



Education Quality Board

Paper title	Academic Regulations 2016-17
Outcome requested	Senate is asked to approve the Academic Regulations 2016-17.
Points to note and further information	The introductory paper summarises the significant changes to the Academic Regulations for 2016-17. Education Quality Board reviewed the amendments in detail in May 2016.
Questions to consider	<ol style="list-style-type: none">1. Is the Board content with the changes?2. Are there any other changes that the Board would recommend for 2016-17?
Regulatory/statutory reference points	UK Quality Code for Higher Education, Parts A and B. The Academic Regulations are the definitive iteration of QMUL's policies in respect of all academic policies, including progression and award.
Strategy and risk	Failure to have approved Academic Regulations that set clear academic standards (and mechanisms for their measurement and defence) could cause major reputational damage.
Reporting/consideration route	Considered and endorsed by Education Quality Board (18 May 2016). Senate to consider and approve (June 2016).
Author	Simon Hayter Assistant Academic Registrar (Assessment Governance)

Academic Regulations 2016-17

QMUL articulates the processes for the management of its academic provision through the Academic Regulations. This document details the changes proposed for 2016-17. Senate is asked to consider these changes, and approve the regulations. Education Quality Board reviewed the proposals in detail in May 2016.

Minor changes to wording, terminology, or format that do not affect meaning are not included in this document, but the full set of regulations, with track changes, is attached as an appendix to the electronic version. The regulations for research programmes (section eight) will be considered under separate cover and merged with the other sections prior to publication.

1: Framework and governance

Intercollegiate examiners (throughout)

An intercollegiate examiner is/was an external examiner from another college of the University of London. Historically, each Subject Examination Board was required to have at least one such external, and these had a particular duty to comment on standards and processes at QMUL in comparison to their home colleges. The requirement no longer applies and all externals are in any case required to comment on standards and processes in reference to their home institutions. All reference to intercollegiate examiners has been removed. This is purely a change in terminology.

2: General Regulations

Fitness to study (2.10)

If, after a required medical examination, a student is deemed unfit to undertake or resume study or practise then their enrolment and registration may be terminated or the student may be advised or required to interrupt their studies.

The underlined section is new, providing an alternative to deregistration in some cases in which a student is expected to become fit to study in the relatively near future. The delegation framework has also been updated – these deregistrations and interruptions will be authorised by the relevant Head of School, Director of Institute, or equivalent.

Readmission of withdrawn students (2.15)

Applicants who have already been awarded an exit award from QMUL and who wish to complete their studies may be considered for admission subject to the following conditions:

- i. the exit award was not made as a result of failure to meet the requirements for progression or award;*
- ii. no more than five years have elapsed since the award of the exit award;*
- iii. the applicant returns the certificate for the exit award prior to the award of a higher qualification being made.*

A new regulation, to formalise the arrangements for students who withdrew for reasons other than failure, but wish to return to complete their studies. Typically, this occurs where a student is unfit to study for medical reasons and withdraws, but is able to return to complete the programme in the future. The conditions of the regulation ensure that students who are deregistered cannot seek readmittance by these means.

Permission to study in the United Kingdom (2.42)

All international students must provide documentary evidence of their immigration status. Any changes to immigration permission must be notified immediately to QMUL and supported with official documentation (changes include those that mean students no longer require visas). 'QMUL' here refers specifically to Academic Registry, the Research Degrees Office or the Student Office at Whitechapel; it is not sufficient for a student to inform their school or institute only. Students are not required to inform QMUL of changes that result from a decision taken by the institution, such as deregistration. All international students must also be able to present evidence of current, valid permission to study in the UK upon request. Any student who fails to comply with these requirements shall have their registration and enrolment terminated, and cease to be a student.

The only change is that the 'shall' in the final sentence previously read 'may'. It has been amended in accordance with QMUL's obligations to UK Visas and Immigration.

Intercollegiate module registration (2.46)

Students may substitute QMUL modules with modules from another college of the University of London, to a maximum value of 60 credits (across the whole programme of study), with the permission of the Academic Registrar (or nominee) and the host institution.

The only change is the addition of 'across the whole programme of study'. This had always been the intention and the actual practice, but it had not been explicitly stated.

Fitness to study on return from interruption (2.83)

QMUL may require a student due to return from interruption to produce medical evidence of their fitness to study. If this evidence is not produced, or is found unsatisfactory, the student shall not be permitted to return. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.

A new regulation. Intended to ensure that all returning students are fit to study.

Permitted points of return from interruption (2.84)

Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar (not applicable to research programmes). Exceptions to this regulation shall only be granted under the provisions of the Equality Act (2010).

Only the final sentence is new; QMUL has approved three suspensions of regulations on those grounds in recent years – these will no longer be necessary.

Deregistration from a programme of study (2.96)

Heads of Schools and Institutes (or nominees) must, in accordance with the stated procedure, give a student a formal, written warning, and a specified period in which to improve one or more of attendance, participation, and submission of assessment, before deregistering them from a programme of study. In cases where a student holds a Tier 4 (General) Student Visa, QMUL is obliged to report non-engagement to UK Visas and Immigration, and may terminate enrolment and registration without this formal warning process.

Only the final sentence is new. It has been added to ensure compliance with UKVI requirements.

Failure to attend an Assessment Offence Panel (2.138)

2.138 If a student, having been given proper notice, fails to attend a hearing of the Assessment Offence Panel without a reasonable explanation, the hearing shall proceed as planned. In the event that the student is not able to attend a meeting or hearing, for good reason, it shall be rearranged.

A new regulation, establishing formal procedures for when a student fails to attend.

Reporting assessment offence penalties to external bodies (2.143)

2.143 In all cases, penalties applied for an Assessment Offence shall be reported to the Professional Capability Committee, or other professional body, such as the Law Society.

A new regulation, making explicit QMUL's reporting obligations.

Referral of appeal cases back to an examination board (2.168)

2.168 For appeals where the decision is referred back to the examination board, the Chair of the examination board shall consult with the relevant internal examiner and the Assistant Academic Registrar (Student Casework). Chair's action may be employed for this purpose.

Previously, Chair's action could only be employed where a decision was beneficial to a student. This was out of line with the standard usage of exam board Chairs' actions (which are employed for any relevant purpose), and caused delays to appeal outcomes for students while full boards were assembled. Relevant input would still be sought under the new provision, including endorsement from an external examiner in cases where that was appropriate.

3: Regulations for the Conduct of Assessment

Alternative assessment (3.8)

Exceptionally, QMUL may use its discretion to use alternative methods to those stated in the module specifications for individual candidates, either when making assessment arrangements for students with registered disabilities (on the advice of the Disability and Dyslexia Service), or when setting a resit or first sit assessment, subject to the following conditions:

- i. The alternative assessment must involve some additional assessment activity that constitutes a justifiable and efficient assessment of the intended learning outcomes;*
- ii. A full statement of the alternative assessment methods and the reasons for their use is made in a Chair's action form from the SEB Chair, submitted to the Academic Secretariat.*

A new regulation that replaces a less detailed paragraph in the Assessment Handbook. The text provides a clearer framework for the use of alternative assessment, limitations on its deployment, and a method for recording its usage. It also removes the need for the suspension of regulations to make reasonable adjustments to assessments where required under the Equality Act.

4: Regulations for Undergraduate and Graduate Programmes

Retakes (4.44-4.53)

A retake is a capped reattempt at a module, with teaching, awarded in place of a resit following failure (distinct from first takes, which relate to extenuating circumstances). Retakes are not currently available for UG students, and did not appear in the UG regulations. It had been deemed that they were not necessary, as there were no modules in which failure would require reattendance rather than a simple resit. It is not anticipated that retakes will be widely used, but the change reintroduces the possibility of their use. A small number of suspensions have been approved in recent years to use retakes for UG students, and the change will remove that necessity. Retakes can be used as a standard means of reassessment for all failures on specified modules, but that decision requires careful consideration, as (unlike resits) they attract tuition fees. The regulatory text has been taken from the postgraduate regulations – there are no changes to the nature or use of retakes other than that they would become available for undergraduates.

Approval of first takes (4.55)

Approval for a first take shall be given by the relevant Degree Examination Board or the Academic Registrar & Secretary to Council (or nominee), on the recommendation of a Subject Examination Board.

A first take is the repeat of one or more modules, with teaching, when a student misses a significant part of the original attempt due to severe extenuating circumstances and there is good reason why the student did not interrupt. The change relates to the approval mechanism. Previously, first takes were awarded only on the recommendation of an SEB (or Chair) and the approval of a DEB (or Chair). A large and increasing proportion of first takes arise from successful academic appeals, outside of the exam board process and cycle and not requiring academic judgement. It is proposed that approval could be given either by a DEB Chair (for cases that arise at the DEB itself, or that require academic judgement) or by the Academic Registrar (principally for cases arising from successful academic appeals – this would be similar to the existing powers delegated to the Academic Registrar to approve non-standard interruptions, or for students to study on a part-time basis where that mode of study was not normally available).

These changes are reflected at PGT level (5.52). The text of the surrounding regulations on retakes and first takes has also been reviewed to harmonise wording at UG and PG level, but there are no other policy changes.

Maximum duration of study for undergraduate Law programmes (4.121)

The maximum permitted duration of study for the undergraduate law programmes shall be twice the normal duration of study, as specified for each of the programmes.

This special regulation has already been approved by the Taught Programmes Board. The standard maximum duration is the normal duration plus one year. This exception has been granted as the LLB gives students two (rather than one) resit, meaning that students would still resit out of attendance with some regularity (the introduction of late summer resits has meant that this is no longer the case for students with one resit opportunity).

Input of the General Dental Council into the BDS regulations (4.148)

The BDS degree is awarded by Queen Mary University of London, however it is also governed by the General Dental Council (GDC) to ensure that the graduand meets the criteria for registration. The programme may therefore be amended / altered to reflect changes in the GDC guidelines as well as QMUL expectations of a graduate programme.

Replaces this regulation: *These regulations shall also be approved by the General Dental Council.* Amended in line with general guidance from the Competition and Markets Authority, making clear to applicants and students that there is the potential for changes that are beyond QMUL's control.

Maximum duration of study for the BDS award (4.150)

The maximum permitted duration of study for the BDS shall be seven years (the normal duration, plus two years).

This special regulation has already been approved by the Taught Programmes Board. The standard maximum duration is the normal duration plus one year. This exception has been granted in line with PSRB guidance from the General Dental Council.

Maximum duration of study for the MBBS award (4.176)

The maximum permitted duration of study for the MBBS shall be seven years (the normal duration, plus two years).

This special regulation has already been approved by the Taught Programmes Board. The standard maximum duration is the normal duration plus one year. This exception has been granted in line with PSRB guidance from the General Medical Council.

5: Regulations for Postgraduate Programmes

Proportion of dissertation/project credits for MRes programmes (5.13-14)

5.13 *The term ‘taught component’ refers to those elements of postgraduate programmes that comprise approved modules that are not research projects or dissertations. The taught component shall normally comprise modules to the value of 120 credits. The MRes is a specialised or advanced study master’s degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research; the proportion of modules forming the taught component may vary for this award.*

5.14 *The terms ‘research project’ and ‘dissertation’ refer to the approved modules of postgraduate programmes that comprise independent study and the production of projects or dissertations. The project or dissertation module shall normally have a value of 60 credits. The MRes is a specialised or advanced study master’s degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research; the proportion of modules forming the research project/dissertation component may vary for this award.*

The underlined sections are new, replacing text that indicated that the dissertation/project element would normally be weighted at 120 credits (5.13) and the taught element at 60 credits (5.14). Guidance from the QAA has changed in recent years; it makes no mention of relative credit values, and instead indicates that research and research skills are key elements throughout the entire programme, meaning that no fixed divisions are required. The sentence, “*The MRes is a specialised or advanced study master’s degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research,*” is taken from the QAA’s award characteristics statements. All programmes in QMUL’s MRes portfolio are already in line with the change; the amendment simply removes an unnecessary obstacle from the programme development process.

Approval of first takes (5.52)

See 4.56, above.

Progression hurdle to reach the project (variant) (5.68)

5.68 *Individual programme regulations may specify that, where the taught component must be taken and passed before a student progresses to the dissertation or project, the following variant scheme shall apply (programmes using the hurdle are listed in the Special Regulations). This variant scheme shall normally only be used for programmes with larger than usual dissertation/project modules. Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:*

- i. take modules to the value of 60 credits; and,*
- ii. pass modules to the value of at least 45 credits; and,*
- iii. achieve an average mark of at least 50.0 across all taught modules; and,*
- iv. achieve module marks of at least 40.0 in all modules.*

A new hurdle introduced at the request of programmes with large dissertation/project modules (mainly MRes), for which the ‘standard’ progression hurdle could not be used. The standard rule, where a hurdle is used, is that students must take 120 credits and pass 90 (points iii and iv are the same as above) before progressing to the dissertation/project. Where the dissertation/project itself exceeds 60 credits, a student cannot take 120 credits before progressing onto it.

Removal of the regulation on the classification of MSc/MA/MPA/MBA/MRes programmes where the dissertation/project is valued at fewer than 60 credits

The following regulations appear in the 2014/15 Academic Regulations:

5.74 (2015/16) *The classification of the degree shall be made according to the following scale:*

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

5.75 (2015/16) *A variant classification scheme applies to certain programmes with a dissertation or project valued at fewer than 60 credits. These programmes are detailed in the Special Regulations, and shall be classified according to the following scale:*

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

5.75 was introduced as part of a wider review of PG classification in 2013/14, at the request of two programmes that used 30 credit dissertations. Both ultimately opted for 5.74, to recognise the importance of their dissertations, and 5.75 was never used. A separate programme asked to use 5.75 from 2016/17. TPB referred the matter to EQB, to reconsider the appropriateness of the regulation. EQB determined that the dissertation/project was a central and distinctive part of a QMUL masters award, and that performance in the dissertation/project should be a very significant factor in determining a student's classification, even where the dissertation/project counted for a smaller than usual number of credits.

Education Quality Board recommended the removal of regulation 5.75 (2015/16), with the result that all MSc/MA/MPA/MBA/MRes programmes would be classified on the standard regulations.

MCLinDent award regulations 5.95-5.111

These regulations concern the progression and award requirements for the Master of Clinical Dentistry award. The regulations have been updated in liaison with the Institute of Dentistry (which is the only school/institute to use the award) to reflect current practices. The amendments mainly relate to changes in terminology, and in particular the removal of the mentions of 'Parts' (the programmes now use a standard credit structure). One change of note is the progression hurdle. The MCLinDent is a two year, full time, 360 credit programme. As such, the standard progression hurdles used elsewhere cannot apply – a new hurdle to pass from developmental year one to developmental year two is required, and the following scheme (developed as far as possible in accordance with the principles of other progression rules at QMUL) has been proposed:

5.98 *To progress from developmental year one to developmental year two, a student must meet any programme and pathway requirements, and:*

- i. take modules to the value of at least 90 credits; and,*
- ii. pass modules to the value of at least 90 credits; and,*
- iii. have resit or first sits attempts remaining in any failed modules.*

Inclusion of dissertation/project credits in PGCert exit awards (5.139)

5.134 As an intended award, a Postgraduate Certificate shall normally consist entirely of taught modules, while a Postgraduate Diploma may consist entirely of taught modules, or a combination of taught modules and dissertation/project modules. These restrictions do not apply to exit awards.

