# UNIVERSITY OF BIRMINGHAM

# REGULATIONS OF THE UNIVERSITY OF BIRMINGHAM

# SECTION 7 - ASSESSMENT, PROGRESSION AND AWARD

**Executive Brief**

Sets out the Regulations for assessing Registered Students; requirements for progression from one stage of a Programme of Study to the next; Regulations on the granting and calculation of awards; and the conduct of Degree Congregations

## Section 7. Assessment, Progression and Award

### 7.1 Examiners

#### 7.1.1 General

7.1.1 Registered Students shall be examined by external and internal examiners.

#### 7.1.2 Internal Examiners

7.1.2 (a) Heads of Principal Academic Units or their nominees shall be responsible for the appointment of internal examiners.

7.1.2 (b) For taught programmes the procedures for the appointment, including eligibility criteria, and role of internal examiners shall be as specified in the Assessment Protocols approved by Senate or under delegated authority from time to time.

7.1.2 (c) Where there are taught elements of research degree programmes (as defined in subsection 6.1.4) the Assessment Protocols shall apply to such elements with respect to internal examiners.

7.1.2 (d) For research degree programmes the procedures for the appointment, including eligibility criteria, and role of internal examiners shall be as specified in Code of Practice for Assessment of Research Degree Theses.

#### 7.1.3 External Examiners

7.1.3 (a) The Senate shall have responsibility for and oversight of the appointment of external examiners.

7.1.3 (b) No University award with taught elements shall be awarded without the participation in the examining process of at least one examiner external to this University acting as a full member of the relevant Board of Examiners. Exceptions to this requirement shall be granted by the Senate.

7.1.3 (c) For taught programmes of study the procedures for the appointment, including eligibility criteria, and role of External Examiners shall be as specified Code of Practice on External Examiner System for First Degree and Taught Masters.

7.1.3 (d) Where there are taught elements of research degree programmes (as defined in section 1.4, Programme of Study) the Code of Practice on External Examiner System for First Degree and Taught Masters shall apply to such elements with respect to External Examiners.

7.1.3 (e) For research degree programmes the procedures for the appointment, including eligibility criteria, and role of external examiners shall be as specified in the Code of Practice for Assessment of Research Degree Theses.

### 7.2 Assessment of Taught Programmes and the Taught Elements of Research Degree Programmes

#### 7.2.1 General

7.2.1 (a) All modules must be assessed. The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose.

7.2.1 (b) Assessment of modules shall be consistent with the principles specified in the Assessment Protocols.

7.2.1 (c) Assessment should not be excessive. In the case of Undergraduate programmes, in normal circumstances there should be no more than six formal written examinations of three hours' duration or equivalent for each 120 credits of the programme.

7.2.1 (d) Linked modules may be assessed by means of combined assessment, e.g. a single examination paper, essay or project.

7.2.1 (e) The timing of assessment shall be as follows:

(i) In the case of undergraduate programmes, modules must normally be assessed within the University Session in which they are taken and may be assessed within the semester in which they are taken.

(ii) In the case of postgraduate taught and graduate taught programmes, modules must normally be assessed within 12 months of being commenced, unless otherwise specified in the appropriate module description and approved by the Senate or a delegated authority.

(iii) In the case of research degree programmes with taught elements, modules must normally be assessed within 12 months of being commenced, unless otherwise specified in the appropriate module description and approved by the Senate or a delegated authority.

7.2.1 (f) The assessment of each module shall generate a single mark between 0 and 100 except in cases specified by the Senate or a delegated authority where the mark shall be pass or fail. Linked modules shall produce a single mark.

7.2.1 (g) A Registered Student who does not attempt a required element of a module's assessment by failing to attend a required examination without adequate cause or failing to complete other assessed work shall be awarded a mark of 0 for that element (or fail where appropriate). Note also the requirements in respect of Academic duty in relation to assessment and Reasonable diligence below.

7.2.1 (h) A module shall be passed if the Registered Student has demonstrated the achievement of the module's specified learning outcomes.

7.2.1 (i) The pass mark for level F, C, I and H modules is 40. There may be exceptions to this where it is required by external bodies. Such exceptions shall be agreed by the Senate or a delegated authority.

7.2.1 (j) The pass mark for level M modules is 50.

7.2.1 (k) Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners. Subject to this provision, Registered Students shall be given informal guidance with regard to their academic performance in

accordance with relevant University Codes of Practice.

7.2.1 (l) In order to obtain credit in a module a Registered Student must have gained at least the specified pass mark for the module and completed any other requirements to the satisfaction of the Board of Examiners.

7.2.1 (m) Credit may be awarded only for successful completion of the stated learning outcomes of the module. On undergraduate programmes only, where the positive aspects of the overall performance within the module outweigh the area of failure, 'compensation' of a weak achievement by a strong performance elsewhere should be allowed only in relation to assessments within a single module, or between assessments across linked modules which share an integrated assessment, which leads to a single mark.

7.2.1 (n) Module marks will be expressed on a Registered Student's official transcript as a numerical value between 0 and 100 where such marks are generated. Otherwise marks shall be expressed as 'pass' or 'fail'.

**7.2.2 Assessment of Non-credit Bearing Requirements.**

7.2.2 (a) Where programmes are permitted to have non credit-bearing requirements (as per section 6), assessment of such requirements will be consistent with procedures as set out in the Assessment Protocols.

7.2.2 (b) The assessment of such elements shall be pass or fail.

7.2.2 (c) Marks for such elements will be expressed on a Registered Student's transcript as 'pass' or 'fail'.

7.2.2 (d) Opportunities to retrieve failure in such requirements shall be as specified in the programme requirements. The expectation is that these shall normally be equivalent to those available for the academic components of the programme (see below). There may, however, be occasions where opportunities differ due to the requirements of professional bodies.

**7.2.3 Conduct of Assessment – Written Examinations**

7.2.3 (a) <u>Responsibilities</u>

(i) The Director of Academic Services shall be responsible for the arrangements and conduct of all written examinations held during designated examination periods.

(ii) The Head of each Principal Academic Unit or his or her nominee shall be responsible for the arrangements and conduct of all written examinations held outside designated University examination periods and for carrying out, in relation to such examinations, the functions ascribed in these regulations to the Director of Academic Services.

7.2.3 (b) <u>Liaison with the Examinations Office</u>

The Head of each Principal Academic Unit shall nominate at least one member of University Staff from within the unit who shall be responsible for liaison with the relevant section of Academic Services.

7.2.3 (c) Examination Question Papers

(i) The Head of each Principal Academic Unit shall have responsibility for ensuring that, where necessary, examination question papers are submitted to external examiners for approval as per the Code of Practice on External Examiner System for First Degree and Taught Masters.

(ii) The Head of each Principal Academic Unit shall have responsibility for ensuring that suitably verified and formatted examination question papers are forwarded to Academic Services by any deadlines set by the Director of Academic Services.

(iii) Examination question papers shall be in the format specified in the Code of Practice on Conduct of Centrally Co-ordinated Formal Written Examinations.

7.2.3 (d) Examination Sittings

The conduct of written examinations shall be as specified in the Code of Practice on Conduct of Centrally Co-ordinated Formal Written Examinations. In addition:

(i) Written examinations shall be supervised by invigilators appointed by the Director of Academic Services.

(ii) Registered Students must verify their identity during an examination sitting by means of a Student ID card or another suitable form of photographic identification (as specified in the Code of Practice on Conduct of Written Examinations). Failure to do so shall constitute an examination irregularity and a disciplinary offence.

(iii) No Registered Student sitting an examination shall be permitted to enter the examination room after 30 minutes from the start of the examination, and no Registered Student shall be allowed to leave the room, except in an emergency, and with the permission of an invigilator, until after 40 minutes from the start of the examination.

(iv) Failure to comply with written or oral examination instructions and/or the instructions of invigilators and/or creating a disturbance shall constitute an examination irregularity. Any such examination irregularity shall be reported to the Director of Academic Services or his or her nominee who shall have power to remove the Registered Student from the examination room, and take such further steps as he or she may consider necessary including action under reference to section 8.

