.

## **10. Students with specific support needs**

- 10.1 All students are advised to inform the College's Student Support Manager upon first enrolment or at the earliest opportunity of any disability which may affect their ability to undertake assessment. The College will not normally make retrospective adjustments to module results where the student has not informed, without just cause, the College of a relevant disability before that assessment has taken place.
- 10.2 The College cannot guarantee that any appropriate adjustments in accordance with relevant legislation can be made if the College is not informed on first enrolment or before of any known/already diagnosed disability.

## **11. Module Registration**

- 11.1 All students are responsible for ensuring that they are registered for the correct modules for the current academic session by the published deadline.

## **12. Progression From One Year of Study to Another**

- 12.1 Undergraduate and research students' academic progress shall be reviewed annually and a decision shall be made, in consultation with the appropriate examination board or delegated body, as to whether admission to the next year of the programme of study will be offered or

- not. Such decisions will take into account the student's performance in prescribed assessments and other relevant aspects of academic performance including attendance.
- 12.2 At the end of each academic year undergraduate students shall either:
- a) be eligible to progress in their studies;
  - b) not be eligible to progress in their studies at the first attempt but will be permitted to repeat those failed elements required in order to progress;
  - c) not be eligible to be further assessed and therefore have their registration terminated and either may be eligible for an intermediate award or not depending on credit achieved.
- 12.3 Students registered for MA awards will not have their progress reviewed annually but will have achievement considered at the final award board.
- 12.4 Research students' progression will be subject to annual review as set out in the Research Students' Code of Practice.
- 12.5 All Foundation degree programmes shall be designed so that any candidate who is awarded a Foundation degree at the specified standard set out on the receiving degree's programme specification may be admitted to complete the specified cognate Honours degree programme with a further period of study.
- 12.6 At the discretion of the College, holders of a Foundation degree may also be considered for admission to other Honours degree programmes if the Foundation degree curriculum has prepared them for entry to the award with advanced standing, and subject to the required level of achievement on the Foundation degree.
- 13. Suspension of Studies**
- 13.1 A student who wishes to suspend his/her studies must apply through College procedures.
- 13.2 A student who has an agreed suspension cannot normally submit work for assessment during that period.
- 14. Withdrawal from a Programme of Study and the College.**
- 14.1 Any student who withdraws from their programme of study at the College must do so in writing following the published procedures.
- 14.2 A student who withdraws from a programme of study at the College shall cease immediately to be a registered student at the College.
- 14.3 A student who withdraws before completing the target award may be offered an intermediate award at the discretion of the Board of Examiners. A student must request this in writing; an intermediate award will not normally be conferred automatically by the College upon a withdrawing student.
- 14.4 A student who withdraws after the published deadline shall still be liable for any outstanding fees or fines or other associated costs.
- 15. Students attending Heythrop College participating in the Erasmus programme**

- 15.1 All students will be classed as undergraduate students unless explicitly registered as Masters students with the agreement of their home institution and the Erasmus Academic Coordinator.
- 15.2 Students will be able to study for a maximum of 120 UK credits at the agreed academic level.
- 15.3 Students will, in agreement with the module tutor and the Erasmus Academic Coordinator, be allowed to audit a module but not take the assessment.
- 15.4 Erasmus students returning to their home institution before the end of the assessment period will be allowed to substitute an end of module assessment for an examination.

**16. Visiting students not participating in the ERASMUS programme**

- 16.1 Applications should be made through College procedures as published on the website.
- 16.2 Undergraduate students will be able to study for a maximum of 120 UK credits at the agreed academic level and for a period of a maximum of one academic year.
- 16.3 Students studying at Masters or research level will have their period and volume of study agreed at the time of acceptance into the College.
- 16.4 Students will be required to undertake the specified assessment for each module for which they are registered if they wish to receive credit.
- 16.5 Visiting students returning to their home institution before the end of the assessment period will be allowed to substitute an end of module assessment for an examination.
- 16.6 A transcript of study will be issued at the end of the academic year in which they attend the College.
- 16.7 A registered student or person who holds a Bachelor's degree of the University of London may be permitted, at the discretion of the College, to take supplementary modules on payment of the appropriate fee. Students who are successful in these examinations may apply to the College for a transcript giving details of the supplementary modules in which they have satisfied the examiners and their value in credits.

**Section 3: Structure and Framework**

**17. General Structure and Framework – Programmes**

- 17.1 Programme specific requirements shall be as outlined in the appropriate programme specification.
- 17.2 Programme specifications may not be altered for the current academic session once teaching of the programme has commenced unless all students have been consulted and none has indicated an objection.