This replaces:

For the Postgraduate Certificate, all modules taken shall form part of the taught component. and,

For the Postgraduate Diploma, the modules taken may comprise either the taught component of a master's programme or a combination of taught modules and the research project or dissertation.

QMUL's current policy is that dissertation/project credits cannot be used towards a PGCert exit award, and therefore a student who failed to achieve the intended award but passed 60 or more credits might not receive any exit award at all (potentially, a student might pass 105 credits and be in that position). The External Member to the PG DEBs queried this policy, suggesting that all credits should be treated equally. Education Quality Board considered the matter, and agreed with the External Member, recommending that dissertation/project modules should in future be used in the calculation of PGCert exit awards.

6: Special Regulations

These regulations comprise exceptions that apply to specific, named programmes. All changes for 2016/17 have been individually considered and approved by Taught Programmes Board, and do not require further consideration.

7: Special Regulations for Collaborative Programmes

These regulations are largely self-contained, and relate to QMUL's joint, dual, and double award provision. Additions and changes for 2016/17 have been reviewed in detail by Taught Programmes Board, Partnerships Board, and the equivalent committees at the partner organisations. General points of note include:

- Regulations for the new LLM in Commercial Law: Singapore and London, with Singapore Management University.
- Regulations for the new BEng programmes in Materials Science and Engineering and Polymer Materials Science and Engineering, with Northwestern Polytechnical University.
- Statement of the regulations applicable to the programmes run by the University of London Institute in Paris (these programmes are not collaborative, but QMUL will be responsible for their management from 2016/17).
- The regulations for the new postgraduate Law programme with the Sorbonne will be added to this section once final sign-off from QMUL and the Sorbonne has occurred.
- Taught Programmes Board will consider an amendment to the regulations for the joint programme with Nanchang University, which will be reflected in this section after approval.



ACADEMIC REGULATIONS

2016-17

Approved by QMUL's Senate:

Academic Regulations 2016-17

Table of Contents

Definitions	1
Glossary of terms.....	1
Assessment types.....	4
Common acronyms.....	4
1: Framework and Governance.....	5
Introduction	5
Applicability.....	5
Scope	5
Undergraduate awards (FHEQ levels 3-7).....	5
Postgraduate taught awards (FHEQ level 7).....	6
Postgraduate research awards (FHEQ level 8).....	6
Higher doctorates.....	6
University of London awards and QMUL awards.....	6
Approval of regulations, programmes and modules	7
Approval of the Academic Regulations	7
Approval of programmes of study and modules.....	7
Programme regulations	7
Module regulations	7
Designation of special regulations.....	8
Suspension of regulations.....	8
Examination boards	8
Subject Examination Boards (SEBs).....	9
Chair of the Subject Examination Board	11
Extenuating Circumstances Sub-board.....	11
Degree Examination Boards (DEBs).....	11
Chair of the Degree Examination Board.....	12
External examiners	13
Appointment	13
Duties	13
Removal.....	14
External members.....	14
Appointment	14
Duties	14
Removal.....	15
Internal examiners	15
Appointment.....	15
Duties	15
2: General Regulations	16
Scope	16
Applicability.....	16
Student conduct.....	16
Student identity card.....	16

Medical examination	16
Replacement award certificates.....	17
Admission	17
<i>Admission with advanced standing</i>	17
<i>Admission with advanced standing: Undergraduate</i>	18
<i>Admission with advanced standing: Graduate</i>	18
<i>Admission with advanced standing: Postgraduate</i>	18
<i>Falsification of documents</i>	19
<i>Concurrent study</i>	19
<i>Change of programme</i>	19
<i>Modes of study</i>	19
Enrolment and registration.....	20
<i>Permission to study in the United Kingdom</i>	21
<i>Module registration</i>	21
<i>Intercollegiate module registration</i>	21
<i>Registration for reassessment and first sits</i>	22
<i>Reassessment and first sits for associate students</i>	22
Payment of fees and other charges.....	22
<i>Deregistration for non-payment of fees or charges under Ordinance C3</i>	23
Attendance and participation	23
<i>Taking a module</i>	24
<i>Completing a module</i>	24
Award of academic credit	24
<i>Award of academic credit in instances of failure</i>	25
Interruption of enrolment.....	25
Deregistration and withdrawal	26
<i>Module withdrawal and deregistration</i>	26
<i>Deregistration from programmes of study</i>	27
Exchanges	27
Regulations for Assessment Offences.....	27
<i>Definitions</i>	28
<i>Allegations of assessment offences in invigilated examinations (excluding in-class tests)</i>	29
<i>Allegations of assessment offences in major elements of assessment, and second or subsequent offences</i>	29
<i>Allegations of assessment offences in other elements of assessment</i>	30
<i>Assessment Offences Panel</i>	31
<i>Penalties</i>	31
Appeal Regulations.....	32
<i>Definitions</i>	33
<i>Authority and delegations</i>	33
<i>Grounds for appeal</i>	33
<i>Submitting an appeal</i>	34
<i>Actions on receipt of a request for appeal</i>	34
<i>Notification of outcome of an appeal</i>	35
<i>Actions where an appeal is upheld</i>	35
<i>Actions where an appeal is not upheld</i>	35
<i>Appeal Panel composition</i>	36
<i>Appeal Panel terms of reference</i>	36
<i>Appeal Panel procedure</i>	36
<i>Final review</i>	37
<i>Review by the Office of the Independent Adjudicator for Higher Education</i>	38
3: Regulations for the Conduct of Assessment	39
Scope	39
Applicability.....	39

General	39
Invigilated examinations	40
<i>Setting examination papers</i>	40
<i>Examination timetable</i>	40
<i>Invigilation and the presence of internal examiners</i>	40
<i>Special arrangements</i>	41
<i>Arrival and departure</i>	41
<i>Equipment and personal items</i>	41
<i>Start of an examination</i>	42
<i>Identification of students</i>	42
<i>During the examination</i>	43
<i>Emergency evacuation</i>	44
<i>End of the examination</i>	44
<i>Suspected assessment offences in examinations</i>	44
<i>Illness and extenuating circumstances for invigilated examinations</i>	44
<i>Invigilated examinations using virtual learning environments (VLE)</i>	45
Other assessments	45
<i>Coursework</i>	45
<i>Practical assessment</i>	46
<i>Oral examinations</i>	46
<i>Dissertations and projects</i>	46
<i>Professional capability</i>	46
Extenuating circumstances	46
4: Regulations for Undergraduate & Graduate Programmes	48
Scope	48
Applicability	48
Academic credit	49
General requirements	49
Normal duration of a programme of study	49
<i>Minimum and maximum registration periods</i>	49
Developmental years	49
<i>Compulsory years abroad and compulsory placement years</i>	50
Marks and grades for student performance in individual modules	50
Requirements to pass a module	50
<i>Number of attempts</i>	51
<i>Failure of a module</i>	51
<i>Resits</i>	51
<i>First sits</i>	52
<i>Retakes</i>	52
<i>First takes</i>	53
Discretion in classification	54
Aegrotat award	54
Revocation of awards	54
Progression and award regulations: BA, BSc, BSc (Econ), BEng, BSc (Eng)	55
<i>Progression</i>	55
<i>Failure to meet progression requirements</i>	55
<i>Eligibility for awards</i>	55
<i>Academic credit requirements for awards</i>	56
<i>Classification of awards</i>	57
<i>Field of study</i>	57
<i>Failure to meet award requirements</i>	57
Award regulations: Intercalated BSc and BMedSci	58
<i>Eligibility for award</i>	58
<i>Academic credit requirements for awards</i>	58

<i>Classification of award</i>	58
Progression and award regulations: MEng and MSci	59
<i>Progression</i>	59
<i>Failure to meet requirements for progression</i>	59
<i>Transfer to BEng, BSc (Eng), or BSc</i>	60
<i>Award of BEng, BSc (Eng), or BSc</i>	60
<i>Eligibility for award</i>	60
<i>Academic credit requirements for awards</i>	60
<i>Classification of awards</i>	61
<i>Failure to meet award requirements</i>	61
Progression and award regulations: LLB	61
<i>Maximum duration of study</i>	62
<i>Number of attempts</i>	62
<i>Resits</i>	62
<i>Referral</i>	62
<i>First sits</i>	63
<i>Progression</i>	63
<i>Eligibility for award</i>	63
<i>Classification of awards</i>	64
Progression and award regulations: BDS	66
<i>Definitions</i>	66
<i>Maximum duration of study</i>	66
<i>Programme requirements for award</i>	66
<i>Exemptions</i>	66
<i>Attendance and professional attitude and conduct</i>	67
<i>Structure of examinations</i>	67
<i>Compensation</i>	67
<i>Requirements to pass a Section, Part and Stage</i>	67
<i>Progression for BDS</i>	68
<i>Eligibility for award</i>	68
<i>Classification of award</i>	68
<i>Failure to meet award requirements</i>	68
<i>Professional registration</i>	69
Progression and award regulations: MBBS	69
<i>Definitions</i>	69
<i>Maximum duration of study</i>	70
<i>Programme requirements for award</i>	70
<i>Programme duration</i>	70
<i>Exemptions</i>	70
<i>Attendance and professional attitude and conduct</i>	70
<i>Structure of examinations</i>	71
<i>Compensation</i>	71
<i>Requirements to pass a Section, Part and Stage</i>	71
<i>Number of attempts</i>	72
<i>Resits</i>	72
<i>Extenuating circumstances</i>	72
<i>Retakes</i>	72
<i>Assessment of Student-Selected Components</i>	73
<i>Progression</i>	73
<i>Eligibility for award</i>	74
<i>Classification of award</i>	74
<i>Failure to meet award requirements</i>	74
Progression and award regulations: FdA and FdSc	75
<i>Progression</i>	75
<i>Eligibility for award</i>	75

<i>Academic credit requirements for awards</i>	75
<i>Classification of award</i>	76
<i>Failure to meet requirements for award</i>	76
<i>Progression to honours degree programmes</i>	76
Award regulations: FdCert.....	76
<i>Eligibility for award</i>	76
<i>Academic credit requirements</i>	77
<i>Classification of award</i>	77
Progression and award regulations: DipHE and CertHE.....	77
<i>Progression: Diploma of Higher Education</i>	78
<i>Eligibility for award: Diploma of Higher Education</i>	78
<i>Academic credit requirements: Diploma of Higher Education</i>	78
<i>Eligibility for award: Certificate of Higher Education</i>	79
<i>Academic credit requirements: Certificate of Higher Education</i>	79
<i>Classification of awards</i>	79
<i>Failure to meet requirements for award of DipHE</i>	80
Progression and award regulations: GradCert and GradDip.....	80
<i>Progression</i>	80
<i>Eligibility for award</i>	80
<i>Academic credit requirements for award: Graduate Certificate</i>	80
<i>Academic credit requirements for award: Graduate Diploma</i>	80
<i>Classification of award</i>	81
<i>Failure to meet requirements for award of Graduate Diploma</i>	81
Award regulations: Ordinary degree.....	81
<i>Eligibility for award</i>	81
<i>Academic credit requirements for award</i>	82
<i>Classification of award</i>	82
5: Regulations for Postgraduate Programmes.....	83
Scope.....	83
Applicability.....	83
General requirements.....	83
Normal duration of a programme of study.....	84
<i>Minimum and maximum registration periods</i>	84
Academic credit.....	84
Taught component.....	84
Research projects and dissertations.....	84
Marks and grades for student performance in individual modules.....	85
Requirements to pass a module.....	85
<i>Number of attempts</i>	85
<i>Failure of a module</i>	85
<i>Condoned failure</i>	86
<i>Resits</i>	86
<i>First sits</i>	87
<i>Retakes</i>	87
<i>First takes</i>	88
Discretion in classification.....	88
Aegrotat award.....	88
Revocation of award.....	89
Progression and award regulations: MA, MSc, MRes, MBA, MPA.....	89
<i>Progression</i>	89
<i>Progression from the taught element to the dissertation/project</i>	89
<i>Progression to the second developmental year for part-time students</i>	90
<i>Failure to meet progression requirements</i>	90
<i>Eligibility for award</i>	90
<i>Academic credit requirements for awards</i>	91

Classification of award	91
Progression and award regulations: LLM	92
Dissertation component	92
Condoned failure	92
Eligibility for award	92
Academic credit requirements for award	92
Classification of award	92
Failure to meet requirements for award	93
Progression and award regulations: MCLinDent.....	93
Advanced standing.....	93
Period of study	93
Progression	93
Progression to the second developmental year for full-time students	93
Failure to meet progression requirements.....	94
Eligibility for award	94
Academic credit requirements for award.....	94
Condoned failure	94
Classification of award	94
Failure to meet requirements for award	95
Progression and award regulations: MSc designated Euromasters	95
Period of study	95
Condoned failure	95
Progression	95
Failure to meet progression requirements.....	96
Eligibility for award	96
Academic credit requirements for award.....	96
Classification of award	97
Failure to meet requirements for award	97
Progression and award regulations: PGCert and PGDip.....	97
Taught component and dissertation/project modules.....	98
Condoned failure	98
Progression	98
Eligibility for awards	98
Academic credit requirements for award: Postgraduate Certificate.....	98
Academic credit requirements for award: Postgraduate Diploma	99
Classification of awards	99
Failure to meet requirements for award of Postgraduate Diploma.....	99
6: Special Regulations	100
Scope	100
Faculty of Humanities and Social Sciences	100
School of Business and Management	100
All taught postgraduate programmes	100
Progression to dissertation or project.....	100
School of Law	100
BA in Law and Politics.....	100
LLB in English and European Law	100
LLB in English and Chinese Law.....	100
LLB in Global Law	100
LLB with a Year in Hong Kong	100
Period of study at an overseas university.....	100
MA in Law by Research	101
Condoned failure	101
School of Law: Centre for Commercial Law Studies.....	101
LLM/PGDip/PGCert Computer & Communications Law (Distance Learning).....	101
Duration of study	101