(v) The invigilator will submit a written report detailing the allegation of examination irregularity to the Director of Academic Services within twenty four hours of the conclusion of the sitting. If the matter is sufficiently serious to warrant reference to the College Fitness to Practise Committee or College Misconduct Committee, the Director of Academic Services (or his or her nominee) will prepare a written report for submission to the Registrar and Secretary. In the event that the decision of the College Fitness to Practise Committee or College Misconduct Committee relates to the progress of the Registered Student on the programme, or specifies a decision relating to marks or the opportunity for the Registered Student to re-sit an examination, this decision will bind the Board of Examiners and all rights of appeal in respect of that decision will be in accordance with the Code of Practice on Procedures for Misconduct and Fitness to Practise Committees.

(vi) Answers must be written in longhand in answer books and/or other papers provided as per the instructions on examination question paper rubrics, apart from exemptions made for particular Registered Students as specified below, and be legible. Registered Students who submit scripts, answers, or parts of answers which examiners find illegible may be liable to penalty. If the examiners decide that it is necessary to obtain a legible transcript before a script may be marked, the Registered Student concerned will be liable for the cost of producing the transcript.

(vii) Alternative examination arrangements, including exemption to the requirement to provide answers written in longhand, will be made where, on the basis of a temporary or permanent disability, the University considers that the standard arrangements would place a Registered Student at an unfair disadvantage. Academic Services shall have ultimate responsibility for determining what arrangements will be made for individual Registered Students but will be advised by the University's disability support services. Procedures for alternative examination arrangements shall be as specified in the Code of Practice on Conduct of Centrally Co-ordinated Formal Written Examinations.

7.2.3 (e) <u>Distribution and Return of Answer Books</u>

(i) Arrangements for the distribution and return of completed answer books and other papers from examination venues and Academic Services shall comply with the requirements of the Director of Academic Services.

(ii) All answer books and other papers shall remain confidential to the examiners and shall be destroyed after a period of not less than twelve months after the declaration of the results of the examinations.

**7.2.4 Conduct of Assessment – Other Forms of Examination**

7.2.4 The Senate or a delegated authority shall have responsibility for ensuring the conduct of all other forms of examination other than written examinations (e.g. oral and practical examinations; examination by dissertation, project work and continuous assessment) is fair and is consistent with the requirements of the Assessment Protocols. Such conduct shall be approved in consultation with external examiners.

**7.2.5 Determination of Results of Assessment**

7.2.5 (a) The results of modules shall be determined by Boards of Examiners appointed for the purpose. Boards of Examiners shall comprise internal and external duly appointed.

7.2.5 (b) Boards of Examiners shall use the results of modules to make decisions or recommendations on final Awards and progression.

7.2.5 (c) The Senate or a delegated authority shall have responsibility for establishing codes of practice for the composition and conduct of Boards of Examiners meetings. The codes of practice shall be as specified in the Assessment Protocols.

7.2.5 (d) There shall be provision for Boards of Examiners to take account of the effect of any illness or other serious adverse circumstances, i.e. mitigations, on Registered Students' academic performance via the mechanism of mitigation panels as defined in the Assessment Protocols. Such circumstances shall include where Registered Students are prevented by illness or other sufficient cause from attending examinations or completing assessments.

7.2.5 (e) It is the responsibility of the individual Registered Student to bring to the attention of the relevant Boards of Examiners, via the mitigations procedures, any such circumstances he or she wishes to have taken into account before the meeting of the relevant Board of Examiners takes place.

7.2.5 (f) Procedures adopted by Boards of Examiners to consider mitigations and make consequent decisions shall be fair, equitable and transparent and shall be subject to the scrutiny of the Senate or a delegated authority.

7.2.5 (g) Where a Board of Examiners accepts that mitigating circumstances have affected academic performance, the board shall normally award a classification or recommend a progress decision consistent with the performance which, on the evidence available to it, the Board reasonably judges the Registered Student would have achieved if performance had not been affected by mitigating circumstances.

7.2.5 (h) In exceptional circumstances, where a Board of Examiners considers that a Registered Student is unable to complete the requirements of his or her programme due to serious illness or other significant cause, the Board may recommend the award of an aegrotat degree, diploma or certificate. Such recommendations must be made in accordance with the Assessment Protocols and shall be subject to the approval of the Senate or a delegated authority. An aegrotat degree should be unclassified. Degrees which entail qualification to practise in the field of medicine shall not be awarded in this manner.

7.2.5 (i) Marks shall not normally be adjusted in the light of mitigating circumstances and the mark(s) determined by the Board of Examiners will therefore reflect

precisely the Registered Student's actual performance irrespective of those circumstances.

7.2.5 (j) A confidential written record shall be kept of any decisions or recommendations made in the light of mitigating circumstances and of cases where the mark achieved has been affected by such factors. Such information shall be made available to the Board of Examiners in subsequent years where this is relevant to the determination of the degree classification or other decisions to be taken by the board in relation to the Registered Student concerned.

7.2.5 (k) Boards of Examiners shall have delegated authority from Senate, to make final Award and progress decisions within Regulations.

7.2.5 (l) Boards of Examiners shall be have delegated authority from Senate, to make final Award and progress decisions notwithstanding Regulations where such decisions have been made on the basis of mitigating circumstances.

7.2.5 (m) Where mitigating circumstances are not involved, notwithstanding Regulations on final Award and progress Boards of Examiners may pass recommendations and decisions to the Progress and Awards Board of Senate which shall have delegated authority to make the final decision.

7.2.5 (n) Where a programme is under the authority of more than one Board of Examiners, Progress and Awards Board of Senate shall, where necessary, make final decisions on individual cases.

7.2.5 (o) Decisions made in accordance with this Regulation shall be final, unless a subsequent error in the record or incorrect application of regulations is identified. In such circumstances, the Chair of the Board of Examiners concerned shall have delegated authority, after consulting with external examiners (or one of their number appointed for the purpose by the Board), to make a revised determination of the result, final Award and/or progress decision in question.

7.2.5 (p) Chairs of Boards of Examiners shall be responsible for ensuring that suitably certified and formatted lists of module marks, progress and final Award decisions are available for entry onto the University's central record by any deadlines set by the Director of Academic Services.

**7.2.6 Failure in Assessment**

7.2.6 (a) Subject to sub-clause 7.2.6 (b) below, all Registered Students who fail a module, other than modules taken in the final stage of a classified honours degree programme not exempted from this clause by decision of the Senate, shall have one opportunity to retrieve the failure, either by re-assessment (i.e. re-sitting the examination and/or resubmitting coursework) or repetition. Such opportunity shall be normally provided and taken within one year of the initial failure except when, for reasons of frequency of module delivery, the Senate or a delegated authority has agreed otherwise.

7.2.6 (b) Boards of Examiners shall determine whether a Registered Student shall be reassessed in or repeat a failed module. In normal circumstances Boards of Examiners will require reassessment unless repetition of the module is

specifically justified (due to the nature of the module or the Registered Student's academic circumstances).

7.2.6 (c) The following applies where Registered Students are to be re-assessed in a module:

(i) The Registered Student is required to complete such further assessment as specified by the Board of Examiners so as to demonstrate achievement of the stated learning outcomes.

(ii) The further assessment shall be taken at the next available opportunity. This will normally be by or at the time of the August/September supplementary examination period following the original examination.

(iii) Re-assessment of a module as defined within these regulations does not carry additional tuition fee liability.

(iv) Unjustified absence from the re-examination or failure to submit required work will be counted as failure in the re-assessment and a mark of 0 shall be awarded, as specified Academic Duty to Attempt Assessment below.

7.2.6 (d) The following is applies where Registered Students are to repeat a module:

(i) The Registered Student is required to attend all teaching sessions and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes.

(ii) The module should normally be repeated within one year of the initial failure.

(iii) Repeating a module as defined within these Regulations renders a Registered Student liable to an additional tuition fee liability. This is a proportion of the standard tuition fee, depending on the number of credits to be repeated and whether the Registered Student is classified as Home/EU, Islands or Overseas.