**18. General Structure and Framework - Modules:**

- 18.1 Module specific requirements shall be as outlined in the module outline.
- 18.2 Module outlines may not be altered (other than information relating to staff or examiners) for the current academic session once teaching of the module has commenced unless all students have been consulted and none has indicated an objection.
- 18.3 All modules shall be assigned a numerical value designating the level of study in accordance with the Quality Assurance Agency's (QAA) Framework for Higher Education Qualifications (FHEQ) and the College's Credit and Assessment Framework (CAF).
- 18.4 All modules are assigned a credit value.
  - 18.4.1 Modules at levels 4, 5 and 6 may only be offered in 15 credits or 30 credits. No other size of module will be permitted except with the express permission of the Academic Board. 15 credit modules will normally be taught in one term, and 30 credit modules will normally be delivered over the academic year.
  - 18.4.2 Modules at level 7 shall be offered as 30 credits at level 7 only, except for the Dissertation module which has a credit value of 60 at level 7.
- 18.5 Where a module outline indicates that a module has pre-requisite modules, students will normally be required to have passed the pre-requisite module before registering for the module concerned.
- 18.6 Where a programme specification indicates that any given module is a core module then that module must be attempted in order for the relevant award to be conferred on to the student, unless arrangements are made under APL or APEL arrangements. Exceptionally for postgraduate programmes a core module may be substituted with the approval of the Learning, Teaching and Assessment Committee.
- 18.7 Where a programme specification indicates that a group of modules is optional then students may choose a stipulated number of these modules as part of their programme of study.
- 18.8 At the discretion of the programme convener, the Head of Student Services and the receiving institution, undergraduate and postgraduate students may enrol on module/s offered by other Colleges and Institutes of the University of London up to a total of 60 credits for the programme as a whole.
- 18.9 Credit for a module irrespective of the value cannot be divided. A student must therefore satisfy the examiners for the whole module in order to be awarded credit for that module.

18.10 Credits awarded for a module may normally only contribute towards one award. Once an award has been made, the award must be rescinded for a higher award to be made based on the same credits. The only exception to this is where credit awarded for a Foundation degree is included in an Honours award. Any student awarded a Foundation degree who subsequently transfers on to, and qualifies for, an Honours degree shall retain both awards.

**19. Length of Programme**

- 19.1 An approved programme of study for a Foundation degree must, in accordance with the University Ordinances, extend over two academic years of full-time study or its equivalent in part-time study and be continuously pursued, unless Academic Board has permitted generally by regulation or in special cases its interruption or reduction on grounds of illness or other adequate cause.
- 19.2 An approved programme of study for an undergraduate degree must in accordance with the University Ordinances, extend over not less than three academic years full-time or part-time equivalent and be continuously pursued, unless the Academic Board has permitted generally by regulation or in special cases its interruption or reduction on grounds of illness or other adequate cause.
- 19.3 The minimum length of the period of study is prescribed in the relevant individual programme specification, but at the start of the programme or at a later stage the College may require individual students to pursue the programme for a period longer than the minimum period prescribed in the programme specification. The College shall determine, subject to the provisions of the individual programme specification, the methods by which the student is examined.
- 19.4 All taught programmes comprise a number of prescribed modules for which credit is awarded when the module is passed. A specified number of credits must be achieved to be eligible for an award for a given programme.
- 19.5 Programmes of study require a student to take a minimum of 90 credits at each academic level, except the Certificate of Catholic Studies
- 19.6 Programmes of study will vary in the total number of credits required for completion:
- (a) For a Foundation Degree, 240 credits will be taken, of which at least 210 credits will be at Level 4 or above and at least 90 credits will be at Level 5 or above.
  - (b) For an Honours Degree, 360 credits will be taken, of which no more than 120 credits may normally be at Level 4 (students may take level 4 language units in addition to the standard 120 credits of level 4 study) and no less than 90 credits may be at Level 6 to include the dissertation.
  - c) For a Pass degree, modules totalling at least 330 credits will be taken, of which no more than 120 credits may normally be at Level 4 (students may take level 4 language units in addition to the standard 120 credits of level 4 study) and no less than 90 credits may be at Level 6
  - d) For the Certificate of Catholic Studies 60 credits at level 5.e) For an MA or MRes, 180 credits at level 7.
  - f) For an MTh or MPhilStud, 240 credits with a minimum of 210 at level 7 (and up to 30 at level 6) to include the thesis and oral examination.
- 19.7 A programme of study shall lead to a target award but may incorporate a number of intermediate awards. Intermediate awards will normally only be