Study load.....	101
Condoned failure	101
Resits	102
MSc in Management of Intellectual Property Law.....	102
Condoned failure	102
PGDip programmes in CCLS (except International Commercial Arbitration/International Mediation)	102
Condoned failure	102
PGCert programmes in CCLS (except Intellectual Property Law)	102
Condoned failure	102
PGCert in Intellectual Property Law	102
Pathway A (programme of study and examinations)	102
Additional entry qualifications	102
Assessment	103
Condoned failure	103
Pathway B (special examination)	103
Eligibility.....	103
Condoned failure	103
Classification	103
Faculty of Science and Engineering	103
School of Biological and Chemical Sciences.....	103
PGDip in Chemical Research	103
Condoned failure	103
MSc in Chemical Research.....	104
Timing of resits	104
Condoned failure	104
School of Electronic Engineering and Computer Science	104
MSc programmes with a period in industry	104
Eligibility for award.....	104
School of Engineering and Materials Science	104
BEng programmes with Industrial Experience	104
Progression	104
MEng programmes.....	104
Progression	104
All taught postgraduate programmes	105
Progression to dissertation or project.....	105
Progression for part-time students	105
School of Mathematical Sciences.....	105
MSc in Mathematics (not applicable to other PGT programmes in SMS).....	105
Condoned failure	105
Academic credit requirements for award.....	105
Resits	105
Degree title	105
School of Physics and Astronomy	106
MSc in Astrophysics.....	106
Condoned failure	106
MSci programmes	106
Pass mark for level 7 modules	106
Foundation programmes.....	106
Postponement of award to meet QMUL admission or progression requirements (FGHZ and FGHY variants of the SEFP, and the FdCert Humanities and Social Sciences)	106
Faculty of Medicine and Dentistry.....	106
Barts Cancer Institute	106
All taught postgraduate programmes	106
Progression to dissertation or project.....	106
Blizard Institute	107
MSc in Trauma Science and MSc in Trauma (Military and Austere).....	107
Progression to second developmental year and project	107

MSc in Gastroenterology.....	107
Progression to dissertation or project.....	107
Alternative pathways	107
MRes/PGDip/PGCert in Clinical Research.....	107
Transfer to higher programmes.....	107
MSc in Regenerative Medicine	107
Progression to project (applicable to 2016/17 entrants, only).....	107
Institute of Dentistry	108
DipHE in Dental Hygiene and Therapy	108
Pass mark.....	108
William Harvey Research Institute	108
MSc in Endocrinology and Diabetes	108
Progression to dissertation or project.....	108
Institute of Health Sciences Education	108
MA in Education for Clinical Contexts	108
Normal duration of study	108
Progression to the second year for part-time students	108
Progression to the dissertation/project (and third year) for part-time students	108
MBBS Graduate Entry Programme (GEP).....	108
Entry requirements and exemptions.....	108
Programme of study	109
Structure of examinations.....	109
Classification of the award.....	109
FdCert in Clinical Foundation Studies.....	109
Requirements for award and for progression to the clinical programmes.....	109
Exit award.....	109
Professional Services	110
Centre for Academic and Professional Development	110
Certificate in Learning and Teaching.....	110
Advanced standing.....	110
Eligibility for award.....	110
Academic credit requirements for award.....	110
Condoned failure	110
Classification of awards.....	110
PGCert in Academic Practice.....	111
PGCert in Teaching and Learning in Higher Education	111
Advanced standing.....	111
7: Special Regulations for Collaborative Programmes.....	112
Scope	112
University of London Institute in Paris	112
MA in History of Political Thought and Intellectual History.....	112
Classification	112
MA in Global Shakespeare	113
BSc (Eng) in Telecommunications Engineering with Management	113
BSc (Eng) in E-Commerce Engineering with Law	113
BSc (Eng) in Internet of Things Engineering.....	113
BSc Biomedical Sciences	126
BEng in Materials Sciences and Engineering.....	137
BEng in Polymer Materials Science and Engineering.....	137
LLM in Commercial Law: Singapore and London.....	145
8: Regulations for Research Programmes.....	149
Appendix: Delegations of Senate	150

Academic Regulations 2016-17 Definitions

Glossary of terms

Academic credit: An indicator of the amount and level of learning. Given in multiples of 15.

Academic level: The relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Each module shall be assigned a level from the following scale:

- [Level 3: Foundation or pre-degree level](#)
- [Level 4: Introductory](#)
- [Level 5: Intermediate](#)
- [Level 6: Final](#)
- [Level 7: Masters](#)
- [Level 8: Research level](#)

Academic year: A period running from 1 August to 31 July. The developmental years of most undergraduate programmes follow academic years, and policies and regulations are normally written by academic year. See also *developmental year*, and *calendar year*.

Advanced standing: Prior, certificated study from another institution deemed equivalent to QMUL modules from which exemption is sought.

Award: Undergraduate, graduate, and postgraduate certificates, diplomas, bachelors degrees, and undergraduate and postgraduate masters degrees. The awards offered by QMUL are detailed in the *Ordinances* and the *Academic Regulations*.

Calendar year: A twelve month period. Many masters programmes run for a full calendar year, which may cross two academic years. See also *academic year*, *developmental year*.

College: Queen Mary University of London (QMUL).

College Mark: The weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification of the award is based. It is held to one decimal place.

Compulsory module: A module that must be taken to meet requirements for progression or award.

Core module: A module that must be taken and passed to meet requirements for progression or award. Core modules cannot be condoned.

Co-requisite module: A module that must be taken at the same time as another, specified, module.

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

Developmental year: A year of a programme. Normally one academic year of full time study, during which a student is normally required to be registered for 120 credits of modules. Developmental years for part time students normally last two years. See also *academic year* and *calendar year*.

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<#>Level 4: Introductory (previously level 1) ¶
<#>Level 5: Intermediate (previously level 2) ¶
<#>Level 6: Final (previously level 3) ¶
<#>Level 7: Masters (previously level M) ¶
<#>Level 8: Research level ¶
¶

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Assessed coursework: Coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards. ¶
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Component of assessment: See *Element of assessment*. ¶
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Deleted: **Course, course unit:** See *Module*. The terms *course* and *course unit* are no longer used. ¶
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Dissertation, project: An extended piece of independent study assessed by an output report or extended essay. Comprises a significant part of most masters programmes.

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

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Enrolment: A process by which individuals with offers of places to study become students of QMUL. New students must pre-enrol before enrolment, and returning students must re-enrol each year.

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Extenuating circumstances: Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

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External examiner: A senior professional academic from outside QMUL who monitors the assessment process for fairness and academic standards.

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Field of study: The description of the modules passed by a student. Represented in the title of the award conferred upon a student.

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First sit: The repeat of all or part of a module's assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the examination board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are not capped.

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First take: The repeat of a module following failure at a previous attempt. This involves attendance and completion of all elements of the module, and submission of all assignments, whether assessed or not. First takes count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. Module marks for first takes are not capped. First takes incur *pro rata* tuition fees.

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Invigilated examination: A timetabled summative examination that contributes in whole or in part to the module mark.

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Intercollegiate examiner: An external examiner from within the University of London.¶

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Level: See *Academic level*.

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

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

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Deleted: 'Module' also refers to course, course unit, subject, or any equivalent approved unit of assessed teaching.

Module mark: The overall module result. This may be an aggregate of marks from several elements of assessment, which may be weighted. It is held to one decimal place.

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Notional study hours: The number of hours required to complete an academic credit, module, or programme.

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Pathway: A specific combination of modules within a programme leading to a named award.

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

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Programme regulations: The regulations for an individual programme of study, approved by Senate, or its delegated authority.

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Programme of study (programme): A package of modules approved by Senate, or its delegated authority, and leading to an award of QMUL or the University of London.

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Progression: The process of moving from one developmental year to the next, or from the taught element to the dissertation or project element of a programme.

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Project: See *Dissertation*

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QMACF: Queen Mary Academic Credit Framework. The structure of academic credits and levels applied to all modules and programmes leading to awards of QMUL or the University of London (introduced in 2008).

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Qualifying mark: A specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the module mark to pass the module. For example: 'Students must obtain a minimum aggregated and weighted coursework average of 30.0, and a minimum module mark of 40.0, in order to pass the module.'

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

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Research students: Students registered for a programme of study specifically designated as a research programme. Research programmes have separate *Academic Regulations*.

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Required assessment: Assessment that students are required to complete to a prescribed standard and to submit, but which does not contribute to the module mark.¶

Resit: The repeat of all or part of a module's assessments, following failure at a previous attempt. Resits do not involve the repeat of attendance for the module. They do not count towards the value of academic credit for which students must normally be registered in an academic or developmental year.

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Retake: The repeat of a module following failure at a previous attempt. Retakes involve attendance and completion of all elements of the module, and the submission of all assessments (summative and formative). They count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Retakes incur *pro rata* tuition fees.

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Special regulations: Programme or module regulations that diverge from the general *Academic Regulations* for good reason, approved by Senate or its delegated authority. Special programme regulations are detailed in Sections 6-7 of the *Academic Regulations*.

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Students: Students of QMUL. Ordinance C1 describes, 'those persons who are students of QMUL and associate students of QMUL'. The *Academic Regulations* apply to all students undertaking undergraduate or postgraduate study at QMUL, and to any persons whom Senate declares to be students of QMUL.

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Subject: The term by which modules (see *Module*) are known for the LLB and other programmes that operate under the LLB regulations. Where the term 'module' is used in these regulations it also refers to subjects, unless otherwise stated.

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Taught component: The parts of a programme delivered as taught modules, as opposed to dissertations or projects. The term is generally used in relation to postgraduate programmes.

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Total credit value: The total amount of academic credit required for an award.

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Threshold requirement: A progression requirement for MSci and MEng programmes. Students must achieve a year - or aggregate - average (threshold) to progress to the next developmental year. This is in addition to the credit requirements for progression.

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University: The University of London, unless otherwise specified.

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Assessment types

QMUL classifies all elements of assessment within one of the following five categories:

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Invigilated examination (EXM): A formal, timed and invigilated assessment that takes place under the regulations for invigilated examinations. **Invigilated examinations include, but are not limited to:** Seen and unseen examinations (including on-line examinations) that take place in QMUL's formal examination periods.

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To include, but not limited to:

Coursework (CWK): An assessment that takes place during the module. **Coursework includes, but is not limited to:** Essays; reports; presentations; poster presentations; seminar or tutorial work; in-class or in-semester tests; mid-session examinations; project proposals; gobbet exercises; homework sheets.

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To include, but not limited to:

Practical (PRA): An assessment that requires the application or demonstration of knowledge and/or skills/competencies in a practical context. **Practical assessments include, but are not limited to:** Laboratory work; computer work; performances; fieldwork; Objective Structured Clinical Examinations; oral assessments in languages.

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To include, but not limited to:

Dissertation/project (DIS): An extended piece of independent study that is assessed by the output report or long essay. **Dissertation and project assessments include, but are not limited to:** Dissertations; research projects; project reports;

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To include, but not limited to:

Professional capability (CAP): An assessment of a student's professional attitude and conduct to meet the requirements of a Professional and Statutory Regulatory Body. **Professional capability assessments include, but are not limited to:** Assessment of behaviour and conduct (primarily for primary qualifying medical and dental qualifications but may be appropriate in other programmes).

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To include, but not limited to:

Common acronyms

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ARCS	Academic Registry and Council Secretariat
BUPT	Beijing University of Posts and Telecommunications
DEB	Degree Examination Board
ECs	Extenuating circumstances
FHEQ	Framework for Higher Education Qualifications
GDC	General Dental Council
GMC	General Medical Council
NCU	Nanchang University
NPU	Northwestern Polytechnical University
PG	Postgraduate
PGR	Postgraduate (Research)
PGT	Postgraduate (Taught)
QAA	Quality Assurance Agency
QMACF	Queen Mary Academic Credit Framework
QMSE	Queen Mary Senior Executive
QMUL	Queen Mary University of London
SEB	Subject Examination Board
UG	Undergraduate
UKVI	UK Visas and Immigration
ULIP	University of London Institute in Paris
VP	Vice-Principal
VP (Res)	Vice-Principal (Research)
VP (SETL)	Vice-Principal (Student Experience, Teaching & Learning)

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Academic Regulations 2016-17 1: Framework and Governance

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Introduction

- 1.1. The *Academic Regulations* incorporate both the general regulations that apply to students of QMUL, and the regulations for assessment, progression and award. The *Academic Regulations* regulate the principal institutional mechanisms for the articulation and management of QMUL's academic standards for taught awards.

Applicability

- 1.2. These regulations take effect from 1 August 2016, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply. Any changes of substance introduced through the 2016-17 Academic Regulations beyond a restructuring of the format were agreed by Senate at the end of the 2015-16 academic year.

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Scope

- 1.3. The *Academic Regulations* apply to all undergraduate and postgraduate programmes leading to awards of QMUL or the University of London or the award of academic credit, and to the students registered on those programmes.
- 1.4. The *Academic Regulations* comprise eight sections. Each section states, where necessary, to which programmes and students it refers.
- 1.5. Where separate arrangements apply to research studies these are detailed in Section 8, the *Regulations for Research Programmes*.
- 1.6. In some cases, separate arrangements may apply to collaborative programmes. Such arrangements are set out in the relevant memoranda of agreement and supporting documentation for the collaborative provision, as well as in Section 7, the *Special Regulations for Collaborative Programmes*.
- 1.7. All references to the '*Academic Regulations*' include programme regulations, module regulations and special regulations.
- 1.8. QMUL reserves the right to amend the *Academic Regulations* as it deems appropriate.
- 1.9. The awards covered by these regulations are as follows:

Undergraduate awards (FHEQ levels 3-7)

- Foundation Certificate (FdCert)
- Foundation Degree in Arts (FdA)
- Foundation Degree in Science (FdSc)
- Certificate of Higher Education (CertHE)
- Diploma of Higher Education (DipHE)
- Bachelor of Arts (BA)

- Bachelor of Dental Surgery (BDS)
- Bachelor of Engineering (BEng)
- Bachelor of Laws (LLB)
- Bachelor of Medical Science (BMedSci)
- Bachelor of Medicine and Bachelor of Surgery (MBBS)
- Bachelor of Science (BSc)
- Bachelor of Science (Economics) (BSc (Econ))
- Bachelor of Science (Engineering) (BSc (Eng))
- Graduate Certificate (GradCert)
- Graduate Diploma (GradDip)
- Master of Engineering (MEng)
- Master in Science (MSci)

Postgraduate taught awards (FHEQ level 7)

- Postgraduate Certificate (PGCert)
- Postgraduate Diploma (PGDip)
- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Clinical Dentistry (MClinDent)
- Master of Laws (LLM)
- Master of Public Administration (MPA)
- Master of Research (MRes)
- Master of Science (MSc)

Postgraduate research awards (FHEQ level 8)

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- Doctor of Medicine (Research) (MD(Res))
- Doctor in Professional Studies (DrPS)
- Doctor in Clinical Dentistry (DClinDent)
- Doctor in Clinical Psychology (DClinPsy)

Higher doctorates

- Doctor of Philosophy (DLitt)
- Doctor of Science (DSc)
- Doctor of Laws (LLD)

University of London awards and QMUL awards

- 1.10. In 2013/14, QMUL implemented its independent degree awarding powers for the first time. New and continuing students in 2013/14 were given the option of receiving either a QMUL award or a University of London award, where appropriate. Students commencing their studies in 2014/15 or later do not have this option, and will be awarded QMUL awards where the requirements are met.