7.2.6 (e) The nature of some modules (e.g. laboratory-based modules) means that retrieval of failure can only be by means of repetition. Such modules should be designated 'repeat only' in module descriptions (see Section 6).

7.2.6 (f) Undergraduate Registered Students shall normally be required to take the opportunities permitted to them to retrieve failure in all failed modules, irrespective of whether successful completion of the module or modules is defined as a requirement for progression or for the award of the qualification.

7.2.6 (g) With the agreement of the relevant Head of Principal Academic Unit or nominee a Registered Student required to be reassessed in or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the Registered Student shall be required to attend the module in full and complete all the assessments. In such cases there will be an additional tuition fee liability. The Registered Student shall be permitted one attempt at the substituted module.

7.2.6 (h) Registered Students may not normally be reassessed in or repeat any module for which they have obtained credit, except for Registered Students in exceptional personal difficulties who for sound educational reasons may with the agreement of the Progress and Awards Board of Senate be allowed to repeat modules for which they have already obtained credit.

7.2.6 (i) Following an attempt to retrieve failure (via reassessment, repetition or substitution) the mark used for calculating a Registered Student's weighted mean mark and progress or final degree classification shall be:

(i) The pass mark for that module if the Registered Student passes the module.

(ii) The higher of the two fail marks if the Registered Student fails the module.

7.2.6 (k) Notwithstanding this clause the mark achieved following an attempt to retrieve failure of a module will be recorded on a Registered Student's transcript.

7.2.6 (l) Where a Board of Examiners accepts that a Registered Student's failure in a module is as a result of mitigating circumstances (as set out in Determination of the results of assessment, above) then an additional attempt to retrieve the failure may be granted. The additional attempt shall be normally of the same status as the attempt affected by the mitigating circumstances, that is either first or reassessment attempt (i.e. sit or re-sit). An additional attempt at a first sitting may therefore be followed by a further reassessment attempt.

**7.2.7 Failure to Meet Professional Requirements**

7.2.7 (a) In Fitness to Practise, a Registered Student who is deemed to be failing or at risk of failing to meet the professional requirements of his or her programme as specified in the University Code of Practice on Fitness to Practice shall be subject to Fitness to Practise procedures as set out in Code of Practise on Misconduct and Fitness to Practise Committees.

7.2.7 (b) For all other programmes, the expectation shall be that Registered Students are offered opportunities to retrieve failure to meet any professional requirements (unrelated to academic performance) equivalent to those available for the academic components of the programme.

7.2.7 (c) Where a Registered Student's performance in relation to professional requirements is considered irredeemable (following any appropriate retrieval opportunities), the Registered Student may be eligible for the Award of an alternative academic qualification should their academic performance so merit. Such a qualification shall not provide professional status, as documented and approved in the programme specification.

**7.3 Progression and Award – Taught Programmes**

**7.3.1 Undergraduate Programmes**

7.3.1 (a) <u>Progression</u>

(i) Registered Students are required to pass 100 credits at a given

stage of a programme in order to progress to the subsequent stage. Where programmes have different requirements in terms of credits passed, this shall be agreed by the Senate or under delegated authority and shall be specified in the programme requirements.

(ii) Any additional requirements for progression shall be stated in published programme requirements approved by the Senate or under delegated authority.

(iii) To be eligible for progression to any year abroad/in industry required by the programme, the preceding credit requirements (stated above) must have been satisfied. For eligibility to progress to the stage of the programme following the year abroad/in industry, that year must be passed satisfactorily (i.e. at least 100 credits attained).

(iv) Progression is no guarantee of achievement of the requirements for the final Award. Thus failed credits may need to be redeemed even if progression is allowed.

(v) The requirements for progression from foundation degree to an honours degree shall be as stated in the programme requirements approved by the Senate or under delegated authority, and will include at least 240 credits, 100 credits of which must be at level I or higher, which may include the 40 credits taken following successful completion of the foundation degree as a bridging module.

(vi) To be eligible to proceed to stage 3 of an undergraduate masters programme, Registered Students must have accumulated 220 credits by the end of stage 2 and the weighted mean mark for stage 2 must normally be 55 or better. Where required for professional accreditation or other academic purposes, Principal Academic Units or Colleges may introduce additional requirements for progression to an undergraduate masters programme, subject to the approval of the Senate or under delegated authority. Any such additional requirements will be clearly indicated in programme requirements and in information provided to registered students. Registered Students who do not meet the requirements to proceed to the undergraduate masters programme will proceed to an appropriate bachelor's programme.

(vii) Credits from level F modules do not contribute to progression from stage 1 or above, except for foundation degrees.

(viii) The Senate or a delegated authority may permit Registered Students on relevant programmes to intermit their studies, normally between stages 2 and 3, in order to undertake an industrial placement. The requirements relating to such placements shall be specified separately in programme requirements.

7.3.1 (b) <u>Award</u>

(i) Credits and module marks from level F modules shall not contribute to the Award or classification of any Award apart from a foundation degree.

(ii) Subject to any additional requirements specified in programme requirements approved by the Senate or under delegated authority, a Registered Student must achieve the credit requirements indicated below in order to be eligible for the Award of the specified degree:

| Degree | Credit requirements for Award |
|---|---|
| Classified bachelor's degrees with honours (360 credit programmes) | At least 320 credits, including<br>at least 100 credits at level C or above, and<br>at least 200 credits at level I and H including at least 100 credits at level H or above. |
| Classified bachelor's degrees with honours (480 credit programmes) | At least 440 credits, including:<br>at least 100 credits at level C or above<br>at least 300 credits at level I and H or above, including at least 100 credits at level H or above. |
| Undergraduate masters degrees | At least 440 credits (560 credits with additional year abroad/in industry) including:<br>at least 100 credits at level C or above<br>at least 100 credits at level I [with at least 220 credits at the end of stage 2 and a stage 2 average of at least 55]<br>at least 200 credits at level H or higher, including at least 100 must be at level M.<br>(if taken, at least 100 credits from the year abroad/in industry at level I or above). |
| Bachelor of philosophy | At least 120 credits at level H. |
| Foundation degree | At least 200 credits, including at least 60 credits at level I or above. |

(iii) Principal Academic Units who wish to use Adjusted Regulations as detailed in the Code of Practice on Adjusted Regulations and Bachelor's Degrees and the Code of Practice on Adjusted Regulations and Undergraduate Master's Degrees may do so with the permission of the Senate.

(iv) Where the degrees arising from programmes have different credit and level requirements in terms of credits passed, this shall be agreed by the Senate or under delegated authority and shall be specified in the published programme requirements.

7.3.1 (c) Classification of Degrees

(i) The degree of BPhil and the foundation degree shall not be classified.

(ii) For degrees other than MBChB and BDS, Boards of Examiners shall place successful candidates for degrees with honours in three classes (Class I, Class II and Class III); the second class being sub-divided into two divisions i.e. IIi and IIii. Candidates who do not achieve the standard required for honours may be awarded a pass degree.

7.3.1 (d) Contribution of Marks to Degree Classification

(i) Marks from the stages of a programme shall contribute to the classification of the degree in the following proportions:

| | |
|---|---|
| Programmes with modules at levels C to H. | Stage 1 - 0<br>Stage 2 - 25%<br>Stage 3 - 75% |
| Programmes with modules at levels C to M. | Stage 1 - 0<br>Stage 2 - 20%<br>Stage 3 - 80% |

(ii) Where a Registered Student has progressed to a classified honours degree following successful achievement of a foundation degree, the final award will be calculated as for programmes with modules at levels C to H or programmes with modules at levels C to M above, as appropriate. The additional 40 credits required before progression to a classified honours degree should be included in the classification of the degree as part of the stage 2 contribution.

(iii) Classified Honours Degrees

Final awards will be calculated using a scheme or schemes based on weighted mean taking account of the credit value and level of the modules concerned as agreed by the Senate or under delegated authority (see above).

(iv) Except when otherwise approved by the Senate or under delegated authority, where a year of study abroad/in industry between stages 2 and 3 is included as a requirement of the programme to which a Registered Student has been admitted, the achievement of the learning outcomes shall be assessed and used, in a proportion to be agreed by the Senate or under delegated authority, towards the overall stage 2 contribution to the degree classification.