- made to students withdrawing from the programme before they have reached the minimum standard for the target award.
- 19.8 Individual programme specifications shall state the required number of credits at each level in order to receive the named award for that programme. The programme specification will also state the modules that may be studied for the award and will state whether these modules are core or optional.
- 19.9 The number of credits required for the award shall not exceed that given in regulation 19.6. Students who achieve extra credits shall have these recorded on their transcript of study but the credits will not be taken into account when calculating any award.
- 20. Students Registered for Degrees of the College Undertaking Study Elsewhere**
- 20.1 The College may permit a student to spend a maximum of one third of their programme (120 credits for undergraduate students) in another institution of University status in the United Kingdom or abroad and may exempt him/her from the College modules that would have been taken in that year or part thereof provided:
- (a) that the institution has been approved for this purpose by the Academic Board; and
  - (b) that in the opinion of the programme convenor the study carried out in that institution forms an adequate and coherent replacement for any core modules which will not be taken at Heythrop;
  - (c) that for undergraduates the time abroad is not in the first year of study;
  - (d) that for postgraduates the study abroad does not include completion of the dissertation.
- 20.2 A student following an agreed Erasmus exchange will have the marks awarded by the host institution for the exchange period dealt with by an agreed formula by the relevant Heythrop Board of Examiners.

#### **Section 4: Assessment regulations**

##### **21. General**

- 21.1 The authority of any Board of Examiners meeting, or Chair of the Board of Examiners, is delegated from the Academic Board.
- 21.2 The individual element marks and overall result of any module can only be approved by an examination board or delegated body, or, exceptionally, by the Chair of the Examination Board on behalf of the Board.

##### **22. Passing a Module**

- 22.1 Unless stated in the module outline and approved by the Learning and Teaching Committee coursework will contribute 40% of the overall module



- mark and end of year assessment 60% of the overall module mark for 30 credit modules
- 22.2 Unless stated in the module outline and approved by the Learning, Teaching and Assessment Committee coursework will contribute 30% of the overall module mark and end of year assessment 70% of the overall module mark for 15 credit modules
- 22.3 The marks for every individual assessment task will contribute to the overall module mark
- 22.4 The pass mark for all elements of assessment on programmes at undergraduate level is 40%
- 22.5 The pass mark for all elements of assessment on programmes at postgraduate level is 50%
- 22.6 In order to pass a module, an undergraduate student must:
- i) achieve an overall minimum mark of 40%
  - ii) avoid comprehensive failure as defined in the published assessment criteria for each assessment task
  - iii) pass the end of module element.
- 22.7 In order to pass a module, a postgraduate student must:
- i) achieve an overall minimum mark of 50%
  - ii) avoid comprehensive failure as defined in the published assessment criteria for each assessment task
  - iii) pass the end of module element.
- 22.8 If a student fails to achieve an overall pass in a module the Board of Examiners may decide at its discretion to allow a student to:
- i) be reassessed (i.e. make a second attempt) for a capped mark (40% for undergraduate, 50% for postgraduate) in each of the elements of assessment failed by the student for the module by a date set by the Board of Examiners. This will not normally require attendance at any classes.
  - ii) retake the entire module (i.e. re-attend all lectures and seminars and reattempt all elements of assessment) normally for a capped mark (40% for undergraduate, 50% for postgraduate).
- 22.9 Normally a student will only be allowed a maximum of two attempts to pass a module, including a maximum of one resit opportunity for a capped mark.
- 22.10 A student will be deemed to have attempted a module if they have registered for that module and not submitted written notice of withdrawal from the module and/or programme by the published deadline.
- 22.11 If a student attempts a module but does not submit any work for the assessment requirements as outlined in the module specification for that module, and does not have an application for mitigating circumstances accepted by the Examination Board, the student will be deemed to have failed the module and to have used up one attempt at the assessments for that module. A result of 0 will be recorded for that module and any subsequent attempt at the assessments for that module will have the result capped (at 40% for undergraduate, 50% for postgraduate).