Approval of regulations, programmes and modules

Approval of the *Academic Regulations*

- 1.11. Under the Ordinances of the University of London, constituent colleges possess delegated powers to make awards of the University and hold delegated responsibility for the regulation of programmes leading to the University's awards. QMUL also holds and exercises independent degree awarding powers for the conferral of awards in the name of Queen Mary University of London.
- 1.12. Senate is responsible to Council for the management of the academic standards and quality of programmes leading to awards of the University of London and QMUL (Ordinance A15). The *Academic Regulations* and programmes and modules shall be approved by Senate, or its delegated authority.

Approval of programmes of study and modules

- 1.13. Senate, or its delegated authority, shall approve programmes of study and individual modules, including any amendments and withdrawals. All programmes of study shall lead to awards of QMUL, unless specific programme regulations state otherwise.
- 1.14. QMUL reserves the right to amend any programme of study or module, and to withdraw any module - at any time - as it deems necessary. Normally, amendments to programmes of study and modules shall be enacted for the next cohort to join the programme, or group to take the module. Where an amendment has an effect on students currently registered for the programme or module, those students shall be formally notified of the change and provided with an opportunity to object should they wish to do so. Once approved, programme withdrawals shall not be enacted until no students remain registered on the programme.

Programme regulations

- 1.15. Each programme of study shall have its own regulations, approved by Senate or its delegated authority. Programme regulations are a sub-set of the *Academic Regulations* and apply to specified programmes. Programme regulations shall be presented in the relevant programme specifications and shall cover requirements for admission, curriculum content and outcomes, module diets, methods of assessment and any further requirements for progression or award.
- 1.16. Programme regulations shall not diverge from the standard *Academic Regulations* for QMUL, except where there is exceptionally good reason and special regulations are approved by Senate, or its delegated authority. Programme regulations provide a greater level of detail and amplify the *Academic Regulations*. Where programme regulations are silent in any regard, default to the *Academic Regulations* shall normally occur.

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Module regulations

- 1.17. Module regulations shall specify the requirements to take, complete and pass specific modules. Each module shall have approved assessment methods, detailed in module proposals or amendments and approved by Senate, or its delegated authority. Where the assessment for a module comprises more than one element of assessment, the weighting to be applied to each element of assessment shall be stated in the module proposal or amendment. Any other requirements that must be met to pass the module shall be detailed and approved.

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1.18. Module regulations shall not diverge from the standard *Academic Regulations* for QMUL, except where there is exceptionally good reason and ~~these are~~ approved by Senate, or its delegated authority. Module regulations provide a greater level of detail and amplify the *Academic Regulations* and programme regulations. Where module regulations are silent in any regard, default to the *Academic Regulations* shall normally occur.

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Designation of special regulations

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1.19. Special regulations are academic regulations for individual programmes of study that diverge from the standard *Academic Regulations* for QMUL. Where there is a legitimate academic rationale, or a specific requirement set down by a professional, statutory or regulatory body, or a joint or collaborative programme requires it, the programme regulations may vary from the standard *Academic Regulations*. Special regulations shall be designated as such through the programme approval process, and approved by Senate, or its delegated authority. Where special regulations apply to awards rather than programmes, these are incorporated into the overall *Academic Regulations* for QMUL (e.g. LLB, MBBS and BDS). Approved special regulations are detailed in Sections 6 and 7 of the *Academic Regulations*.

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1.20. Special regulations may also apply to modules. Such regulations shall be detailed in the appropriate module specification(s).

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Suspension of regulations

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1.21. The process for suspension of regulations may operate where:

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- i. ~~circumstances have arisen that are not foreseen in the regulations; or,~~
- ii. the application of the regulations would be manifestly unfair to one or more students.

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1.22. Suspension of regulations shall be approved by the relevant authority identified by Senate, and on the recommendation of a Degree Examination Board (generally following the recommendation of a Subject Examination Board), or a Head of School, Institute, Directorate, or equivalent. Suspensions relating to examination board matters shall normally be approved by examination boards, not by Heads of Schools, Institute, Directorate or equivalent.

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1.23. The outcome of a request to suspend regulations shall be communicated to the School, Institute or examination board by the Academic Registrar (or nominee). The SEB or the Head of School, Institute, Directorate, or equivalent shall communicate the outcome to students.

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Examination boards

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1.24. There are two types of examination boards: Subject Examination Boards and Degree Examination Boards.

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1.25. A Subject Examination Board (SEB) shall be established for each programme of study, stage of a programme of study, or cognate group of programmes. The administrative support for SEBs shall be provided by the relevant academic school or institute.

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~~1.26.~~ Each Subject Examination Board shall report and make recommendations to a Degree Examination Board (DEB). ~~The administrative support for DEBs shall be provided by the Academic Secretariat.~~

Deleted: Degree Examination Boards shall be established for each award or grouping of awards.

~~1.27.~~ It is possible for certain examination boards to combine the functions of a Subject Examination Board and a Degree Examination Board where only one award is being considered (for example, UG Law) or due to the collaborative nature of a programme, ~~where this is approved by Senate, or its delegated authority.~~

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~~1.28.~~ Senate shall delegate authority to examination boards for the consideration of students' achievement, progression and awards, and other related matters. Senate, or its delegated authority, shall approve the *Assessment Handbook*, which provides further detail and requirements in relation to the conduct of SEBs and DEBs.

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Subject Examination Boards (SEBs)

- 1.29. Subject Examination Boards report to designated Degree Examination Boards. The terms of reference of Subject Examination Boards are:
- i. to take an overview of the assessment processes that operate for the programmes and modules in the subject area, with a particular view to ensuring fairness and impartiality, including: setting examination papers, essay titles, and other assessment tasks, marking processes (including double marking and moderation), application of regulations, and the conduct of oral examinations (where used as part of the approved module assessment);
 - ii. to receive reports from invigilators and students on examinations, and to consider appropriate actions in the light of such reports;
 - iii. to agree the results of students in individual assessments and modules;
 - iv. to consider claims of extenuating circumstances and, where valid, to approve any proposed actions to be taken;
 - v. to make recommendations to the DEB for results to be set aside where there are accepted extenuating circumstances;
 - vi. to approve the progression of students;
 - vii. to approve the progression of students to alternative programmes, if applicable;
 - viii. to make recommendations to the DEB for the exclusion of students due to failure;
 - ix. to make recommendations to the DEB for award and classification;
 - x. to agree actions in the event of failure of a module (including qualified failure) by a student, including resit provisions that may include appropriate alternative assessment arrangements;
 - xi. to make recommendations to the DEB for students to retake or first take modules, where applicable;
 - xii. to make recommendations to the DEB and to Senate (or its delegated authority) for the suspension of regulations for individuals or groups of students, where applicable;
 - xiii. to make recommendations to the DEB for the award titles of individual students, where applicable (pre-2008-09 cohorts only);
 - xiv. to exercise discretion, where appropriate and within the permitted scope of any QMUL policy or regulation, in order to agree results or progression and make recommendations for awards and classifications;
 - xv. to review statistics on academic performance and to comment upon the performance of cohorts in particular assessments;
 - xvi. in the case of the MBBS DEB, to determine the award of Merits and Distinctions;
 - xvii. any other duties delegated to the SEB by the DEB or Senate.

- 1.30. SEBs may establish sub-boards, where this has the support of the relevant external examiners and is approved by Senate, or its delegated authority. An SEB may operate preliminary meetings or internal boards to consider points of detail prior to the meeting of the SEB. Sub-boards shall always be established to scrutinise examination papers before external examiner approval, and to consider and make recommendations upon extenuating circumstances claims. Sub-boards may also be established for other purposes with the approval of Senate, or its delegated authority. The membership of sub-boards shall be agreed by the SEB.
- 1.31. ~~The membership of a Subject Examination Board shall be as follows:~~
- i. a Chair, appointed to the role by Senate, or its delegated authority;
 - ii. a Deputy Chair, appointed to the role by Senate, or its delegated authority;
 - iii. the programme coordinators or directors;
 - iv. the internal examiners for the modules under consideration;
 - v. ~~the external examiners;~~
 - vi. the DEB Chair, who may attend any examination board under the DEB's jurisdiction as a member;
 - vii. the Vice-Principal (Student Experience, Teaching & Learning), who may attend any examination board as a member.
 - viii. in the case of the MBBS SEBs, the Head of Year and Head of Assessment shall be members, and the internal examiners shall be defined as the Principal and Senior Internal Examiners (PIEs and SIEs).
- 1.32. The following may be in attendance:
- i. the Secretary, and other administrative staff associated with the SEB;
 - ii. representatives from other SEBs, where students on joint programmes are under consideration;
 - iii. the Academic Registrar (or nominee);
 - iv. the Principal, Faculty Vice-Principal & Executive Dean, and Faculty Dean for Taught Programmes.
- 1.33. The quorum for a Subject Examination Board shall be at least 50 per cent of the total membership or five members, whichever is fewer. This shall include the Chair and/or Deputy Chair, and at least one external examiner. External examiners shall not be required to attend late summer or associate SEBS (though they may choose to do so), though their views and endorsement shall still be sought. There should normally be a higher number of internal members than external examiners at a meeting.
- 1.34. Members, including external examiners, may be counted as in attendance if using video conferencing technology, a telephone, or similar.
- 1.35. The quorum of an SEB shall normally require the presence of the external examiners. Exceptionally, a meeting may go ahead without the presence of an external examiner where a SEB has provided the external with the papers beforehand and given the external an opportunity to comment. After the meeting, the SEB Chair shall liaise with the external and, where necessary, the SEB to discuss the matters raised at the meeting and to seek the external's endorsement for any decisions taken.
- 1.36. In the event that a meeting does not meet the quorum, a suspension of regulations may be sought to ratify the decisions of the meeting. Such suspensions should normally be sought in advance.

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- 1.37. Where one or more sub-board is established it is permissible for the internal examiners to attend only the sub-board, provided that their views can be represented at the SEB, normally through the chair of the sub-board.

Chair of the Subject Examination Board

- 1.38. ~~Each Subject Examination Board shall have a Chair, and shall normally also have a Deputy Chair. Chairs (and Deputies) shall be appointed by Senate, or its delegated authority.~~ The Chair (or Deputy) shall be an experienced member of academic staff, but not a serving Head of School or Institute, or a Faculty Dean for Taught Programmes, or an honorary member of academic staff. Programme directors shall not normally act as Chairs (or Deputies) for SEBs where their programmes are under consideration.

- ~~1.39. The term of office for a Subject Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms.~~

Deleted: A Deputy Chair shall fulfil the duties of the Chair in the Chair's absence. Chairs and Deputy Chairs shall be appointed by Senate, or its delegated authority.

- 1.40. The Chair shall be responsible for the conduct of the examination board, and for ensuring that the *Academic Regulations* are adhered to.

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- 1.41. The Chair shall be responsible for ensuring that security procedures for examination question papers within the School or Institute are rigorous, ~~and~~ for approving all examination papers.

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~~Extenuating Circumstances Sub-board~~

- 1.42. Each SEB shall establish a sub-board for the preliminary consideration of extenuating circumstances. The terms of reference for Extenuating Circumstances Sub-boards are:

- i. to consider extenuating circumstances claims and supporting evidence submitted by students, and the overall profile of the students with such circumstances;
- ii. to consider whether or not, in the sub-board's judgement, the extenuating circumstances are valid and whether or not they had a negative impact upon a student's performance or participation in assessment;
- iii. to make recommendations to the Subject Examination Board about actions to be taken in the light of extenuating circumstances;
- iv. to maintain a record of extenuating circumstances submitted and considered, and of the recommended actions.

Deleted: <#>The term of office for a Subject Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms. Chairs shall be appointed through the delegated authority of Senate.¶

Degree Examination Boards (DEBs)

- 1.43. Degree Examination Boards report to Senate. There are five undergraduate DEBs (Dentistry, Humanities & Social Sciences, Laws, Medicine, and Science & Engineering) and three postgraduate DEBs (Humanities & Social Sciences, Medicine and Dentistry, and Science & Engineering).

- 1.44. The terms of reference of Degree Examination Boards are:

- i. to consider and approve recommendations from SEBs on awards and classifications, and fields of study where necessary (pre-2008/09 cohorts only);
- ii. to consider and approve recommendations from Subject Examination Boards to set aside results affected by accepted extenuating circumstances;
- iii. to consider and approve recommendations from Subject Examination Boards for the termination of registration and enrolment of students due to academic failure;

- iv. to exercise discretion - where appropriate, and within the permitted scope of any QMUL policy - in order to agree results, progression and awards;
- v. to pay particular regard to matters of consistency across programmes leading to the same awards;
- vi. to resolve differences between and within SEBs, where these occur;
- vii. to consider recommendations for the suspension of regulations, and to make recommendations where appropriate;
- viii. to consider recommendations for retakes and first takes, and to approve these where appropriate;
- ix. to ensure the consistent application of the Academic Regulations;
- x. to monitor the performance of Subject Examination Boards;
- xi. to consider other matters referred by Senate.

1.45. The membership of a Degree Examination Board shall be as follows:

- i. a Chair, appointed to the role by Senate, or its delegated authority;
- ii. the Chairs of the Subject Examination Boards reporting to the DEB;
- iii. external members, where appointed to DEBs by Senate, or its delegated authority;
- iv. external examiners shall be members where the functions of SEB and DEB are combined;
- v. the Vice-Principal (Student Experience, Teaching & Learning) may attend any DEB as a member;
- vi. in the case of the MBBS DEB, the Head of Assessment and the Head of Year 5 shall also be members

1.46. The following may be in attendance:

- i. the Secretary to the DEB;
- ii. the Academic Registrar (or nominee);
- iii. staff from Academic Registry and the Academic Secretariat;
- iv. Deputy Chairs of the SEBs reporting to the DEB;
- v. Secretaries of the SEBs reporting to the DEB;
- vi. External examiners;
- vii. the Principal, Faculty Vice-Principal & Executive Dean, and Faculty Dean for Taught Programmes.

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1.47. Should a DEB Chair be unable to attend a meeting and there is no Deputy Chair, an SEB Chair shall deputise, but shall not be empowered to take Chair's action.

1.48. The quorum for a DEB shall comprise 50 per cent of the total membership for the SEBs under consideration, excluding the Vice-Principal (Student Experience, Teaching & Learning).

Chair of the Degree Examination Board

1.49. The Chair shall be an experienced member of academic staff appointed to the role by Senate, or its delegated authority. A Deputy Chair shall fulfil the duties of the Chair in the Chair's absence.