(v) Normally where a year of study abroad is an equivalent alternative to study that would otherwise have been taken within this University, it must be assessed and it should contribute to the classification in the same way as the equivalent study undertaken within the University.

(vi) In order to achieve a particular classification a Registered Student must obtain a mark or marks within the appropriate range and also satisfy any further requirements specified in the relevant module descriptions.

(vii) The following ranges of weighted mean marks shall be used in determining classifications:

70 or above - Class I

60-69 - Class IIi

50-59 - Class IIii

40-49 - Class III

7.3.1 (e) Bachelor's Degree for Registered Students on Undergraduate Masters Programmes

On the recommendation of the Board of Examiners, a Registered Student on an undergraduate masters programme who cannot, or who fails to, satisfy the requirements for the Award of undergraduate master, may be awarded a bachelor's degree if the requirements specified for that corresponding programme and Award have been met.

7.3.1 (f) Pass Degree

(i) A pass degree is awarded on the completion of an honours degree programme, to a Registered Student whose performance merits the award of a degree, but who has not achieved the requisite number of credits and is not therefore eligible for the award of a classified honours degree.

(ii) A pass degree may be awarded on the recommendation of the Board of Examiners to a Registered Student who has achieved at least 300 credits including at least 80 credits at level H.

7.3.1 (g) Bachelor of Dental Surgery (BDS)

The degree of BDS may be awarded with honours, according to classification criteria identified in programme specification, relating to the award of honours points throughout the programme. Distinction may be awarded in subjects or strands based on published criteria, but not at programme level.

7.3.1 (h) Bachelor of Medicine and Surgery (MBChB)

The degree of MBChB may be awarded with honours according to classification criteria identified in programme specification, relating to the award of honours points throughout the programme. Honours and distinction may be awarded in subjects or strands based on published criteria.

7.3.1 (i) Lower Alternative Awards to Bachelor's Degrees

(i) Where a Registered Student following a programme leading to the Award of a bachelor's degree has achieved less than 300 credits, an Award of certificate of higher education or diploma of higher education may be made provided the required number of credits have been achieved as follows:

| | |
|---|---|
| Certificate of higher education: | at least 100 credits at Level C or above |
| Diploma of higher education: | 200 credits of which 100 must be at level I or above |

(ii) Only the certificate of higher education and diploma of higher education may be awarded in this way. All other Awards are made only on successful completion of the specified programme of study for that Award.

(iii) The Awards of certificate of higher education and diploma of higher education shall not be classified.

7.3.1 (j) Advanced Certificates, University Certificates and University Diplomas

(i) Advanced certificates, university certificates and university diplomas are normally stand-alone Awards and are not available as lower alternative Awards to bachelor's degrees unless specified in programme requirements.

(ii) Subject to any additional requirements specified in programme requirements approved by the Senate or under delegated authority, a Registered Student must achieve the credit requirements indicated below in order to be eligible for the specified award:

| | |
|---|---|
| Advanced certificate | At least 60 credits at level H or above. |
| University certificate | At least 60 credits at level C or above. |
| University diploma | At least 60 credits at level I or above. |

(iii) The Awards of advanced certificate, university certificate and university diploma shall not be classified.

**7.3.2 Postgraduate and Graduate Taught Programmes of Study**

7.3.2 (a) Award Requirements

Subject to any additional requirements specified in the programme requirements approved by the Senate or under delegated authority, a Registered Student must achieve the credit requirements indicated below in order to be eligible for the award of the specified degree:

| | Award | Requirement to achieve Award |
|---|---|---|
| (i) | Postgraduate certificate | A Registered Student must:<br>- have achieved a mark of 40 or more in at least 60 credits and<br>- have gained at least 40 credits at Level M in modules taken as part of the programme and<br>- have gained a weighted mean mark of at least 50 in the 60 credits considered for the award. |
| (ii) | Postgraduate diploma | A Registered Student must:<br>- have achieved a mark of 40 or more in at least 120 credits and<br>- have gained at least 80 credits at Level M in modules taken as part of the programme and<br>- have gained a weighted mean mark of at least 50 in the 120 credits considered for the award. |
| (iii) | Taught postgraduate degree | A Registered Student must:<br>- have gained at least 80 credits at Level M in modules taken as part of the taught component of the programme, and<br>- have gained credit in dissertation components with a total credit value of 60 credits at level M taken during the course of the programme and<br>- have gained a weighted mean mark of at least 50% in the taught component of the programme, and<br>- have achieved a mark of 40% or more in all taught modules. |
| (iv) | Graduate diploma | A Registered Student must:<br>- have achieved at least 100 credits at level H or above. |
| (v) | Graduate certificate | A Registered Student must:<br>- have achieved at least 60 credits at Level H or above. |

7.3.2 (b) Requirements for Merit and Distinction

Registered Students shall be eligible for the Award of a postgraduate certificates, postgraduate diplomas and taught postgraduate degree with merit or distinction subject to meeting the following requirements.

| Award | Merit | Distinction |
|---|---|---|
| Postgraduate Certificate; Postgraduate Diploma | A Registered Student must: | A Registered Student must: |
| | - pass all modules taken as part of the programme; and | - pass all modules taken as part of the programme; and |
| | - achieve a weighted mean mark of at least 60 in all modules. | - achieve a weighted mean mark of at least 70 in all modules. |
| Taught Postgraduate Degree | A Registered Student must: | A Registered Student must: |
| | - pass all modules taken as part of the programme; and | - pass all modules taken as part of the programme; and |
| | - achieve a weighted mean mark of at least 55 in the taught components; and | - achieve a weighted mean mark of at least 65 in the taught components; and |
| | - achieve a weighted mean mark of at least 55 in the dissertation component at level M; and | - achieve a weighted mean mark of at least 65 in the dissertation component at level M; and |
| | - achieve a weighted mean mark of at least 60 calculated across all modules. | - achieve a weighted mean mark of at least 70 calculated across all modules. |

**7.3.3 Declaration of Results**

7.3.3 (a) Provisional and confirmed marks awarded shall be strictly confidential. Any disclosure of marks to individual Registered Students must protect the confidential nature of the marks of other Registered Students.

7.3.3 (b) Subject to the requirements of confidentiality, final lists of results, progress decisions and final awards will be made available as soon as possible after the meeting of the Board of Examiners at which they are determined. In circumstances where the adjudication of the Progress and Awards Board of Senate is required (see above) any disclosure should indicate that a decision is ‘pending’.

7.3.3 (c) Except for the list of final Awards, no list of results and progress decisions shall be communicated to the Press. The list of final Awards will only be

communicated to the Press when it has been confirmed by the Board of Examiners or where appropriate the Progress and Awards Board of Senate.

**7.3.4 Aegrotat Awards**

7.3.4 (a) Aegrotat Awards shall be listed as ‘aegrotat’ on the central University record and certificates. Undergraduate aegrotat degrees shall not be classified or designated as "honours" or "pass" degrees. Taught postgraduate aegrotat degrees shall not be awarded with merit or distinction.

7.3.4 (b) A Registered Student who has been awarded an aegrotat qualification shall not be permitted any further opportunity to complete the requirements of his or her programme.

**7.4 Research Degree Programmes – Assessment and Award**

**7.4.1 Award Requirements**

7.4.1 (a) The Registered Student shall prepare and present as appropriate a report or reports, a dissertation or a thesis, based upon the Registered Student's own work, on the subject of the Registered Student's advanced study and research. A Registered Student may be required to complete further written or oral tests on the research training, the subject of the research or cognate subject(s) as determined by the Principal Academic Unit.

7.4.1 (b) Where the Registered Student’s programme includes research training or other taught modules, the Registered Student must attain a satisfactory standard (achieve credit) in each module before being recommended for the Award of the degree. Assessment of taught modules will be as specified in these Regulations.

7.4.1 (c) The thesis and other assessments for a research degree should demonstrate that the Registered Student:

(i) has an adequate knowledge of the discipline within which the research is grounded and of the literature relevant to the research;

(ii) is proficient in the relevant method(s) of research;

(iii) has undertaken an independent investigation;

(iv) can present information clearly; and

(v) can put forward arguments in an appropriate and coherent form.