**23. Coursework and examinations**

- 23.1 Assessment tasks will be approved as part of the module approval process and will be stated in the module outline.
- 23.2 Assessment will be differentiated by academic level as set out in the national Framework for Higher Education Qualifications (FHEQ), with assessment criteria at the appropriate level used as the basis for marking and for feedback on assessment.
- 23.3 Students must adhere to the prescribed assessment requirements for each individual element that they undertake, as outlined in the relevant module outline. This includes attendance at all required assessment and submission of elements of assessment by the published deadlines and undertaking assessments at the required academic level.
- 23.4 Failure to attend assessments or to submit elements of assessment by the published deadlines or within the grace period without the acceptance of mitigating circumstances, will result in the failure of the individual element of assessment. A mark of 0 will be recorded for this element and the module as a whole will be failed.
- 23.5 Students must submit all items of coursework assessment electronically to the College through the required submission process. All work will be subjected to scrutiny by the College's on-line plagiarism detection service. Any item of assessment where plagiarism is suspected will be subjected to further investigation in accordance with College Academic Misconduct procedures.

**24. The Dissertation**

- 24.1 The Dissertation is compulsory for all undergraduate Honours degrees programmes and Masters programmes.
- 24.2 The prescribed word length for the dissertation, and any restrictions on topics to be studied, are published by the College in the approved module outline.
- 24.3 Dissertation supervision will be provided, as published by the College. It is the student's responsibility to arrange times for supervision.
- 24.4 The Dissertation should be submitted electronically via HELIOS by the deadline published by the College.

**25. Marking and moderation and external scrutiny**

- 25.1 The marking and moderation of all assessment shall be governed by College policies on marking and moderation, on assessment board practice, and the roles of internal and external examiners.
- 25.2 The selection, appointment and role of external examiners shall be governed by the College's policies on the appointment of external examiners as set out in the Quality Assurance and Enhancement Handbook and the Handbook for External and Intercollegiate Examiners.

- 25.3 External and intercollegiate examiners sample moderated work to assure the College of academic standards and the quality of student learning. They do not undertake marking.

**26. Examinations**

- 26.1 College examinations will be undertaken in line with procedures published by the College.

**27. Special examination requirements**

- 27.1 At the discretion of the College appropriate alternative assessment arrangements may be made for a candidate with special needs.
- 27.2 The procedure for applying for special arrangements is available from the Student Support Manager.
- 27.3 A student who requested special arrangements but who does not attend the assessment without mitigating circumstances is liable to the penalty that may be applied to non-attendance at or non-submission of assessment.

**28. Compensation**

- 28.1 For degree programmes but not for certificates or diplomas the Board of Examiners may, at its discretion, compensate failure in a maximum of 30 credits.
- 28.2 For undergraduate students, in order to be considered for compensation, a mark of at least 30% must have been achieved and there must be evidence of commendable performance (50% or better) in modules totalling at least 30 credits at the same academic level.
- 28.3 For postgraduate students, in order to be considered for compensation either
- A mark of 49 must have been achieved with the average of the other four marks being at least 52.
- Or
- A mark between 46 and 48 must have been achieved with the average of the other four marks being at least 54.
- 28.4 For postgraduate students a module cannot be compensated if it was failed because of missing work.
- 28.5 For undergraduate and postgraduate students compensation cannot be awarded for a Dissertation.

**29. Assessment Offences and Academic Misconduct**

- 29.1 Candidates found to have committed an assessment offence are subject to a range of penalties that may be imposed by the College, up to and including exclusion from all further examinations of, or termination of registration at, the College. The procedures for investigating suspected assessment offences and penalties which may be applied are set out in the Academic Misconduct procedures.

**30. Mitigating circumstances**

- 30.1 Students who have submitted assessment tasks, have not yet received the result but believe that their performance has been seriously and adversely affected by circumstances beyond their control and that could not have been foreseen may make representations to the College, following the published Mitigating Circumstances procedure.
- 30.2 Students who were unexpectedly unable to submit an assessment task or sit an exam because of serious circumstances beyond their control and that could not have been foreseen may make representations to the College, following the published Mitigating Circumstances procedure.
- 30.3 Such cases will be considered by a sub-committee of the Exam Board.
- 30.4 For work that had been submitted, the mark for the relevant piece of assessment will not be increased, but the sub-committee may
- 30.4.1 allow the student to resubmit the piece of work as if for the first time, without any penalty that might otherwise apply
- 30.4.2 keep a record of the circumstances, which may be taken into account at the end of the student's final year if the student's profile is close to the borderline between two classifications.
- 30.5 For work that was not submitted, the sub-committee may at its discretion authorise a later submission point, which may be with or without penalty of marks.