1.50. The term of office for a Degree Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms. Chairs shall be appointed through the delegated authority of Senate.

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External examiners

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Appointment

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1.51. External examiners shall be appointed by Senate, or its delegated authority, in accordance with the approved processes and criteria. These processes and criteria pay due regard to the QAA *Quality Code for Higher Education, Chapter B7* (2011).

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1.52. External examiners shall be appointed to each programme of study, and shall be members of the Subject Examination Board for that programme. In some cases multiple external examiners may be appointed, while in others one external examiner may cover a number of cognate programmes.

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1.53. The appointment process requires the number of external examiners and their range of expertise to be sufficient to enable the execution of their duties.

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1.54. External examiners have the right to view and comment upon all work submitted by students for all forms of assessment. The precise range of activity to be covered by an external examiner shall be agreed by Senate, or its delegated authority, in consultation with the relevant academic schools and institutes. This shall include appropriate means of sampling assessments, etc. Senate, or its delegated authority, shall approve the *Guidance for External Examiners*, which provides further detail on the role and its conduct.

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1.55. The period of appointment for external examiners shall be four years. Exceptionally, this may be extended to a fifth year. External examiners who have completed terms cannot be reappointed until five years have elapsed.

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Duties

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1.56. The duties of an external examiner are:

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- i. to comment upon the assessments for each module for which they are responsible, the extent to which the assessments cover the syllabus, and whether they enable students to demonstrate achievement of the learning outcomes;
- ii. to consider, comment upon, and approve (or otherwise) all examination question papers, and to comment upon marking schemes for individual papers, assessment criteria, and model answers;
- iii. to confirm whether or not the standard of marking is satisfactory by scrutinising a sample of assessed work for each module (sample size to be agreed between the board and the examiner);
- iv. to comment upon the standards of achievement of students, and the comparability of this achievement to standards elsewhere;
- v. to comment upon the standards of proposed awards, and their comparability to similar awards made elsewhere;
- vi. to make known any causes for concern in relation to academic standards achieved by students, the standards of modules, and the standards of awards to be made;
- vii. exceptionally, upon written request, to provide independent opinion where there is a significant, unresolved difference between marks awarded by first and second markers on a script or piece of work;
- viii. to advise the Subject Examination Board on appropriate actions where the marks for a module are significantly outside the normal pattern, and to endorse (or otherwise) recommendations by markers for actions where the marks for a module are significantly outside the normal pattern;
- ix. to attend meetings of the Subject Examination Board, and to participate fully in decision making;

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- x. to endorse (or otherwise) decisions on results, progression, and recommendations for award;
 - xi. to attend meetings of the Degree Examination Board, where desired;
 - xii. to submit a full written report, including an optional confidential report to the Principal;
 - xiii. to perform any other duties requested by Senate or the Degree Examination Board, following appropriate consultation over the nature of those duties.
- 1.57. By agreement with the Subject Examination Board and in consultation with the relevant schools and institutes, external examiners may also carry out other duties including: the approval of project topics and essay titles, interviewing students on their programmes of study and experiences, commenting informally on proposed curriculum changes, commenting upon proposed changes to assessment methods.

Deleted: <#>in addition, for external examiners who are intercollegiate examiners, to comment upon the standard of the University of London awards conferred by QMUL and their comparability with similar awards at other colleges of the University of London;¶

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Removal

- 1.58. An external examiner shall normally be replaced only upon completion of a term of office. There may occasionally be cause for QMUL to terminate an appointment, subject to approval from Senate or its delegated authority. Reasons may include:
- i. resignation by the examiner;
 - ii. failure to perform the duties of the ~~role~~;
 - iii. breakdown in the relationship with QMUL.

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External members

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Appointment

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- 1.59. External members shall be appointed to DEBs by Senate, or its delegated authority, in accordance with the approved process and criteria.
- 1.60. External members shall review and comment upon process, the application of regulations, and the conduct of the DEB.
- ~~1.61.~~ The period of appointment for external members shall be four years. Exceptionally, this may be extended to a fifth year. External members who have completed terms cannot be reappointed until five years have elapsed.

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Duties

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- 1.62. The duties of external members are:
- i. to comment upon standards of achievement, as represented by the College Mark and degree classifications, and the comparability of these to standards elsewhere;
 - ii. to make known any causes for concern in relation to academic standards;
 - iii. to provide an external perspective upon the interpretation of regulations, and upon recommendations for the suspension of regulations;
 - iv. to provide advice upon the use of discretion - within the permitted scope of any QMUL policy - in order to agree results, progression, and awards;
 - v. to attend meetings of the Degree Examination Board, and to participate fully in decision making;
 - vi. to endorse (or otherwise) the awards, degree classifications, and other decisions made by the Degree Examination Board;
 - vii. to submit a full report, including an optional confidential report to the Principal;
 - viii. to perform any other duties requested by Senate or the Degree Examination Board, following appropriate consultation on the nature of those duties.

Deleted: <#>in addition, for external members who are also intercollegiate members, to comment upon the standard of the University of London awards conferred by QMUL, and their comparability with similar awards at other colleges of the University of London;¶

Removal

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- 1.63. An external members shall normally be replaced only upon completion of a term of office. There may occasionally be cause for QMUL to terminate an appointment, subject to approval from Senate or its delegated authority. Reasons may include:
- resignation by the member;
 - failure to perform the duties of the ~~role~~;
 - breakdown in the relationship with QMUL.

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Internal examiners

Appointment

- 1.64. Internal examiners shall be appointed by virtue of their status as academic staff of QMUL. Internal examiners for the modules being considered by an SEB shall automatically be members of the relevant SEB. For joint programmes, the SEB shall include at least one internal examiner from each of the schools, institutes, or subject areas contributing to the award.
- 1.65. Visiting staff involved in assessment shall be members of the SEB where they have sole responsibility for the delivery and assessment of a module. Visiting staff who contribute to a module or its assessment shall not be considered members of the SEB, but may attend as assistant examiners. In such cases, the module is represented by the member of academic staff with overall responsibility for it.

Duties

- 1.66. The duties of internal examiners are:
- to attend the Subject Examination Board and to participate in decision making;
 - to present the results of modules to the Subject Examination Board;
 - to comment upon factors related to the module for which they are responsible, for example levels of performance, or any problems with the ~~assessment~~;
 - to respond to queries on individual students, marking, or other relevant matters.

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Academic Regulations 2015-16 2: General Regulations

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Scope

- 2.1. These regulations ~~apply to all students enrolled and registered for undergraduate or postgraduate programmes of study of QMUL. These regulations also apply to students registered as associated students of QMUL; Ordinance C1 designates these individuals as students of QMUL.~~

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Applicability

- 2.2. These regulations shall take effect from 1 August ~~2016~~, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply.

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Student conduct

- 2.3. Students shall comply with the [Code of Student Discipline](#), and their behaviour shall be such that it does not interfere in any way with the proper functioning or activities of QMUL, or those who study or work at QMUL; neither shall students engage in actions that otherwise damage QMUL. Any breach of the *Code of Student Discipline* shall be considered in accordance with the procedures and regulations outlined in the *Code*.
- 2.4. Students shall comply with the health and safety policies of QMUL.

Student identity card

- 2.5. All students shall be issued with a QMUL student identity card that includes a photograph showing the full head and face. There shall be no head covering in the photograph, unless it is worn for religious or medical reasons. In no circumstances shall the face be covered in the photograph. ~~QMUL reserves the right for members of staff to check the identity of any student by comparing the student's face to the picture on the QMUL student identity card.~~
- 2.6. Students shall carry their QMUL identity cards at all times when on QMUL premises (including the Students' Union), or when participating in QMUL or Students' Union activities. QMUL reserves the right to exclude from any building or activity any student who is unable to produce their current QMUL identity card upon demand.
- 2.7. Students shall be responsible for arranging replacement identity cards if theirs are lost or stolen. QMUL reserves the right to charge a fee for the replacement of identity cards.

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Medical examination

- 2.8. QMUL reserves the right to require any student to undertake a medical examination - as a condition of admission, or at any time during their studies - to determine fitness to study or practise. QMUL may require full disclosure of any report on a student's fitness to study or practise.

- 2.9. QMUL may require a student who has been absent as a result of illness or an infectious or contagious disease to produce medical certification confirming fitness to study or practise before being permitted to resume study at QMUL.
- 2.10. If, after a required medical examination, a student is deemed unfit to undertake or resume study or practise then their enrolment and registration may be terminated ~~or the student may be advised or required to interrupt their studies.~~
- 2.11. Students on medical and dental programmes shall inform the QMUL Health Centre if they are, or have reason to believe they may be, infectious carriers of any disease or condition specified by Senate, or its delegated authority, as requiring notification.

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Replacement award certificates

- 2.12. When a student requests a duplicate award certificate, the student must confirm with QMUL that the original certificate has been lost. Only one copy of each award certificate may be in circulation at any time.

Admission

- 2.13. The general entrance requirements for admission to QMUL shall be approved by Senate, or its delegated authority. The admissions requirements for individual programmes of study shall be set out in the appropriate programme specifications, and approved by Senate, or its delegated authority; these may be adjusted by QMUL as it deems applicable.

~~2.14. Applicants who have been awarded qualifications of QMUL or the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.~~

~~2.15. Applicants who have already been awarded an exit award from QMUL and who wish to complete their studies may be considered for admission subject to the following conditions:~~

- ~~i. the exit award was not made as a result of failure to meet the requirements for progression or award;~~
- ~~ii. no more than five years have elapsed since the award of the exit award;~~
- ~~iii. the applicant returns the certificate for the exit award prior to the award of a higher qualification being made.~~

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Admission with advanced standing

- 2.16. An applicant for a programme of study who, in the judgement of Senate or its delegated authority, has a cognate prior qualification or certified learning may be admitted with advanced standing. ~~The following provisions apply:~~

- ~~i. such admission shall not normally be permitted where the advanced standing has counted towards a previously achieved qualification at the level of the qualification of the programme of study;~~
- ~~ii. advanced standing shall normally be no more than one half of the full programme of study (excluding Level 3 study);~~
- ~~iii. credit may only be accepted as advanced standing towards a QMUL programme within five years of the date of the original award of credit.~~

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- 2.17. ~~Where a student is admitted with advanced standing, the minimum and maximum permitted durations of study shall be based upon the time registered on the new programme at QMUL, rather than the normal duration for the programme (e.g. if a student directly entered year two of a three year programme, the maximum permitted duration for that student would be three years, rather than four).~~

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Admission with advanced standing: Undergraduate

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- 2.18. An applicant for an undergraduate programme who, in the judgement of Senate, or its delegated authority, ~~has a cognate prior qualification or certified learning equivalent to:~~
- i. ~~the first developmental year of a three or four year full-time undergraduate programme of study may be admitted with advanced standing direct to the second developmental year;~~
 - ii. ~~the first two developmental years of a four year full-time integrated masters programme of study may be admitted with advanced standing directly to the third developmental year.~~

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In either situation, the amount of academic credit to be taken shall be reduced accordingly, the progression and award regulations shall take into account only those modules taken at QMUL during the current registration period, and the developmental years shall be weighted accordingly.

- 2.19. Except in exceptional circumstances, students shall not be admitted directly to the final developmental year of an undergraduate programme, unless they are studying a similar programme leading to the same award at another college of the University of London, or a programme with an approved collaborative arrangement. In such cases, the prior study and marks achieved count towards the final award, as agreed through the collaborative arrangement or at the point of admission.

Admission with advanced standing: Graduate

- 2.20. An applicant for a Graduate Certificate or Graduate Diploma programme who in the judgement of Senate, or its delegated authority, has cognate prior study at or equivalent to Level 6 (that has not counted towards a previously achieved qualification at Level 6), may be admitted with exemption from up to 25 per cent of the taught component of the programme. This shall normally comprise advanced standing to a value of up to 30 credits for a GradDip and 15 credits for a GradCert.

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- 2.21. A QMUL graduate, who has completed a QMUL Graduate Certificate ~~(as the intended award)~~ may be admitted to a programme leading to the associated Graduate Diploma with advanced standing. A period of ~~12 months~~ must normally elapse between the award of the GradCert and registration for the GradDip. The student shall study only the elements of the programme yet to be completed for the GradDip, and the amount of academic credit to be taken shall be reduced accordingly. The award regulations shall take account of all marks and modules taken during both registration periods.

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Admission with advanced standing: Postgraduate

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- 2.22. An applicant for a postgraduate programme who in the judgement of Senate, or its delegated authority, has cognate prior study at or equivalent to Level 7 (that has not counted towards a previously achieved qualification at Level 7) may be admitted with exemption from up to 25 per cent of the taught component of the programme. This shall normally comprise advanced standing to a value of up to 30 credits, except for the LLM (45 credits), and the Postgraduate Certificate (15 credits).

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- 2.23. ~~A QMUL graduate who has completed a QMUL Postgraduate Certificate or Postgraduate Diploma (as the intended award)~~ may be admitted to a programme leading to the associated PGDip or master's degree with advanced standing. A period of ~~12 months~~ must normally elapse between the award of the PGCert/PGDip and registration for the PGDip or master's degree. In such cases, a student shall study only the elements of the programme yet to be completed for the PGDip or master's award, and the amount of academic credit to be taken shall be reduced accordingly. The award regulations shall take account all marks and modules taken during both registration periods.

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Falsification of documents

- 2.24. Where a student secures admission to QMUL based on qualifications, documents, or statements that are subsequently found to be false or cancelled, QMUL shall terminate the student's registration or impose another sanction deemed appropriate by Senate, or its delegated authority.

Concurrent study

- 2.25. A person currently registered for a qualification of QMUL may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate, or its delegated authority. Similarly, a student may not be simultaneously registered for more than one QMUL programme, except with the express permission of Senate, or its delegated authority.
- 2.26. A student registered for the MBBS or BDS programme who has permission to undertake an intercalated year, in accordance with the School of Medicine and Dentistry's policy on intercalation, shall be exempt from the regulation on concurrent study for the period of intercalation only. There shall be no overlap between the intercalated programme and the subsequent year of the MBBS or BDS programme.

Change of programme

- 2.27. An enrolled student may request to transfer to a different programme of study. Such requests shall be considered on a case-by-case basis by the relevant Head of School (or nominee), taking into account factors including the student's academic achievement and background, how well these fit with the programme to be transferred to, and whether the programme (or modules on the programme) are already running at capacity.

Modes of study

- 2.28. A student enrolled with QMUL and registered for a programme shall undertake the programme in accordance with the specified mode of study. Change of mode of study is not permissible except where the approved programme allows it and where Senate, or its delegated authority, agrees it. The following modes of study apply:
- i. full-time study;
 - ii. part-time study;
 - iii. compulsory year abroad;
 - iv. compulsory placement year, or year in industry;
 - v. exchange period;
 - vi. study at a distance (distance learning).