7.4.1 (d) A thesis for the two-year MPhil should, in addition to the requirements set out above, contain original work of merit, worthy of publication in part or in whole, representing a significant contribution to knowledge, and demonstrating that the Registered Student can exercise independent judgement.

7.4.1 (e) A thesis for a doctoral degree should, in addition to the requirements set out above, represent an original contribution to knowledge, demonstrate that the Registered Student can exercise independent judgement and be worthy of publication in whole or in part in a learned journal or the equivalent.

7.4.1 (f) A Registered Student may not submit material for assessment which has already been submitted for another degree awarded at this or any other University, unless all the following conditions are satisfied.

The material previously submitted for another degree must:

(i) form a minor part of the submission;

(ii) be supplemented by new material;

(iii) be appropriately integrated into the additional work completed for the subsequent degree; and

(iv) be adequately identified.

7.4.1 (g) A Registered Student may submit material for assessment which has already been published provided that the following conditions are satisfied.

The material published must:

(i) be appropriately integrated, either in the body of the work or as an appendix to which reference is made; and

(ii) be adequately identified and referenced.

7.4.1 (h) If material submitted is the result of collaborative research or work, the submission must clearly identify the Registered Student's contribution.

7.4.1 (i) A Registered Student should submit a synopsis of about 200 words of the work presented, to be included in the bound copies of the work submitted. The examiners shall be required to certify that the synopsis is an accurate summary.

7.4.1 (j) The thesis or report shall have a format as outlined below.

7.4.1 (k) A Registered Student may be awarded only one University qualification following completion of a programme. Where credit for research and generic skills, subject-focused or professional elements is required for the award of the research degree no additional qualification shall be awarded for satisfactory completion of these elements. Where credit in research and generic skills, subject-focused or professional elements is not required for the award of a research degree, Registered Students who achieve this credit may be awarded an appropriate additional qualification.

### 7.4.2 Format of theses or reports

7.4.2 (a) Theses and reports shall be submitted in English except where an exemption has been approved by the Senate or under delegated authority. In general, an exemption shall be granted where a Registered Student is studying a language other than English and the assessment or part of it is intended to demonstrate the Registered Student’s ability in that language.

7.4.2 (b) The thesis or report must be bound in accordance with University requirements before the degree may be awarded.

7.4.2 (c) Two copies of the thesis or report must be presented for examination in accordance with the guidelines published by Academic Services.

7.4.2 (d) The maximum number of words in the thesis or report, excluding supplementary material such as tables, diagrams, appendices, references, the bibliography and any bound published material is as follows:

| College | One-year Mres | One-year MPhil (Mode B) | One-year MPhil (Mode A) | Two-year MPhil | Profess-ional Doctor-ate | PhD | PhD with Integr-ated Study | Eng D DDS MD |
|---|---|---|---|---|---|---|---|---|
| Arts and Law; Social Sciences | 20,000 | 20,000 | 40,000 | 60,000 | 50,000 | 80,000 | 80,000 | NA |
| Dentistry, Health Sciences and Medicine; Life and Environmental Sciences; Engineering and Physical Sciences | 15,000 | 15,000 | 30,000 | NA | 40,000 | 50,000 | 50,000 | 50,000 |

7.4.2 (e) Registered Students conducting research in certain specified areas within the Colleges of Dentistry, Health Sciences and Medicine; Life and Environmental Sciences may on occasion be permitted to have higher word limits, i.e. 80,000 for a PhD thesis and 40,000 for an MPhil thesis. Such permission will be granted for sound academic reasons and notified to the Senate or delegated authority at the beginning of the Registered Student's registration.

7.4.2 (f) If the editing of a text together with a narrative constitutes the thesis then the wordage of the text should not be included in the wordage of the thesis.

**7.4.3 Submission of Theses**

7.4.3 (a) A Registered Student may submit a thesis on only two occasions, once initially and on one further occasion if the examiners allow the thesis to be revised and resubmitted.

7.4.3 (b) A Registered Student will be expected to submit his or her thesis after completing the minimum period of study prescribed in section 6 and must submit the thesis within the maximum period of study prescribed therein. However, a Registered Student may be permitted to submit his or her thesis and any other required work before completing the prescribed minimum period of study on the written recommendation of his or her supervisor(s). Any such recommendation shall be subject to the approval of the Senate or under delegated authority.

7.4.3 (c) Where a Registered Student does not submit the thesis within the prescribed maximum period of study he or she will be deemed to have withdrawn due to

lapse of time. A Registered Student may apply for an extension of the maximum period of study in accordance with the Code of Practice on Assessment of Research Degree Theses. Applications from the Registered Student to allow submission of the thesis after this time shall be granted by the Senate or delegated authority only in exceptional circumstances. If an extension is granted, the Senate or delegated authority will also decide whether the Registered Student should continue to be normally registered or should be transferred to writing up status. If an extension is not granted the student must submit his or her or her thesis within the prescribed maximum period of time or be judged to have voluntarily withdrawn.

**7.4.4 Examiners**

7.4.4 (a) At least one internal examiner and at least one external examiner shall be appointed for each Registered Student in accordance with the Code of Practice for Assessment of Research Degree Theses. Where the Registered Student is a member of Staff, or has been a member of Staff for two thirds or more of his or her period of study, at least one internal examiner and two external examiners shall be appointed. This requirement shall also apply to honorary members of Staff.

7.4.4 (b) A Registered Student's supervisor may be appointed as an examiner only in exceptional circumstances, in which case an additional examiner, internal or external, shall be appointed.

**7.4.5 Oral Examinations**

7.4.5 (a) A Registered Student submitting a thesis for a masters degree by research (as specified in section 6) may be required to undergo an oral examination on the research and thesis. The decision on whether to hold an oral examination shall be taken with the agreement of both the internal and external examiners.

7.4.5 (b) A Registered Student submitting a thesis for a doctoral degree (as specified in Section 6) shall be required to undergo an oral examination on the research and thesis, unless an exemption is agreed by the Senate or under delegated authority. Such exemptions shall be granted only in exceptional circumstances.

7.4.5 (c) The arrangements for and conduct of oral examinations for research degrees shall be as specified in the Code of Practice for Assessment of Research Degree Theses.

**7.4.6 Examiners' Reports**

7.4.6 (a) The examiners shall prepare reports in accordance with the Code of Practice for Assessment of Research Degree Theses.

7.4.6 (b) The Registered Student, his or her supervisor and the Head of Principal Academic Unit concerned shall have the right to see the examiners' reports. This requirement shall be made clear to examiners at the time of their appointment.

**7.4.7 Minor Corrections, Major Corrections and Revision and Resubmission of a Thesis**

7.4.7 (a) Minor corrections are matters which do not alter the results and/or conclusions of the thesis in any significant way. They may be errors and omissions of a clerical nature, or minor changes in phraseology or small improvements in descriptions or explanations, corrections of faults in subsidiary arguments. The award of the degree is withheld until a certificate is provided by the internal examiner confirming that all corrections have been completed.

7.4.7 (b) Major corrections are matters which are in excess of minor corrections, but not, in the opinion of the examiner, sufficient to require the Registered Student to revise and resubmit. Such modifications may involve rewriting sections, correction of calculations or clarification and amendment of arguments. The award of the degree is withheld until a certificate is provided by the internal examiner and the external examiner confirming that all corrections have been completed.

7.4.7 (c) Revision and re-submission reflects that substantial revisions are required to make the thesis acceptable involving, for example, rewriting of sections or the introduction of significant new material or of further experiments, calculations or research, or profound correction of an argument. An oral examination is obligatory for Registered Students re-submitting a thesis for PhD, PhD with integrated study, a professional doctorate, EngD, DDS or MD.

7.4.7 (d) Where a Registered Student is required to make minor or major corrections to the thesis, the examiners shall give written instructions to the Registered Student concerning the corrections or revisions to be made.