**31. Late submission of assessment**

- 31.1 Assessed work which has not been submitted by the published deadline will attract a penalty unless an extension or deferral has been authorised.
- 31.2 Undergraduate coursework, but not end of module assessments or dissertations, may be submitted up to five days late (the grace period) without an extension or deferral having been authorised, with a penalty of four marks per day being deducted, down to the pass mark. The five days include weekends and College closure days. No deduction of marks as a penalty for late work can take the mark for an item of assessment judged to be a pass below the minimum pass mark.
- 31.3 Postgraduate coursework, but not end of module assessments or dissertations, may be submitted up to two days late (the grace period) without an extension or deferral having been authorised, with a penalty of four marks per day being deducted, down to the pass mark. The two days include weekends and College closure days. No deduction of marks as a penalty for late work can take the mark for an item of assessment judged to be a pass below the minimum pass mark.

- 31.4 Students who for good reason are unable to meet the deadline may apply for an extension (coursework only) or a deferral (coursework or end of year assessment).
- 31.5 Students may apply for an extension for coursework following the published extension procedures. Extensions may be granted for normally five days and up to ten days (undergraduate) or fourteen days (postgraduate). If an extension is granted and the work is submitted by the revised deadline, no penalty will be applied. Undergraduate students may normally apply for a maximum of three extensions per annum.
- 31.6 Students who need to apply for a period longer than is available under the extension procedure, or who are unable to meet the deadline for an end of year assessment (including sitting the exam) may apply for a deferral following the published deferral procedures. Requests for deferral are considered by a sub-committee of the Exam Board.
- 31.7 Where an assessment has not been submitted by the deadline or within the grace period and no deferral or extension granted and no application for consideration of mitigating circumstances accepted, a mark of 0 will be recorded. Any subsequent attempt at the assessment shall normally be subject to a capped mark.
- 31.8 There is no grace period for extension, deferral or resubmission deadlines.

### **32. Progression**

- 32.1 Full-time undergraduates must have passed at least 90 credits to progress from year 1 to year 2, and at least 210 credits to progress to the final year of the programme.
- 32.2 Part-time undergraduates must have passed at least 30 credits to progress from year 1 to year 2, at least 90 credits to progress from year 2 to year 3, at least 150 credits to progress from year 3 to year 4, at least 210 credits (of which at least 90 credits must be at level 5) to progress from year 4 to year 5 and at least 270 credits to progress from year 5 to year 6.
- 32.3 Part-time undergraduates must have passed at least 210 credits (of which at least 90 credits must be at level 5) before commencing the dissertation.
- 32.4 Part-time postgraduates must have attempted modules totalling at least 60 and normally 120 credits before commencing the dissertation.
- 32.5 There are no progression restrictions for the Certificate of Catholic Studies.

### **33. Board of Examiners**

- 33.1 The College will hold a Board of Examiners meeting to consider undergraduate student achievement and progression, and one per year to consider taught postgraduate student achievement. A resit Board for undergraduate students will also be held, normally between July and the end of September of each academic year.
- 33.2 Each Board of Examiners meeting has power to consider and recommend awards and progression delegated from the Academic Board.

- 33.3 Each Board will operate according to procedures published by the College, which will include membership.
- 33.4 External examiners should be present for the award of degrees, at least one per subject area.

**34. Reassessment**

- 34.1 Students who have failed an element of assessment are normally given an opportunity for reassessment for a mark capped at the pass mark.
- 34.2 Students will not normally be reassessed in an element of the module in which they have achieved a pass.
- 34.3 Any student who is offered the opportunity to retrieve a failure through the reassessment of elements of assessment and who does not take up the offer will retain their original failed mark and have no further opportunity to retrieve failure in that module. This module may be counted as a compensated fail at the discretion of the Board of Examiners.
- 34.4 A student can only carry up to 30 credits of compensated fail and be awarded an honours degree (undergraduate) or a Masters degree (postgraduate).
- 34.5 For undergraduate programmes, at the discretion of the Board of Examiners another module may be substituted for a failed optional module if the failure is not retrieved, or if the original module is unavailable. The result of the substituted module will be subject to a capped mark unless mitigating circumstances apply.