2.29. Some programmes may run in full-time and part-time modes. Where applicable, a programme may contain different modes of study in different developmental years.

2.30. In addition, subject to the decision of the relevant Examination Board, a student may be registered to:

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- i. resit out of attendance;
- ii. retake (attendance required);
- iii. first take (attendance required);

2.31. In all cases, the mode of study may be full-time or part-time, depending upon the amount of academic credit being taken. QMUL shall charge fees for retakes and first takes.

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2.32. Exceptionally (normally in cases related to severe extenuating circumstances), a Head of School, Institute, or equivalent may recommend that a part-time mode of study should be made available to an individual student already registered with QMUL where there is not normally part-time provision. This shall require the approval of Senate, or its delegated authority.

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Enrolment and registration

2.33. Students must enrol with QMUL at the beginning of their studies, and re-enrol at the beginning of each subsequent academic year of their programme, in accordance with instructions issued by QMUL. A student must also register for a programme of study with QMUL, and for the modules associated with that programme.

2.34. A student who is not registered for a programme cannot be enrolled with QMUL. A student may be registered for a programme but not enrolled (normally where a student has interrupted, or is resitting out of attendance). Where termination of a student's registration occurs, enrolment is also terminated.

2.35. Individuals who are not enrolled or registered may not use QMUL facilities except in circumstances approved by Senate, or its delegated authority. Students who have interrupted their studies, or are resitting out of attendance shall have limited access to facilities and limited library borrowing rights.

2.36. QMUL reserves the right to charge late enrolment or registration fees to a student who fails to enrol or register by the published deadlines.

2.37. All letters, transcripts, certificates and awards shall be issued in the name under which a student is enrolled. Any request to record a change of name must be made in writing, or by other prescribed means, and supported by appropriate documentary evidence. QMUL shall not issue revised documents for graduates who change their names after graduating, except where there has been an administrative error or where the graduate has undergone gender reassignment.

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2.38. QMUL requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance. A student who enrolls or registers with QMUL under a false name or identity, or with other information that is subsequently found to be false, shall have their registration and enrolment terminated and cease to be a student.

- 2.39. Students are required to notify QMUL of their permanent and term-time addresses upon enrolment, and shall inform QMUL in writing, or by any other prescribed means, of any subsequent changes of address.
- 2.40. Students who have not complied with all QMUL requirements for enrolment or re-enrolment may be temporarily enrolled and registered for a specified period of time during which they may attend and use QMUL facilities. If, at the end of the specified period, a student has still not met all QMUL requirements then they shall have their registration and enrolment terminated, and cease to be a student.
- 2.41. Any returning student who has not re-enrolled by the specified deadline shall have their registration and enrolment terminated and cease to be a student.

Permission to study in the United Kingdom

- 2.42. All international students must provide documentary evidence of their immigration status. Any changes to immigration permission must be notified immediately to QMUL and supported with official documentation (changes include those that mean students no longer require visas). 'QMUL' here refers specifically to Academic Registry, the Research Degrees Office or the Student Office at Whitechapel; it is not sufficient for a student to inform their school or institute only. Students are not required to inform QMUL of changes that result from a decision taken by the institution, such as deregistration. All international students must also be able to present evidence of current, valid permission to study in the UK upon request. Any student who fails to comply with these requirements **shall** have their registration and enrolment terminated, and cease to be a student.

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Module registration

- 2.43. Students shall be responsible for registering for the modules associated with their programmes of study by the published deadlines, and in accordance with the stated procedures. A student who does not register for a module shall not be permitted to partake in any learning or assessment for that module.
- 2.44. Any enrolled student who has not completed module registration by the specified deadline shall be registered for a diet of modules designated by their school or institute; this shall include allocation to modules where there would normally be choice.
- 2.45. Rarely, a student may have completed a compulsory or core module previously as part of another QMUL programme, or have taken a directly equivalent module elsewhere. Exceptionally, a School or Institute may seek approval from the Senate or its delegated authority to exempt a student from a particular module. In such cases, the module must be replaced with one or more alternatives to bring the student to the required total credit load for award.

Intercollegiate module registration

- 2.46. Students may substitute QMUL modules with modules from another college of the University of London, to a maximum value of 60 credits (**across the whole programme of study**), with the permission of the Academic Registrar (or nominee) and the host institution.
- 2.47. Students from other colleges of the University of London may be registered for Queen Mary modules with the permission of the Academic Registrar (or nominee) and the home institution.

Registration for reassessment and first sits

- 2.48. A student due to ~~resit or first sit an assessment shall be automatically registered to do so at the first available assessment opportunity. Deferral of registration for retakes, first takes, resits or first sits is not permitted.~~
- 2.49. Students shall be responsible for informing themselves of the details of reassessment and first sits. Where a student has tuition fee debts, formal results shall not be released until the debt is cleared. If this results in a student missing the opportunity to register for reassessment or first sits, that student shall be deemed to have missed the next available assessment attempt.
- 2.50. A student may opt-out of registration for a resit or first sit by the published deadline. A student who opts-out of a registration shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 2.51. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.

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Reassessment and first sits for associate students

- 2.52. Associate students shall be subject to the provisions detailed above; however, the next available assessment opportunity for associate students shall be as follows:
- i. Semester one-only associates: by the end of the main examination period, with results approved at the June SEB.
 - ii. Semester two-only and full year associates: by the end of the late-summer examination period, with results approved at the August SEB.

Payment of fees and other charges

- 2.53. QMUL shall determine the fee status and resulting tuition fees applicable for each student upon application. Fee status shall be determined in accordance with:
- i. the Education (Fees and Awards) (England) Regulations 2007; and,
 - ii. the ELQ status (equivalent or lower qualifications) of the applicant or student.
- 2.54. Fee status shall be identified by a status of either 'home' or 'overseas'. Once determined, a student's fee status cannot change during their period of registration for a programme of study, unless:
- i. they, or one of their parents, become an EU national;
 - ii. they, their parent, or their spouse become an EEA Migrant Worker in the UK;
 - iii. they, their parent, or their spouse are granted refugee status in the UK;
 - iv. they, their parent, or their spouse are granted exceptional leave following the refusal of refugee status;
 - v. subsequent information is provided that changes their ELQ status.

2.55. QMUL tuition fees shall be inclusive of fees for registration and examinations, but exclusive of fees for retakes or first takes, and field courses. QMUL reserves the right to increase fees at any time without prior notice, normally for implementation during the next academic year. Fees are not normally refundable.

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2.56. Arrangements for the payment of tuition fees shall be stated in the [Tuition Fee Regulations](#), and shall be dependent upon each student's fee status and programme of study.

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2.57. Students must make arrangements for the payment of tuition fees (in accordance with accepted methods of fee payment) at the beginning of the academic year, as a precondition of enrolment or re-enrolment. Exceptionally, a student may be temporarily enrolled for a specified period of time in order to make arrangements for the payment of fees. If, at the end of this period, the student has not made satisfactory arrangements for the payment of fees, their registration and temporary enrolment shall be terminated, and they shall cease to be a student.

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2.58. In exceptional circumstances, QMUL may approve arrangements for a self-financing student to pay tuition fees by instalments. Any student who defaults upon the agreed instalments of tuition fees shall immediately become liable for the entire outstanding balance.

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2.59. Each student must pay promptly, upon demand, all charges, fees, or debts incurred during their registration and enrolment, or residence, at QMUL.

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2.60. A student with tuition fee debts to QMUL shall not be entitled to receive formal confirmation of results or progression from one year to the next, or any award of QMUL or the University.

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2.61. An individual in debt to QMUL from a previous registration shall not be permitted to enrol as a new student at QMUL until the debt is cleared.

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Deregistration for non-payment of fees or charges under Ordinance C3

2.62. Upon default of payment for tuition fees, a student's registration and enrolment shall be terminated and they shall cease to be a student of QMUL, in accordance with [QMUL Ordinance C3](#).

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2.63. QMUL shall give a student a formal, written notification of the intention to deregister, and a specific deadline by which they must pay the relevant fee or charge. Where no payment is received by this deadline, the student's registration and enrolment shall be terminated and they shall cease to be a student of QMUL.

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2.64. An individual whose registration as a student has been terminated may appeal against the decision in accordance with the *Appeal Regulations*.

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Attendance and participation

2.65. Attendance refers to the expectations of QMUL in regard to a student's engagement with the teaching, learning, and assessment requirements of their programme of study. Attendance may or may not require physical attendance; distance learning students attend purely through participation in learning, teaching and assessment activities.

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- 2.66. QMUL shall specify and publish term, semester, and examination dates, and hours of operation. QMUL shall deliver learning, teaching and assessment activities during these periods. Students shall be available to participate in these activities during term and semester dates and hours of operation. Where these activities take place during periods not specified as term or semester dates, students are still expected to attend (for example, field courses).
- 2.67. Each student shall ensure that their particular programme and modules are acceptable to them prior to registration, and shall ensure that they can meet the attendance, learning, and assessment requirements. QMUL cannot change the regulations, requirements, or scheduling for programmes or modules to meet the needs of individual students.

2.68. Each student shall regularly attend all forms of learning activity associated with their programme of study, and shall participate in their programme as required by QMUL. Each student must complete all assessment for the modules for which they are registered, as prescribed in the relevant module regulations.

2.69. A student shall not be absent from QMUL during term-time without obtaining written agreement in advance from their Head of School or Institute. Where the reason for absence or failure to complete assessment is due to illness, or other such cause that is unplanned and outside of the student's control, the student shall submit a claim for extenuating circumstances and provide appropriate documentary evidence.

Taking a module

2.70. A student who registers for a module shall be deemed to be taking that module or to have taken it, even where deregistration or withdrawal follows. A student who transfers to another module shall replace the original module with the new module.

2.71. The mark awarded in cases of deregistration or withdrawal from a module shall normally be the mark for any assessment completed up to the point of deregistration or withdrawal, or else zero. There shall be no right of resit where deregistration or withdrawal occurs.

Completing a module

2.72. Completion of a module is not contingent on it being passed; however, *successful* completion of a module *is* contingent on it being passed. A student shall be deemed to have completed a module where one of the following outcomes occurs:

- i. module passed;
- ii. module failed;
- iii. deregistration;
- iv. withdrawal from the module.

Award of academic credit

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

2.74. The academic credit awarded shall be that approved for the module. ~~The amount of~~ academic credit awarded shall not vary in accordance with the level of achievement, which is reflected by the module mark.

Award of academic credit in instances of failure

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2.75. Academic credit may be awarded in the event of module failure, where the *Academic Regulations* provide for this. This outcome shall be known as 'fail condoned, academic credit awarded'.

Interruption of enrolment

2.76. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of Senate, or its delegated authority, before the published deadline and in accordance with the stated procedure. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of Senate, or its delegated authority. A student who interrupts enrolment remains registered for their programme of study.

2.77. Periods of interruption shall not count towards students' minimum or maximum periods of registration, except where specifically stated for a named programme.

2.78. A student resitting out of attendance shall not be entitled to an interruption of enrolment, and shall remain registered for their programme of study.

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2.79. A student may not interrupt and return from interruption during the same academic year (for example, a student cannot interrupt for the autumn semester only, returning in semester two).

2.80. A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules, or for none of them.

2.81. Where a student's registration is continuous, the *Academic Regulations* in place at the time of initial registration for the programme shall continue to apply where it is specifically stated that this is the case.

2.82. A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.

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2.83. QMUL may require a student due to return from interruption to produce medical evidence of their fitness to study. If this evidence is not produced, or is found unsatisfactory, the student shall not be permitted to return. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.

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2.84. Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar (not applicable to research programmes). Exceptions to this regulation shall only be granted under the provisions of the Equality Act (2010).

Deregistration and withdrawal

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- 2.85. Withdrawal of registration or deregistration by QMUL from a programme of study shall lead to the immediate termination of a student's registration and enrolment, upon which they shall cease to be a student of QMUL. In such instances, the student shall not be admitted onto a programme of study as a new student until at least 12 months have elapsed from the point of withdrawal or deregistration; exceptions to this 12 month exclusion may be considered on a case-by-case basis by Senate, or its delegated authority.
- 2.86. In accordance with its statutory obligations, QMUL shall report on when individuals cease to be students of QMUL to the relevant governmental and other external agencies. These shall include, but not be limited to: UK Visas and Immigration; the Student Loans Company; Local Education Authorities; any other sponsors; Transport for London.
- 2.87. Where a student is persistently absent, fails to participate, or continually fails to submit assessment by the relevant deadlines without good reason, they may be deregistered from the relevant modules and – potentially – the programme of study. This may impact upon the student's ability to complete the award requirements for the programme, or upon the classification of award.

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Module withdrawal and deregistration

- 2.88. Withdrawal of registration or deregistration from one or more modules shall not necessarily lead to the termination of registration and enrolment with QMUL.
- 2.89. Where the module is not replaced by transfer to a suitable alternative, the module shall count towards the requirements for award; a mark shall be awarded, and included in the calculation of the College Mark where applicable. The mark awarded shall be that achieved by the student up to the point of deregistration or withdrawal (weighted as applicable), or else zero (recorded as 0DR).
- 2.90. Heads of Schools and Institutes (or nominees) shall deregister a student from a module when one or more of attendance, participation, and submission of assessment fail to meet the School or Institute's published requirements.
- 2.91. Heads of Schools and Institutes (or nominees) must, in accordance with QMUL policy, give a student a formal, written warning and a specified period in which they must improve their attendance, participation, or submission of assessment before deregistration from a module occurs. Warnings shall also caution of the possibility of deregistration from the programme of study, where relevant.
- 2.92. Where a student is deregistered from modules to such an extent that they are unable to meet the award requirements, their registration and enrolment shall be terminated and they shall no longer be a student of QMUL.
- 2.93. A student may appeal against the decision to deregister them from a module, in accordance with the Appeal Regulations.
- 2.94. A student shall not undertake further teaching and learning activities or further assessment for any module from which they have withdrawn or been deregistered.

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Deregistration from programmes of study

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2.95. Heads of Schools and Institutes (or nominees) may deregister a student from a programme of study where one or more of attendance, participation, and submission of assessment fail to meet the School or Institute's published requirements for the programme. Deregistration from a programme of study shall result in the termination of the student's registration and enrolment, and they shall no longer be a student of QMUL.

2.96. Heads of Schools and Institutes (or nominees) must, in accordance with the stated procedure, give a student a formal, written warning, and a specified period in which to improve one or more of attendance, participation, and submission of assessment, before deregistering them from a programme of study. ~~In cases where a student holds a Tier 4 (General) Student Visa, QMUL is obliged to report non-engagement to UK Visas and Immigration, and may terminate enrolment and registration without this formal warning process.~~

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2.97. A student may appeal against a decision to deregister them from a programme of study, in accordance with the [Appeal Regulations](#).