7.4.7 (e) Where the Registered Student is required to make minor/major corrections, the Registered Student is permitted one opportunity to complete the corrections to the satisfaction of the examiners. The award of the degree is withheld until a 'Certification of Correction' is provided by the internal examiner for minor corrections and by all examiners for major corrections. With the approval of Senate or delegated authority, a Registered Student may be permitted to carry out further minor corrections. Any further minor corrections must be included in the examiners' original list of corrections.

7.4.7 (f) Minor corrections shall normally be completed by the Registered Student within one month of the date on which the letter informing the Registered Student of the result is issued by the University unless further time is permitted by the examiners. Minor corrections will be subject to the approval of the internal examiner.

7.4.7 (g) Major corrections shall normally be completed by the Registered Student within six months of the date on which the letter informing the Registered Student of the result is issued by the University unless further time is permitted by the examiners. Major corrections will be subject to the approval of both internal and external examiners.

7.4.7 (h) Revision and resubmission of the thesis shall normally be completed by the Registered Student within one year of the date on which the letter informing the Registered Student of the result is issued by the University unless further time is permitted by the examiners. The Registered Student is liable to pay a resubmission fee. Revisions must be approved by the internal examiner and the external examiner.

7.4.7 (i) Following the examination of a thesis resubmitted for a research degree, the examiners shall make one of the following recommendations to the Senate or a delegated authority, as appropriate, either:

(i) That the Registered Student be awarded the degree for which the thesis or other work was resubmitted, where appropriate after completion of minor corrections to the satisfaction of the internal examiner;

(ii) That the Registered Student, having resubmitted a thesis for the award of the degree of PhD, PhD with integrated study, a professional doctorate, EngD or MD, be awarded the degree of MPhil, or the related taught masters degree as appropriate after completion of minor corrections to the satisfaction of the internal examiner; or

(iii) That the thesis be rejected without opportunity for resubmission and the Registered Student not be awarded the degree for which the thesis was resubmitted.

**7.4.8 Transfer between Research Degree Programmes**

7.4.8 (a) <u>Transfer from one year MPhil (mode B) or MRes to two-year MPhil</u>

Transfer to the two-year MPhil may be permitted by the Senate or under delegated authority, provided that the Registered Student has passed any taught elements and produced a satisfactory report or detailed research proposal in accordance with the requirements laid down by the Senate or under delegated authority. The time limits for the two-year MPhil programme will be calculated from the initial date of registration for the one-year MPhil or MRes.

7.4.8 (b) <u>Transfer from MPhil to PhD</u>

Transfer to the PhD programme may be permitted:

(i) After the award of the MPhil degree.

In such cases Registered Students may apply for admission to the PhD programme after being awarded the MPhil degree. If the proposed area of research for the PhD degree is deemed by the Senate or a delegated authority to be sufficiently closely related to the research done by the Registered Student for the MPhil degree, then the period of study taken for the degree of MPhil will be deducted from the time required for the PhD;

(ii) After successful completion of the MPhil programme but before the degree has been awarded.

The examiners, when recommending the award of the degree of MPhil, may also recommend that a Registered Student should have the option of proceeding to further work for the degree of PhD. If the Registered Student opts to transfer to the PhD programme, then the degree of MPhil will not be awarded. The time limit for the PhD programme will be calculated from the initial date of registration for

the MPhil;

(iii) or after a minimum of nine months' full-time study for the MPhil:

Transfer to the degree of PhD may be permitted by the Senate or under delegated authority, provided that the Registered Student has passed any taught elements and produced a satisfactory report or detailed research proposal in accordance with the Senate's or a delegated authority's requirements. The time limits for the PhD programme will be calculated from the initial date of registration for the MPhil.

7.4.8 (c) A Registered Student who has transferred to the PhD programme and subsequently withdraws or fails to reach the required standard for the Award of the PhD will be entitled to the Award of the degree of MPhil, provided that the Registered Student has satisfied the requirements for the MPhil degree.

7.4.8 (d) Transfer from an MPhil to an MRes or a Related Taught Masters programme

(i) Transfer from an MPhil programme to an MRes or a related taught masters programme may be requested by the Registered Student or recommended by the Head of Principal Academic Unit at any time prior to the submission of the MPhil thesis.

(ii) The transfer is subject to approval by the Senate or a delegated authority. If the Registered Student does not agree with the recommendation of the Head of Principal Academic Unit, then the decision of the Senate or under delegated authority must take account of the views of both the Registered Student and the Principal Academic Unit.

7.4.8 (e) Transfer from Doctoral to Masters Programmes

(i) Transfer from a Doctoral programme of study to an MPhil programme or, in the case of Professional Doctorates, to a PhD, MRes or a related taught masters programme may be requested by the Registered Student or recommended by the Head of Principal Academic Unit at any time prior to the submission of the Doctoral thesis.

(ii) The transfer is subject to approval by the Senate or under delegated authority. If the Registered Student does not agree with the recommendation of the Head of Principal Academic Unit, then the decision of the Senate or a delegated authority must take account of the views of both the Registered Student and the Principal Academic Unit.

## 7.5 PhD by Published Work – Assessment and Award

### 7.5.1 Award Requirements

7.5.1 (a) A candidate for the degree of PhD by published work (as specified in section 5) shall submit a body of work broadly comparable to that submitted for other doctoral degrees of the University, based upon research with a common theme in the form of a series of publications.

7.5.1 (b) The submitted work should demonstrate that the individual:

(i) has made a substantial original contribution and addition to knowledge in a coherent line of research;

(ii) has provided evidence of knowledge of the general field in which the subject of the research lies;

(iii) has the ability for independent critical judgement.

7.5.1 (c) A common theme with an identifiable link must run throughout the work submitted.

7.5.1 (d) Normally only work that has been carried out during the individual's period of appointment in this University shall be admissible.

**7.5.2 Adviser**

7.5.2 The Head of Principal Academic Unit concerned shall appoint a member of Academic Staff as an adviser to support, advise and guide the individual through the process of submission and examination of the published work.

**7.5.3 Submission of Work**

7.5.3 (a) Individuals may submit a body of work for assessment under these Regulations on one occasion only.

7.5.3 (b) Individuals shall submit their work within one year of the confirmation of approval of their candidature.

7.5.3 (c) The work submitted shall comprise:

(i) an abstract: a succinct summary of the work containing all of the main concepts and conclusions of the work. It shall be no more than 200 words in length;

(ii) a critical review of 5,000 to 10,000 words stating the aims and nature of the research, the inter-relationship between the material published and the main contribution and/or addition to learning of the work;

(iii) a summary sheet numbering the submitted papers, chapters, monographs and books (all of which must have been published) and a copy of each publication numbered as per the summary sheet;

(iv) a statement, in the case of multi-authored, joint or collaborative work, of the extent of the candidate's own contribution, substantiated by the co-author(s) or collaborator(s). It is expected that the candidate will normally have been the primary author.

7.5.3 (d) The total word length of the published work should be broadly comparable to that of the standard route PhD (i.e. up to 80,000 words).

7.5.3 (e) Work that has been submitted in support of a successful award or pending application for any award of any higher education institution may not be

included.

7.5.3 (f) The submitted work shall be in English. Exemptions to this requirement shall be as specified above.

7.5.3 (g) Individuals shall be required to submit three copies of the work, bound in accordance with University requirements, in the format set out in the guidelines published by the Director of Academic Services.

7.5.3 (h) Individuals shall pay any applicable fee on submission of the work.

**7.5.4 Examiners**

7.5.4 (a) One internal examiner and at least two external examiners shall be appointed for each individual in accordance with the Code of Practice for Assessment of Research Degree Theses wherein references to supervisor should be read as adviser.

7.5.4 (b) An individual's adviser shall not be appointed as the internal examiner.

**7.5.5 Oral Examination**

7.5.5 (a) In respect of the degree of PhD by published work, the individual shall be required to undergo an oral examination on the research and work submitted, unless an exemption is agreed by the Senate or a delegated authority. Such exemptions shall only be granted in exceptional circumstances.

7.5.5 (b) The arrangements for and conduct of the oral examinations shall be as specified in Code of Practice for Assessment of Research Degree Theses wherein references to supervisor should be read as adviser.