**35. Timing and Format of reassessment**

- 35.1 For undergraduate coursework there is normally at least one opportunity for reassessment before the start of the next academic year, by the deadline(s) published by the College.
- 35.2 For undergraduate end of year assessments and dissertations there is normally a single opportunity for reassessment before the start of the next academic year, by the deadline published by the College.
- 35.3 For postgraduate coursework, end of year essays and dissertations there are opportunities for reassessment by the deadlines published by the College.
- 35.4 The Board of Examiners may at its discretion allow reassessment at the next normal opportunity (i.e. when the module next operates).
- 35.5 The Board of Examiners may exceptionally at its discretion allow reassessment at a point not specified above.
- 35.6 The Board of Examiners may, at its discretion, allow a student to undertake a different form of assessment to the original, subject to the student being able to meet the learning outcomes of the original form of assessment.

**36. Reassessment in or Retake of a Module to Improve a Mark**

- 36.1 A student may only be reassessed in or retake a module they have already passed if they have been offered an opportunity by the Board of Examiners as a result of a successful claim for Mitigating Circumstances.
- 37. Change of Mark after a Board of Examiners**
- 37.1 In the event that a mark for any assessed work needs to be amended after the Board of Examiners has convened and approved the marks and overall module results, the amended mark and any resulting change in the overall module result or (for finalists) degree classification must be approved by the Chair of the Board of Examiners.
- 37.2 The full range of sanctions outlined in the Academic Conduct guidance may be applied retrospectively if evidence of an assessment offence is produced after a mark has been awarded.

## **Section 5: Conferment of Awards**

- 38. Approved Programme of Study**
- 38.1 No award may be conferred on a student unless they are registered on an approved programme of study with a named award.
- 38.2 The requirements for each named award will be set out in the relevant programme specification.
- 38.3 A Board of Examiners will confirm the title of the award for each student in line with that student's programme of study and according to the programme regulations. The title will not necessarily be the same as that for which the student originally registered.
- 39. The determination of classification for a Bachelor's degree (with Honours or a Pass degree)**
- 39.1 To be eligible for the award of a Bachelor's degree with Honours, candidates must normally have passed all the required modules and the dissertation. Exceptionally, the Board of Examiners may compensate marginal failure in up to 30 credits, with marks not below 30% where there is evidence of strong performance (i.e. 50% or above in the equivalent amount of assessment).
- 39.2 Failure in the undergraduate dissertation may not be compensated.
- 39.3 A candidate who has marginally failed up to 30 credits and is offered compensation may not opt to be reassessed in the module(s).
- 39.4 Classification of Honours degrees is based on the following indicative scale of weighted averages:  
70% or above First Class Honours  
60-69% Upper Second Class Honours (2.1)  
50-59% Lower Second Class Honours (2.2)  
40-49% Third Class Honours
- 39.5 A Pass degree may be awarded if the student passes all required modules (330 credits) but not the dissertation. Exceptionally, the Board of Examiners may compensate marginal failure in up to 30 credits, with

- marks not below 30% where there is evidence of strong performance (i.e. 50% or above in the equivalent amount of assessment).
- 39.6 Classification is derived according to procedures approved by the Academic Board and published by the College.
- 39.7 In considering a candidate whose weighted average is 2 percentage points or less below a classification borderline, the Board of Examiners has discretion to award the higher classification. In reaching such a decision, the Board may take account of such matters as it considers relevant, which may include:
- (a) Significant evidence of excellence in several elements of assessment, normally defined as there being at least 45 credits at level 6 with marks at least two classification levels above the indicative classification (for indicative classifications of 2.2 or below) or at least 45 credits with marks of 75% or above (for indicative classifications of 2.1);
  - (b) An especially strong performance in the dissertation, normally defined as a mark at least two levels above the indicative classification (for indicative classifications of 2.2 or below) or a mark of 75% or above (for indicative classifications of 2.1);
  - (c) Evidence, accepted by the Board, that the candidate's work was adversely affected by mitigating circumstances beyond his or her control.
- 39.8 For ERASMUS students the Board will determine on a case-by-case basis which modules taken during the year abroad should be counted in determining the degree classification.
- 40. The determination of classification for an MA or MRes**
- 40.1 To be eligible for the award of an MA or MRes candidates must normally have passed modules totalling 120 credits and the dissertation. Exceptionally, the Board of Examiners may compensate marginal failure in one taught module with marks not below 46% if
- (a) the module mark is 49 and the average of the other four marks is at least 52;
- Or
- (b) the module mark is 46-48 and the average of the other four marks is at least 54.
- 40.2 Failure in the dissertation may not be compensated.
- 40.3 Classification of the MA and MRes is determined as follows
- (a) Distinction
    - i. **Either** four marks above 69, with at least 66 for the dissertation
    - ii. **Or** three marks above 69, plus at least 138 marks
    - iii. **Or** three marks above 72, plus at least 135 marks
  - (b) Merit
    - i. **Either** four marks above 59, with at least 56 for the dissertation
    - ii. **Or** three marks above 59, plus at least 118 marks