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Exchanges

2.98. For certain programmes and awards, a student may be permitted to spend up to one developmental year - excepting the first year and the final semester - at another institution of university status in the United Kingdom or abroad. This study shall replace study at QMUL, and ~~be known as an exchange or study abroad period.~~ Permission to undertake an exchange or study abroad period shall be granted in accordance with procedures approved by Senate, or its delegated authority.

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2.99. Results achieved for modules taken during an exchange or study abroad period shall count towards the award of the University or QMUL for which a student is registered. ~~The results achieved may be subject to rescaling and weighting to bring them into line with equivalent marks and results awarded by QMUL; scaling and weighting methods shall be approved by Senate, or its delegated authority, and shall be subject to frequent periodic review.~~

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Regulations for Assessment Offences

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2.100. In these regulations, the term 'Academic Registrar' shall include any member of the Academic Registry and Council Secretariat nominated by the Academic Registrar, either through delegated authority, or for individual cases.

2.101. In these regulations, the term 'Heads of Schools' shall include the Vice-Principal ~~and Executive Dean~~ (Health). A Head of School may delegate authority to act on assessment offences to a named member of academic staff within the school.

~~2.102.~~ In these regulations, the term 'invigilator' shall include any member of staff supervising in-class tests. In-class tests shall not be covered by the section of the regulations relating to 'Invigilated examinations' except where the assessment represents 31 per cent or more towards the overall mark for any module.

~~2.103.~~ In these regulations, the term 'Chair of the Assessment Offences Panel' shall include the Deputy Chair of the Assessment Offences Panel.

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- 2.104. There shall be no statute of limitations on applying the *Regulations on Assessment Offences*. The *Regulations on Assessment Offences* shall be applied retrospectively if a graduate of QMUL is alleged to have committed an assessment offence whilst a student of QMUL. Under certain circumstances this may result in the reclassification or revocation of an award.
- 2.105. The Academic Registrar shall present an annual report to Senate on all assessment offences, however resolved.

Definitions

- 2.106. Allegations of any of the following shall be dealt with according to the *Regulations for Assessment Offences*:
- i. breach of any section of the Academic Regulations relating to the conduct of assessment;
 - ii. offences relating to an invigilated examination:
 - a. unauthorised access to an examination paper before an examination;
 - b. forgery of an examination timetable produced by QMUL;
 - c. removal of an question paper, answer script or other examination stationery from an examination venue;
 - d. causing a disturbance during an examination, either physically, verbally, or through an electronic device;
 - e. refusal to cooperate with an invigilator, or to follow an invigilator's instructions;
 - f. possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including cloakrooms and toilets);
 - g. access, possession or use of unauthorised material on a computer, mobile telephone, or other electronic device during an examination;
 - h. communicating with another candidate while under examination conditions;
 - i. copying, or attempting to copy, the work of another candidate;
 - j. having writing on the body in an examination venue;
 - iii. plagiarism;
 - iv. the fraudulent reporting of source material;
 - v. the fraudulent reporting of experimental results, research, or other investigative work;
 - vi. collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted;
 - vii. use, or attempted use, of ghost writing services for any part of assessment;
 - viii. submission of work, or sections of work, for assessment in more than one module or assignment (including work previously submitted for assessment at another institution);
 - ix. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.
- 2.107. QMUL defines plagiarism as presenting someone else's work as one's own irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at QMUL or at another institution - without properly referencing yourself (known as 'self plagiarism') shall also constitute plagiarism.

Allegations of assessment offences in invigilated examinations (excluding in-class tests)

2.108. Invigilators who suspect a student of breaching the regulations shall immediately inform the Academic Registrar, who shall be responsible for investigating the allegation.

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2.109. A student accused of committing an assessment offence in an invigilated examination shall be invited to attend an interview with the Academic Registrar, and shall be given copies of all evidence submitted in support of the allegation.

2.110. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternative arrangements within five working days of notification of the allegation.

2.111. Where the Academic Registrar concludes that there is no case to answer, the Academic Registrar shall report this to the Chair of the appropriate examination board and notify the student that the matter is closed.

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2.112. Where an investigation reveals evidence of a potential assessment offence, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel, and notify the student to this effect.

Allegations of assessment offences in major elements of assessment, and second or subsequent offences

2.113. This section relates to elements of assessment that contribute 31 per cent or more towards the overall mark for any module, and to allegations of second, or subsequent, assessment offences.

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2.114. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of School responsible for the module or programme. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.

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2.115. Where the Head of School determines that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.

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2.116. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken or that a corrected version of the assessment shall be submitted. Where the Head of School determines that there is evidence of an assessment offence, the Head of School shall notify the Academic Registrar, who shall be responsible for investigating the case.

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2.117. As part of an investigation, a student may be tested on subject knowledge by a *viva voce* examination. In such cases, the viva shall be conducted by two members of academic staff who shall submit a report on the viva to the Assessment Offences panel for consideration.

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2.118. A student accused of committing an assessment offence in a major element of assessment, or of a second or subsequent offence, shall be invited to attend an interview with the Academic Registrar and shall be given copies of all evidence submitted in support of the allegation.

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2.119. ~~A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternate arrangements within five working days of notification of the allegation.~~

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2.120. On completion of the investigation, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel and notify the student as to the outcome of the case.

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Allegations of assessment offences in other elements of assessment

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2.121. This section relates to elements of assessment that contribute 30 per cent or less towards the overall mark for any module.

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2.122. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of the School responsible for the module or programme.

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2.123. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.

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~~2.124. Where the Head of School determines that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.~~

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2.125. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken, or that corrected versions of the assessment shall be submitted.

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2.126. Where an investigation reveals evidence of an assessment offence, the Head of School may either deal with the offence, or report it to the Academic Registrar for referral to the Chair of the Assessment Offences Panel. Where a student has previously been found guilty of an assessment offence, the case must always be reported to the Academic Registrar for referral to the Chair of the Assessment Offences Panel.

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2.127. Where a Head of School elects to deal with an offence, they shall give the student an opportunity to explain the circumstances and present any circumstances in mitigation. Where the Head of School is then satisfied that an offence has been committed, they shall impose one or more of the following penalties:

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- i. a formal reprimand;
- ii. a requirement for the student to resubmit the relevant element of assessment by a specified deadline, with the maximum mark limited to the minimum pass mark;
- iii. failure with a mark of zero for the relevant element of assessment, with no right to resubmit.

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2.128. Where the penalty involves resubmission of an element of assessment, this shall take place during the current academic year. Where a student does not resubmit, a mark of zero shall be given for the element of assessment.

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2.129. All offences must be reported to the Academic Registrar.

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Assessment Offences Panel

2.130. There shall be an Assessment Offences Panel with responsibility for determining whether assessment offences have been committed and determining penalties.

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2.131. The Chair of the Panel shall have authority to act on behalf of the Panel in cases where a student admits or does not deny an offence.

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2.132. The Chair of the Assessment Offences Panel may, at any point, decide to call a full meeting of the Panel.

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2.133. The Assessment Offences Panel shall comprise:

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- i. a Chair, appointed by Senate from among the academic staff to hold office for a term of three years. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair;
- ii. a member of the academic staff of a cognate department to that of the student (normally in the same faculty), drawn from the membership of Senate;
- iii. a member of the academic staff, drawn from the membership of Senate;
- iv. one student member, normally the President of the Students' Union (or nominee).

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2.134. The quorum of the Panel shall be 75 per cent (three members).

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2.135. The Assessment Offences Panel shall follow the procedures approved by Senate.

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~~2.136.~~ The student may be assisted or represented by any one person. Both the student and the Academic Registrar may submit written evidence and call witnesses. If the Panel determines that an assessment offence has been committed, the student shall have the right to address the Panel in mitigation.

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2.137. The Academic Registrar shall nominate a member of staff as Secretary to the Panel. The Secretary is responsible for advising the Panel on the Regulations.

~~2.138.~~ If a student, having been given proper notice, fails to attend a hearing of the Assessment Offence Panel without a reasonable explanation, the hearing shall proceed as planned. In the event that the student is not able to attend a meeting or hearing, for good reason, it shall be rearranged.

2.139. In the event of the Panel being divided over a decision to be taken, the Chair shall have a second and casting vote to determine the decision.

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Penalties

2.140. If it is determined that an offence has been committed, the Chair or the Panel shall impose one or more of the following penalties:

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- i. a formal reprimand;
- ii. failure (a mark of zero) in the element of assessment in which the offence occurred, with a resubmission of that element permitted within the same attempt at the module. This resubmission shall not count as an additional attempt, but the mark for the resubmitted element of assessment shall be capped to the minimum pass mark.
- iii. failure (a mark of zero) in the module of which the assessment forms a part, with the maximum mark on any resit or retake limited to the minimum pass mark;
- iv. failure (a mark of zero) in the module which the assessment forms a part, with no permission to resit or retake the module;

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- v. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred. Where resit attempts remain, the resit mark shall not be automatically capped to the minimum pass mark, irrespective of the regulations for that programme of study. However, the maximum mark achievable on resit shall be no higher than that achieved at the first attempt (before the penalty mark of zero was applied). If a module was failed at the first attempt then the resit mark shall be capped to the minimum pass mark.
 - vi. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark;
- 2.141. The following penalties may only be applied following a full hearing of the Assessment Offences Panel:
- vii. recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year with all modules taken during the academic year in which the offence occurred recorded with a module result of zero;
 - viii. recommendation to the Principal that the student be expelled from QMUL with all modules taken during the academic year in which the offence occurred recorded with a module result of zero.

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2.142. Where a penalty involves failure in a module but the student is not prohibited from resitting or retaking the module, any reattempt shall be at the next normally available opportunity.

2.143. In all cases, penalties applied for an Assessment Offence shall be reported to the Professional Capability Committee, or other professional body, such as the Law Society.

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2.144. Where a penalty involves the reworking or resubmission of an element of assessment, this shall take place during the current academic year. If the student does not resubmit, a mark of zero shall be given for the element of assessment.

2.145. Where a student is given a penalty that involves failure in one or more modules, with resits permitted, a School/Institute may choose to retain any coursework marks achieved during the academic year of the assessment offence, except in elements where offences occurred. Schools/Institutes may require a student to resubmit some or all of the coursework if this is deemed academically appropriate; this may also be dependent on whether the reassessment is formative or synoptic.

Appeal Regulations

2.146. The *Appeal Regulations* provide a single process for students who wish to appeal against outcomes arising from the following procedures:

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- i. decisions of examination boards or research degree examination panels on assessment, progression or award (academic appeals);
- ii. *Regulations for Assessment Offences*;
- iii. decisions to terminate the registration of a student (including research students);
- iv. *Professional Capability and Fitness to Practise Procedure*, as detailed in the *Code of Student Discipline*;
- v. *Student Disciplinary Procedure*, as detailed in the *Code of Student Discipline*;
- vi. disciplinary actions taken under the *Library Regulations*;
- vii. disciplinary actions taken under the *Residences Regulations*;
- viii. decisions on student bursaries, scholarships and grants administered by QMUL.

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2.147. Chairs and Deputy Chairs of Appeal Panels shall be appointed by Senate, normally for a term of three years. Deputy Appeal Chairs shall have the authority to act in situations where the Chair is absent, has a conflict of interest, or requests that the Deputy Chair acts.

2.148. Senate shall appoint Chairs and Deputy Chairs to the following categories:

- i. Queen Mary Appeals Panel, including:
 - a. academic appeals;
 - b. decisions to terminate the registration of a student (including research students);
 - c. decisions on student bursaries, scholarships and grants administered by Queen Mary;
 - d. decisions arising from the application of regulations other than those detailed above.
- ii. Assessment Offences;
- iii. Professional Capability and Fitness to Practise, for students registered for primary qualifying medical and dental qualifications and Foundation Year One doctors;
- iv. Student Disciplinary Committee.

Definitions

2.149. In the *Appeal Regulations*:

- i. *Outcome of a procedure* refers to a decision, result or other outcome from the relevant procedures and regulations;
- ii. *Academic appeal* refers to a request for the review of an examination board decision or research degree examination panel on assessment, progression or award;
- iii. *Completion of Procedures letter* refers to the letter provided at the end of QMUL's internal procedures. The Completion of Procedures letter provides details of the appeal, a summary of the evidence submitted and considered, the decision of QMUL to uphold or reject the appeal, and the reason for the decision.
- iv. Where the *Academic Registrar* is referred to, this includes the Academic Registrar or their nominee.

Authority and delegations

2.150. Senate shall be responsible for the approval of the *Appeal Regulations*.

2.151. The Principal shall assume overall responsibility and authority for the operation of QMUL's regulations. The Principal shall normally delegate authority for the operation of the *Appeal Regulations* to the Academic Registrar. The Principal may authorise substitutes to act where any person referred to in these regulations is unable to do so.

2.152. The Academic Registrar may delegate authority to a senior member of administrative staff.

Grounds for appeal

2.153. A student may appeal on one or more of the following grounds:

- i. procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with QMUL's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure.
- ii. that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

2.154. 'Good reason' requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances shall not count as 'good reason' for the purposes of these regulations.

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2.155. In all cases, the original outcome is final and not varied until and unless a successful appeal results in an alternative decision. For example, where a student is excluded due to academic failure, the student shall not be reinstated until the appeals process is complete and the outcome of the appeal results in an amendment to the original decision. Similarly, a student issued with notice to quit their room in halls of residence must leave QMUL accommodation on the prescribed date; extensions to the notice period shall not be granted, and the student shall be re-housed only in the event that the notice to quit is revoked as a result of the appeal process.

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Submitting an appeal

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2.156. A student must submit an appeal to the Appeals, Complaints and Conduct Unit in writing by completing the appeal form. In the appeal form, the student must detail the decision being appealed against, present the grounds on which the appeal is made, outline the supporting evidence to be submitted and state whether an interview with the a caseworker from the Appeals, Complaints and Conduct Unit is requested.

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2.157. An appeal must be received within 14 days of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or else the official publication of results date. The Assistant Academic Registrar (Student Casework) may exercise discretion to consider and allow a late request where a student demonstrates good reason for delay.

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2.158. Supporting evidence must be submitted by the student together with the appeal request or within seven calendar days of submission of the appeal, and must provide evidence of the points covered in the written request for appeal (for example, medical certification). The Assistant Academic Registrar (Student Casework) may exercise discretion to allow late submission of evidence where a student demonstrates good reason for delay.

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Actions on receipt of a request for appeal

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2.159. On receipt of an appeal request, the Assistant Academic Registrar (Student Casework) shall allocate the request to a caseworker who will determine if the appeal was submitted in time, as specified above.

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2.160. If an appeal is determined to be out of time then a Completion of Procedures letter shall be issued to reflect this decision. Where an appeal is deemed to be out of time, the substance of an appeal shall not be considered.