**7.5.6 Examiners' Reports**

7.5.6 (a) The examiners shall prepare reports in accordance with the Code of Practice for Assessment of Research Degree Theses.

7.5.6 (b) The individual, his or her adviser and the relevant Head of Principal Academic Unit shall have the right to see the examiners' reports. This requirement will be made clear to examiners at the time of their appointment.

**7.5.7 Examiners' Recommendations**

7.5.7 The examiners shall recommend that either:

(a) the degree of PhD be awarded;

(b) the degree of PhD be not awarded.

**7.5.8 Failure of Examiners to Reach Agreement**

7.5.8 If the examiners are unable to reach agreement then the majority recommendation shall apply.

**7.6 Higher Doctorates – Assessment and Award**

### 7.6.1 Award Requirements

7.6.1 (a) A candidate for a higher doctorate of the University (as defined in section 5) shall submit a body of work for assessment as set out in the Code of Practice on Assessment and Award of Higher Doctorates.

7.6.1 (b) To be eligible for the award of a higher doctorate a candidate must demonstrate:

(i) a contribution of originality and merit to their field of study, and

(ii) a sustained, consistent and substantial contribution to the advancement of knowledge over a number of years, and

(iii) authoritative standing in their field of study, and

(iv) seminal publications which have led to extensions or development of knowledge by others, and

(v) for the DMus as composer, the submission must show a comprehensive technique at the highest possible standard and possess distinctive quality, in either powers of invention or methods of treatment.

### 7.6.2 Submission of Work

7.6.2 (a) Candidates shall submit their work within one year of the confirmation of approval of their candidature.

7.6.2 (b) Candidates shall be required to submit three copies of the work, bound in accordance with University requirements, in the format set out in the guidelines published by the University's Academic Services division.

7.6.2 (c) Work which has been included, or is about to be included, in a submission for any other award of any higher education institution or professional or learned body may be included and so marked in the numbered list of publications. This work will not be taken into account in assessing a submission, but will be regarded as supplementing the remainder of the work.

7.6.2 (d) If any part of the work is submitted in a foreign language, an attested translation may be required.

7.6.2 (e) For the degree of DMus as composer no fewer than three original compositions for different musical combinations must be submitted as exercises: at least one of these combinations shall be for some musical combination not including pianoforte, and at least one of them shall include or consist of a continuous and well organised movement of a substantial nature.

7.6.2 (f) Candidates shall pay any applicable fee on submission of the work.

### 7.6.3 Assessors

7.6.3 Normally one internal and two external assessors shall be appointed by the Senate, except where the candidate is a member of this University's staff, when all assessors

shall be external to the University.

**7.6.4 Assessment Process and Assessors' Recommendation**

7.6.4 (a) The assessment shall be primarily of the printed and published work submitted by the candidate but may also include an oral examination or any further written or practical test that the assessors may consider necessary.

7.6.4 (b) Having considered the work, the assessors shall submit individual reports to the Senate or delegated authority, with a joint recommendation that:

(i) the degree be awarded, or

(ii) the degree be not awarded.

7.6.4 (c) Where the assessors are unable to reach a joint recommendation, an adjudicator shall be appointed. The procedure for appointing an adjudicator shall be as laid down by the Senate or delegated authority. The adjudicator shall be given access to the original reports and submission and shall make a final recommendation.

7.6.4 (d) Candidates may be permitted, at the discretion of the Senate or delegated authority, to reapply for candidature after three years where assessors recommend that the degree be not awarded.

**7.7 Academic Duty in Relation to Assessment**

**7.7.1 Duty to Attempt Assessments**

7.7.1 (a) Taking an opportunity for assessment means making a bona fide attempt at an examination or other assessment, in the academic opinion of the Board of Examiners or equivalent.

7.7.1 (b) A Registered Student shall take the first opportunity of any required assessment unless:

(i) the Head of Principal Academic Unit or nominee recommends that the Registered Student be allowed to defer assessment, on the grounds that the Registered Student's performance in the assessment is likely to be adversely affected by medical or other exceptional factors. It is the responsibility of individual Registered Students to request such deferral and to provide suitable corroborating evidence.

(ii) the Registered Student has been barred from the opportunity of assessment on grounds of failure to show reasonable diligence in relation to learning and teaching (subsection 8 below); or

(iii) the Registered Student has been excluded from attempting assessment by the Registrar and Secretary;

7.7.1 (c) Where a Registered Student fails to take an opportunity for assessment, a Board of Examiners or Head of Principal Academic Unit in the case of research degree students may recommend to the Senate or a delegated authority that the Registered Student be barred from any further attempts at that assessment

or, in exceptional circumstances, that the Registered Student be required to withdraw from the programme, unless documented mitigating circumstances have been submitted which are considered to justify failure to take the opportunity.

**7.7.2 Late Submission of Coursework**

7.7.2 Where a Registered Student submits assessed work that contributes to a final module mark after a prescribed deadline, or after an agreed extension, a penalty in the form of a reduction of the mark shall be imposed in accordance with the Assessment Protocols.

**7.8 Reasonable Diligence**

**7.8.1 Application of Reasonable Diligence**

7.8.1 (a) A Registered Student is required to show reasonable diligence in relation to learning and teaching for each module, and the whole programme.

7.8.1 (b) The reasonable diligence procedure does not apply to Registered Students on Fitness to Practise programmes.

7.8.1 (c) Failure to show reasonable diligence in relation to learning and teaching shall be defined as:

(i) Absence from more than 30 per cent of those teaching sessions at which a record of attendance is kept or failure to submit assessed work for a programme on more than two occasions during an academic year; or

(ii) absence from teaching sessions or failure to submit assessed work, contrary to requirements of a module description or a programme specification (which may be different from those set out in a above); or

(iii) failure to attend all teaching sessions and submit all required assessed work after a formal written warning has been given to the Registered Student by the Head of Principal Academic Unit; or

(iv) failure to register for modules to the required credit value for the programme (appropriate to the level and stage of study); or

(v) failure to report to the Head of Principal Academic Unit (or nominee) an absence of more than 5 consecutive days.

7.8.1 (d) Registered Students should take reasonable steps to ensure that their attendance is accurately recorded.

7.8.1 (e) A Registered Student will not be treated as failing to show reasonable diligence in relation to learning and teaching where the Head of Principal Academic Unit (or nominee):

(i) approves a self-certified medical certificate provided as soon as practicable by the Registered Student relating to an absence of up to 5 consecutive days. (Self-certification is not acceptable after a

registerd student has been absent for a total of 10 days in a University session); or

(ii) approves a certificate from the Registered Student's medical practitioner relating to absence which lasts for more than 5 consecutive days; or

(iii) accepts that other documented mitigating circumstances excuse the Registered Student's absence; or

(iv) has granted permission to be absent for a specified period.

**7.8.2 The Reasonable Diligence Procedure**

7.8.2 (a) The procedure to be followed will be as approved by the Senate or under delegated authority from time to time and described in detail in The Reasonable Diligence Code of Practice.

7.8.2 (b) If a Head of Principal Academic Unit (or nominee) concludes that there is a prima facie case that a Registered Student is failing to show reasonable diligence in relation to learning and teaching, the reasonable diligence procedure may be initiated to require the Registered Student to:

.a withdraw from a programme; or

.b be barred from an opportunity of assessment in one or more modules.

7.8.2 (c) The following are the consequences of being barred from an opportunity of assessment on the basis of a failure to demonstrate reasonable diligence:

(i) A Registered Student who is barred from assessment will be permitted only one opportunity of assessment.

(ii) Where a Registered Student has been barred from an opportunity of assessment of a module, but nevertheless attends an examination or submits other work for assessment, the marks for that assessment shall not normally be considered by the Board of Examiners.

(iii) The Registered Student's transcript shall record a mark of zero (failed attempt) for the assessment opportunity from which the Registered Student is barred.

(iv) Where a Registered Student has been barred from an opportunity of assessment of a module, for the purposes of calculating the degree classification the maximum mark that can be achieved in such a module, when it is subsequently assessed, is the pass mark. On the Registered Student's transcript, however, the actual mark should be recorded for the second attempt.