iii. Or three marks above 62, plus at least 115 marks

(c) Pass

Marks of at least 50% for each module and the dissertation

- 40.4 In considering a candidate whose profile is marginally below a classification borderline, the Board of Examiners has discretion to award the higher classification if an increase of 2% in one module or the dissertation would result in the higher classification being determined (NB the mark for the module or dissertation is not raised). In reaching such a decision, the Board may take account of such matters as it considers relevant, which may include:
- (a) Significant evidence of excellence in several elements of assessment;
  - (b) An especially strong performance in the dissertation;
  - (c) Evidence, accepted by the Board, that the candidate's work was adversely affected by mitigating circumstances beyond his or her control.

**41 The Determination of classification for an MTh or MPhilStud**

- 41.1 Classification is derived according to procedures approved by the Academic Board and published by the College.

**42. Award of a Certificate of Higher Education (Cert HE)**

- 42.1 To qualify for the award of a Certificate of Higher Education, a student must have:
- (a) passed modules totalling at least 120 credits at Credit Level 4 or above including at least 90 credits at Credit Level 4;
  - (b) met any relevant requirements from the programme specification for a named award.

**43. Award of a Diploma of Higher Education (Dip HE)**

- 43.1 To qualify for the award of a Diploma of Higher Education, a student must have:
- (a) passed modules worth at least 240 credits, at Credit Level 4 or above in total;
  - (b) passed modules worth at least 90 credits passed at Credit Level 5 or above;
  - (c) met any relevant requirements from the programme specification for a named award.

**44. Award of a Foundation Degree (FdA)**

- 44.1 To qualify for the award of a Foundation degree, a student must have:
- (a) accumulated credit worth at least 240 credits at Credit Level 4 or above in total and at least 90 credits at Credit Level 5;
  - (b) met the approved programme specifications including attempting all core modules.

**45. Award of a Postgraduate Certificate (PGCert)**

- 45.1 To qualify for the award of a Postgraduate Certificate a student must have:
- (a) passed modules totalling at least 60 credits at Credit Level 7;
  - (b) for a named award, have passed all the core modules for the programme (or two core modules for programmes with more than four core modules).

**46. Award of a Postgraduate Diploma (PGDip)**

- 46.1 To qualify for the award of a Diploma of Higher Education, a student must have:
- (a) passed modules worth at least 120 credits at Credit level 7;
  - (b) for a named award, have passed all the core modules for the programme.

**47. Aegrotat Provisions for undergraduate degrees**

- 47.1 An Aegrotat award may be conferred where a student in their final year of study cannot complete their programme in the foreseeable future due to serious medical or other equivalent reasons, and the student's overall module results at level 6 (or 5 for foundation degrees) creates an average exceeding 40%.
- 47.2 An Aegrotat award may only be conferred for foundation degree and honours degree programmes.
- 47.3 An Aegrotat award may not be conferred on programmes accredited by a professional body which does not sanction this form of award.
- 47.4 An Aegrotat award shall not be conferred with any distinction or honours classification.
- 47.5 To be eligible for consideration of an Aegrotat award a candidate must:
- (a) submit the request for an Aegrotat award to the Head of Student Services in writing no more than 10 working days after the publication of results and
  - (b) be unable to attempt any further modules or undertake any further assessments/reassessments and/or retakes due to Mitigating Circumstances for the foreseeable future.
  - (c) The application must be accompanied by a medical certificate or other independent evidence demonstrating that the student is unable to continue with the programme of study for the foreseeable future.
- 47.6 On consideration of the student's application the Board of Examiners may:
- (a) award the minimum pass mark for a missed or failed element of assessment if after taking into account the student's performance in other areas of the module in question they are satisfied that the student would have passed the element of assessment and therefore the module had they not had mitigating circumstances at the time of the assessment, or would have passed any reassessment or retake of the module if they were not prevented by Mitigating Circumstances from doing so for the