(v) A Registered Student substituting a module is only permitted one attempt at assessment in the substitute module. On the transcript, a mark of 0% is recorded for the first module and the actual mark for the substitute module.

**7.8.3 Research Postgraduate Reasonable Diligence**

**7.8.3** A Registered Student on a research degree, where there is no likelihood that he or she will successfully complete the programme within the maximum period allowed for the submission of a thesis permitted by the relevant regulations, may be referred to the College Misconduct or Fitness to Practise Committee as appropriate on a recommendation of the Head of Principal Academic Unit that he or she be required to withdraw. Such a recommendation may be made only after a full review of the Registered Student's progress, including consultation with his or her supervisor.

**7.9 Appeals against Progress and Award Decisions**

7.9 (a) The Senate or its delegated authority shall appoint Appeals Committees to decide appeals by Registered Students arising out of the consequences of decisions by Progress Boards concerning lack of reasonable diligence or examination failure.

(b) Each Appeals Committee shall comprise no fewer than three persons appointed by the Senate or its delegated authority (or selected from a larger panel appointed by the Senate or its delegated authority) selected as specified in the Code of Practice for Primary Appeals Procedure with provision for substitution where necessary. The Chairpersons of the Appeals Committees shall be appointed by the Senate or its delegated authority and a deputy chairperson shall also be appointed to chair the committee in the absence of the chairperson. No person shall serve in respect of a case in which he or she has a personal interest, or when he or she has personal knowledge of the Registered Student arising out of an academic or pastoral connection with the individual concerned.

(c) Appeals cases shall be conducted in accordance with the Codes of Practice on Primary Appeals Procedures and Senate Appeals Procedures.

**7.10. Nominations for Honorary Degrees**

7.10 The Senate shall appoint and approve the decisions of a standing committee with delegated authority to award honorary degrees to individuals nominated for the honour by any member of the University following the procedure set out in Code of Practice on Nominations and Award of Honorary Degrees.

**7.11. Conferment of Degrees in Person or Absentia**

7.11.1 Registered Students expecting to graduate may choose whether to attend the relevant Degree Congregation in person or to have their Degrees conferred in absentia.

7.11.2 Registered Students are requested to make a clear statement, in a format prescribed by, the Director of Academic Services on whether or not they wish to attend the Degree Congregation in person. In addition to confirming attendance, a Registered Student can state their wish to either graduate in absentia, or defer the conferring of their Degree until the next round of Degree Congregations.

7.11.3 The statement conveying the wish of the Registered Student must be returned so that it is received by the Director of Academic Services by the following dates:

a. 1 March for a Degree to be conferred at the July Degree Congregations.

b. 15 October for a Degree to be conferred at the December Congregations.

7.11.4 If a clear statement confirming attendance is not received by 1 March (for the July Degree Congregations) or 15 October (for the December Degree Congregations) then the Registered Student concerned will be deemed to wish to have his or her degree conferred in absentia.

7.11.5 A degree awarded in absentia will be awarded on the same day as would have been the case had the degree been awarded in person at a degree congregation.

**7.12. Degree Congregations for the Conferment of Degrees**

7.12.1 Graduands are required to present themselves for their degrees wearing the gown, hood and cap appropriate to the degree to which they are to be admitted.

7.12.2 Members of the procession and those attending for the conferment of a degree shall wear their caps as they enter and leave the Great Hall; caps shall be removed after the Congregation is declared open.

7.12.3 The Chancellor or, if absent, the Pro-Chancellor or, in the absence of both, the Deputy Pro-Chancellor shall preside and declare the Congregation open and closed.

7.12.4 The formal admission of persons to degrees shall be made by the Chancellor or, if absent, by the Vice-Chancellor or, in the absence of both, by some person specifically appointed by the Council.

7.12.5 (a) (i) The Public Orator shall present graduands for Honorary degrees by using the following formula:

"Chancellor (or Vice-Chancellor), to you and to the University I present A…B… to be admitted to the degree of …… honoris causa"

In response the Chancellor (or Vice-Chancellor) shall say:

"By virtue of my authority as Chancellor (or Vice-Chancellor), I admit you to the degree of ……, honoris causa"

(ii) The Public Orator shall present graduands for ex-officio degrees by using the following formula:

"Chancellor (or Vice-Chancellor), to you and to the University I present A….. B….. to be admitted to the degree of ……, ex-officio"

In response the Chancellor (or Vice-Chancellor) shall say:

"By virtue of my authority as Chancellor (or Vice-Chancellor), I admit you to the degree of ……, ex-officio"

(b) All other graduands shall be presented by the Head of College concerned or their nominated deputy.

(c) On presenting the graduands the Head of College will use the presentation formula once only, then announce the different degrees, and the graduands will be presented in the appropriate order.

(d) (i) The Head of College shall doff their cap to the Chancellor (or Vice-Chancellor) and say:

"Chancellor (or Vice-Chancellor), to you and to the University I present the names of these graduands, as listed in my programme both in attendance and in absentia, proved worthy to be admitted to their respective degrees"

(ii) After the first time that this formula is used in any Congregation and before any graduand ascends the steps for the conferment of a degree, the Conferring Officer shall use the formula in this clause at 7.12.5 (a) (i) or 7.12.5 (a) (ii).

(iii) The Head of College (or nominated deputy) shall then announce the degree for each group and the name of each graduand in succession as presented to the Chancellor (or Vice-Chancellor).

(e) (i) The Chancellor, before admitting the first graduand at each Congregation to a degree, shall say:

"By virtue of my authority as Chancellor, I admit those persons listed in the programme to the degree for which they are to be presented"

(ii) The Vice-Chancellor, before admitting the first graduand at each Congregation to a degree, shall say:

"By virtue of my authority as Vice-Chancellor, I admit those persons listed in the programme to the degree for which they are to be presented"

(iii) In the absence of both the Chancellor and Vice-Chancellor the person specifically appointed by the Council under Regulation 7.12.4, before admitting the first graduand at each Congregation to a degree, shall say:

"By virtue of the authority committed to me by the Council of the University, I admit those persons listed in the programme to the degree for which they are to be presented"

.6 The procedures at Congregations for the conferment of degrees on graduands of accredited institutions shall be as specified by the accredited institution concerned, except that Regulation 7.12.5 (d) above shall apply in all cases.

**7.13 Emergency Situations**

7.13.1 The University shall not be liable for non-performance of any obligation where performance is prevented by acts, events, omissions or accidents beyond the control of the University including without limitation: strikes, lockouts or other industrial action and disputes; failure of a utility service or transport network; Act of God; terrorist attack, biological, chemical or nuclear contamination; disease, war, riot, civil commotion, malicious damage; compliance with any law or governmental order, rule, regulation or direction; accident, breakdown of plant or machinery; fire, flood, storm; or any default of suppliers or sub-contractors.

7.13.2 In emergency situations, and to minimise the potential impact upon Registered Students, subject to a resolution of Senate, assessment arrangements may be

adjusted as follows:

(a) Where it has not been possible to provide a final mark based on all the normal assessment components of a module, the final assessment mark may be based on the assessed work already completed and marked. However, a minimum of 50% of the assessment load (measured against the total number of marks available for the module) must have been completed and there needs to be sufficient evidence to demonstrate that all of the module's learning outcomes have been met. Such an arrangement will be subject to the approval of the Pro-Vice-Chancellor (Academic Quality and Students).

(b) Subject to the approval of the Pro-Vice-Chancellor (Academic Quality and Students), Registered Students other than those their final year may progress to the next stage of their programme of study on the basis of available assessment and/or examination results and/or feedback, provided that such Registered Students undertake assessment at the next available opportunity.

(c) Subject to the approval of the Pro-Vice-Chancellor (Academic Quality and Students), final year Registered Students may be awarded an unclassified degree, with the award of an honours degree of the relevant classification being made to those students qualifying for such an Award at the next available opportunity.

(d) These arrangements shall not include professional requirements, as determined by the University of Birmingham and/or professional bodies.