- foreseeable future. If, after re-calculation of the overall module results at level 6 (or 5 for foundation degrees) creates an average exceeding 40% then the student may have an Aegrotat award conferred upon them, or, (b) award credit for a missed or failed module if the Board of Examiners considers that from the overall module results across all modules in the subject area at that level, they can determine that in their academic judgment the student would have passed the module had they not had mitigating circumstances preventing them her/him either attempting the module at the time or as a retake in the foreseeable future. If after the award of credit the student has accumulated the required number of credits for the target award then the student may have an Aegrotat award conferred upon her/him if the average of the overall module results at level 6 (or level 5 for foundation degrees) is 40% or above.
- 47.7 Where a student cannot meet the minimum stated above an Aegrotat award may not be conferred.
- 47.8 On receipt of the offer of an Aegrotat Degree, the candidate may either (a) accept the offer, in which case the degree will be conferred, or (b) decline the offer, and re-enter the assessments for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter assessments shall cease to be eligible for an Aegrotat Degree in respect of the assessments on which his/her original application was based.
- 47.9 A candidate who has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the assessment for a classified degree.
- 47.10 A Board of Examiners may make representations on the candidate's behalf where that candidate is unable for medical or other reasons to submit the claim for her/himself.
- 47.11 The transcript shall clearly denote the manner in which the credit was awarded.
- 48. Notification of Results and Issue of Diplomas**
- 48.1 After the Examiners have reached a decision, every candidate will be notified by the Head of Student Services or nominees of the result of his/her examination.
- 48.2 A Diploma under the Seal of the University shall be subsequently delivered to each candidate who has been awarded a degree.
- 49. Regulations for Excluding and Terminating a Student's Registration From a Taught Programme on Academic Grounds**
- 49.1 A student may be excluded from their programme on academic grounds if any one of the following applies:
- (a) the student has reached the end of the maximum period of registration;
  - (b) the student has failed a core module and has no more attempts to convert the module to a compensated fail;

- (c) the student has failed a module and has no more attempts to convert the module to a pass/compensated fail which is a pre-requisite to a core module at another level;
- (d) the student has failed an option module and has no more attempts to convert the module to a pass or compensated fail as required to achieve the award or to substitute the failed module;
- (e) the academic judgment of the Board of Examiners is that the student will be unable to complete the target award in the remaining period of registration available to the student;
- (f) the academic judgment of the Board of Examiners is that the student has not made sufficient progress in the current academic year and is unlikely to achieve the target award.
- 49.2 A student's registration may be terminated on academic grounds, other than failure in an examination. This includes, but is not limited to, the following:
- unsatisfactory academic progress
  - unsatisfactory attendance at prescribed lectures, seminars, tutorials, or other prescribed academic activities
  - failure to complete or submit required written work by due dates or to satisfactory standards
  - failure to meet academic obligations or comply with the Student Charter.
- 49.3 The procedure for termination under 49.2 (above) shall be determined by the Academic Board.
- 49.4 A student who is excluded from a programme may at the discretion of the Board of Examiners have an intermediate award conferred upon them (Cert HE, Dip HE) if the student has fulfilled the criteria for that intermediate award.
- 49.5 A student who has been excluded on academic grounds may not normally be readmitted to the same programme from which they were excluded or any other programme of the College.
- 49.6 A student who withdraws from their programme of study before achieving the target award, may at the discretion of the Board of Examiners have an intermediate award conferred upon them (Cert HE, Dip HE) if the student has fulfilled the criteria for that intermediate award. A student must request this in writing; an intermediate award will not normally be conferred automatically by the College upon a withdrawing student.
- 49.7 The College may restrict the final award classification that the student may achieve if found to have committed an academic conduct offence on that programme.

## **50. Revocation of Degrees**

- 50.1 On behalf of the College and in accordance with Ordinance 13, the Principal on the recommendation of the Academic Board may revoke any degree, diploma or certificate granted by the College and all privileges

connected therewith, if it shall be discovered at any time and proved to the satisfaction of the College that:

(a) there was an administrative error in the award made under the relevant procedures; or

(b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

(c) the student committed an assessment offence that was not dealt with prior to the award.

## **51. Appeals from Candidates Concerning Assessment Results**

51.1 The College will only consider an appeal on the following grounds:

(i) Where the candidate requesting reconsideration of the decision can provide adequate evidence, which is acceptable to the Board of Examiners, that his/her assessment was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to divulge before the Board of Examiners reached its decision.

(ii) There is clear evidence, produced by the candidate or any other person, of material administrative error, or evidence that the assessment was not conducted in accordance with the relevant regulations.

51.2 Any representation must be made to the Head of Student Services or their nominee in line with the College's published appeals procedure.

51.3 There is no right of appeal on academic grounds against any assessment, module or degree result.

## **52. Student Complaints**

52.1 A student may make a complaint in accordance with the College Complaints procedure.