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2.161. Where an appeal is deemed to be submitted in time, the caseworker shall be responsible for investigating the substance of the appeal. These enquiries may involve consulting documentation from the process leading to the original decision, discussions with those responsible for the original decision, interviewing the student, and other relevant enquiries. The details of the investigation will be shared with the student, who will be invited to comment upon the summary report and any additional evidence relating to the case.

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2.162. The caseworker and the Chair of the relevant Appeal Panel shall consider the appeal to determine whether it should be upheld or rejected based on the grounds for appeal specified above.

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2.163. ~~Where the caseworker and appropriate Chair cannot agree upon a course of action,~~ or the case is deemed to be more complex, cases shall be referred to the Appeal Panel for consideration.

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2.164. The caseworker and the Chair shall consider all appeals on their merit; however, the following shall not be deemed legitimate grounds for appeal. Any appeal founded exclusively on one or more of these grounds shall be rejected automatically:

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- i. appeals against the academic judgement of internal or external examiners;
- ii. appeals based upon the informal assessment of a student's work by members of academic staff;
- iii. retrospective reporting of extenuating circumstances that might reasonably have been made known at the proper time;
- iv. marginal failure to attain a higher classification of award;
- v. in the case of disciplinary matters, the provision of an apology by a student for their actions shall not be deemed reason for an appeal to be heard;
- vi. lack of awareness by a student of the relevant procedure or regulations;
- vii. vexatious or frivolous appeals.

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Notification of outcome of an appeal

2.165. A student shall normally be notified of the outcome of their appeal within two calendar months of the date of submission of their appeal. Where a case is likely to take longer than two months, students shall be notified to this effect. The outcome of an appeal shall be contained in the Completion of Procedures letter.

Actions where an appeal is upheld

2.166. Where an appeal is upheld, and the grounds of appeal are of either an administrative or regulatory nature, the Assistant Academic Registrar (Student Casework) and appropriate Chair may take action to remedy the situation without referral to the original decision making body.

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2.167. Where an appeal is upheld and there is substantive evidence that extenuating circumstances were either not considered appropriately, or for good reason could not have been made known at the time of the original decision, the caseworker and appropriate Chair shall refer the case back to the body that made the original decision for reconsideration.

2.168. For appeals where the decision is referred back to the examination board, the Chair of the examination board shall consult with the relevant internal examiner and the Assistant Academic Registrar (Student Casework). Chair's action may be employed for this purpose.

Deleted: where decisions are beneficial to students (that is, less severe than the original decisions). Otherwise, the examination board shall be reconvened to consider the case.

Actions where an appeal is not upheld

2.169. If the Chair and caseworker are in agreement that there are no grounds for appeal then the appeal shall not be upheld and an outcome letter shall be issued. If the student believes that there are grounds to suggest that the appeal was not handled in an appropriate or fair manner, the student may request a final review of the case. If the student does not have grounds for a final review then the student can request a Completion of Procedures letter. A student whose appeal is not upheld may submit an application to the OIA (see below).

Appeal Panel composition

2.170. The membership of the Appeal Panel shall be as follows:

- i. a Chair, appointed by Senate for the relevant category of appeal. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair;
- ii. a member of academic staff of a cognate department to that of the student (normally in the same faculty), drawn from the membership of Senate;
- iii. a member of the academic staff, drawn from the membership of Senate;
- iv. one student member, normally the President of the Students' Union.

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2.171. There shall be a Secretary to the Panel, who shall be present throughout the hearing including the deliberations of the Panel. The Secretary may provide advice to the Panel with regard to the *Academic Regulations*, but the Secretary shall not be involved in the decision making process.

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2.172. For appeals against a decision of the Professional Capability and Fitness to Practise Committee, for students undertaking primary medical or dental qualifications including Foundation Year 1, an additional member shall be appointed. This member shall either be drawn from the Postgraduate Deanery, or else be a senior member of staff from another medical or dental school. The additional member shall be a registered practitioner of the profession in question.

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

2.174. Excepting appeals against decisions of the Professional Capability and Fitness to Practice Committee, and excepting all Chairs, Appeal Panels shall be individually constituted for each case or group of cases by Chairs, on the advice of the Academic Registrar, drawing upon the categories of membership identified above.

Appeal Panel terms of reference

2.175. The terms of reference of Appeal Panels are:

- i. to hear the student's submission;
- ii. to hear QMUL's submission;
- iii. to consider and determine whether or not the appeal is upheld or not upheld, based on the permitted grounds of appeal specified above;
- iv. to agree:
 - a. to uphold the original decision; *or*,
 - b. to refer the original decision back to the relevant body for reconsideration; *or*,
 - c. to uphold the appeal and agree an appropriate course of action for the case. Where a range of penalties were available to the original decision making body, Appeal Panels may impose more severe penalties than those that were originally imposed.

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Appeal Panel procedure

2.176. The student shall receive at least ten calendar days' notice, in writing, of the date, time and location of the Appeal Panel hearing.

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2.177. The Appeal Panel shall receive the original documentation considered by the decision making committee, and any relevant additional documentation relating to the appeal; this shall include the written appeal request and any response to the request from QMUL.

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2.178. The student shall receive the same set of documentation as the Appeal Panel.

2.179. All papers and proceedings shall be confidential.

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2.180. The student may be accompanied, or represented, by any one person of their choosing.

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2.181. A QMUL representative shall put QMUL's case to the Panel, and shall be present throughout the hearing but not during the Panel's deliberations.

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2.182. Witnesses may be called to the Appeal Panel where permitted by the Chair.

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2.183. The Appeal Panel meeting shall normally follow the following format:

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- i. the members of the panel shall be introduced to those present;
- ii. the student (or representative) shall be asked to address the Appeal Panel as to the substance of their appeal. The student and the QMUL representative may remain present throughout. The Appeal Panel members shall ask the student questions relevant to the case;
- iii. the QMUL representative shall put forward QMUL's case. The Appeal Panel shall ask the QMUL representative questions relevant to the case;
- iv. the Appeal Panel shall meet alone with the Secretary to consider its decision.

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2.184. The Appeal Panel shall inform the student of its decision and the reasons for it within three working days of the meeting. The decision shall be confirmed in writing within seven days of the meeting, in a Completion of Procedures letter.

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Final review

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2.185. A student dissatisfied with the outcome of an appeal may request a final review by the Principal's nominee within fourteen days of the appeal outcome letter if they believe that their case has not been handled properly or fairly. This request must be submitted on the relevant form to include explicit reasons for requesting the review. The Principal's nominee has discretion to allow and consider late requests where a student is able to demonstrate good reason for the delay.

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2.186. The final review process will involve a review of the existing case file to determine whether appeal procedures were followed appropriately and whether the outcome was reasonable in the light of the available evidence. New issues or evidence will not be considered at the review stage unless the student is able to demonstrate why this evidence was not made available with the formal request for an appeal.

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2.187. If the Principal's nominee determines that the case was not handled in accordance with proper procedures, the Principal's nominee has authority to take corrective action where appropriate, or may refer the case back to the Appeals, Complaints and Conduct Unit for reconsideration under the appeal regulations.

2.188. The review by the Principal's nominee is the final stage in QMUL's procedures. The outcome of the final review will be communicated to the student in a Completion of Procedures letter. The final review stage will normally conclude twenty one days after the request has been submitted. QMUL aims to complete all stages of its appeal procedures within ninety days. In cases where it is necessary to exceed ninety days,

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students will be informed of the reasons for the delay, together with a revised timeframe for the conclusion of the case.

Review by the Office of the Independent Adjudicator for Higher Education

- 2.189. A student not satisfied with the outcome provided by QMUL following receipt of their Completion of Procedures letter may submit a complaint to the Office of the Independent Adjudicator (OIA).
 - 2.190. Information on submitting a complaint to the OIA shall be contained in the Completion of Procedures letter. Information on how to submit a complaint to the OIA can also be found on their website: www.oiahe.org.uk.
 - 2.191. The OIA will consider whether QMUL followed its policy correctly, and whether the outcome is reasonable in the light of the facts of the case. Please note that the OIA will not normally consider a submission until a student has completed QMUL's internal procedures.
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Academic Regulations 201~~6-17~~ 3: Regulations for the Conduct of Assessment

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Scope

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- 3.1. These regulations apply to all students enrolled and registered for undergraduate or postgraduate programmes of study of QMUL; they shall not apply to research programmes. These regulations also apply to students registered as associated students of QM; Ordinance C1 designates these individuals as students of QMUL.

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Applicability

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- 3.2. These regulations take effect from 1 August 2015, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply.

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General

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- 3.3. The structure, learning aims and outcomes, and type and format of assessment and reassessment (including relevant weightings) for each module shall be set out in the approved module specification and regulations approved by Senate, or its delegated authority.

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- 3.4. Students shall be informed of the arrangements for teaching and learning, the module syllabus, and the assessment and reassessment requirements at the start of the academic year and in accordance with the approved module specification and regulations.

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- 3.5. Where modules are no longer taught, assessment shall normally be offered for only one year after the discontinuation date. Subject Examination Boards may impose alternative forms of assessment beyond that point.

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- 3.6. All material submitted for assessment, including formative assessment, shall be the student's own work (except where group work specifically forms part of the assignment). All quotations from the published or unpublished work of other persons must be properly attributed, both at the appropriate point in the text and in the bibliography.

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- 3.7. Where an examiner or invigilator suspects a student of committing an assessment offence, the allegation shall be investigated in accordance with the [Regulations for Assessment Offences](#).

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- 3.8. Exceptionally, QMUL may use its discretion to use alternative methods to those stated in the module specifications for individual candidates, either when making assessment arrangements for students with registered disabilities (on the advice of the Disability and Dyslexia Service), or when setting a resit or first sit assessment, subject to the following conditions:

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- i. The alternative assessment must involve some additional assessment activity that constitutes a justifiable and efficient assessment of the intended learning outcomes;
- ii. A full statement of the alternative assessment methods and the reasons for their use is made in a Chair's action form from the SEB Chair, submitted to the Academic Secretariat.

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Invigilated examinations

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Setting examination papers

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3.9. Senate, or its delegated authority, shall approve minimum prescribed standards for the production and security of examination papers. Examination question papers, including front pages, shall be produced to meet these standards.

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3.10. Head of Schools and Institutes shall be responsible for ensuring that appropriate mechanisms are in place for the production of examination papers. Procedures for the setting, scrutiny, and security of examination papers shall be the responsibility of the relevant Subject Examination Board Chair. Internal examiners and module organisers shall be responsible for the production of the specific examination papers for their modules.

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3.11. All examination papers shall be approved by the appropriate internal and external examiners, and by the SEB Chair (or nominee).

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3.12. The Chair of the appropriate SEB and the individual internal examiner for each examination shall be responsible for ensuring the security of examination papers. Students must not gain access to any examination paper before it is sat. Breaches of this regulation shall be deemed assessment offences, and dealt with under the [Regulations for Assessment Offences](#).

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Examination timetable

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3.13. QMUL shall make individual examination timetables available for students, detailing the dates, times, and venues of all invigilated examinations for their registered modules. QMUL shall publish the full examination timetable for the May/June session at least three weeks before the first examination occurs; any necessary amendments may be made to the published timetable, and shall be published alongside.

3.14. Students shall be responsible for: informing themselves of the dates, times, and venues of their examinations; checking the details of their personal timetables and making enquiries on possible errors or omissions; and checking for amendments to the full examination timetable.

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3.15. Forgery of an examination timetable produced by QMUL is an assessment offence and shall be dealt with under the [Regulations for Assessment Offences](#).

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3.16. Where an examination clash occurs and cannot be resolved, the affected student shall sit both examinations on the same day; the student shall be quarantined during the interim period.

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Invigilation and the presence of internal examiners

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3.17. One senior invigilator shall be assigned to each examination venue, plus one additional invigilator for every 50 additional students. Students must be under continuous supervision for the duration of each examination.

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3.18. An internal examiner familiar with the examination subject must normally be present for the first 30 minutes of each invigilated examination to provide any clarifications needed through the senior invigilator. Where no internal examiner is present (including after the first 30 minutes), students must log queries on Student Report Forms, which shall be attached to their answer scripts. Senior invigilators shall also note any queries in their reports.

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3.19. ~~The clarification of examination questions shall be limited to the correction of misprints or typographical errors, and shall be announced to all students. Under no circumstances shall examiners or invigilators seek to elucidate questions.~~

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~~3.20. All incidents or abnormalities that occur during an examination shall be noted by the senior invigilator, using the appropriate *pro forma*.~~

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Special arrangements

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3.21. A student may apply to sit their examinations under special arrangements, before the published deadline and in accordance with the stated procedure. All such applications shall be considered by the Disability and Dyslexia Service, which shall agree the arrangements and notify the student, academic school or institute, and Academic Registry. Only students whose applications have been approved by the Disability and Dyslexia Service shall be permitted to sit examinations under special arrangements.

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Arrival and departure

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3.22. Students shall arrive in good time to be able to consult the seating lists displayed outside examination venues. Students shall normally be admitted to venues five minutes before the scheduled start time, so that they can find their desks. Students must only sit at their allocated desks.

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3.23. Examinations shall begin at the prescribed times. Where this is not possible, the senior invigilator shall record this in their report. Once examinations commence, students shall be under examination conditions until an invigilator terminates the examination or until students complete their attempts and leave the venue.

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3.24. Students shall be permitted admittance to the examination venue up to 30 minutes after the start of the examination. After this period, a student may only be admitted if no other student for the same examination has left the venue. No additional time shall be given to latecomers.

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3.25. Students shall not be permitted to leave an examination venue ~~within the first 30 or final 15 minutes of an examination.~~ In exceptional circumstances, an invigilator may permit a student to leave a venue within these periods on the grounds of illness or similar unexpected cause, where they are accompanied by an invigilator. Senior invigilators shall record such cases in their reports.

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Equipment and personal items

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3.26. Excepting writing materials, students shall ~~bring to their examination desks~~ **only** the equipment authorised in the rubric of the question paper. Bags, coats, jackets and non-religious or medical headwear shall be left in a space within the venue designated by the senior invigilator. Wallets, purses, mobile telephones, electronic watches and other electronic devices may be placed beneath students' desks for the duration of an examination, but may *not* be kept in pockets or worn. Possession of such items shall be investigated under the [Regulations for Assessment Offences](#).

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3.27. Mobile telephones and other electronic devices, regardless of location, must be switched off and deactivated for the duration of an examination so that they cannot be used or cause disturbances. Devices causing disturbances shall be confiscated by senior invigilators, who shall record the incidents in their reports. Owners shall be informed that such incidents shall be investigated under the [Regulations for Assessment Offences](#).

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- 3.28. ~~QMUL shall accept no responsibility for the loss or theft of a student's personal belongings during an examination; students are therefore advised not to bring unnecessary valuable items to examinations.~~
- 3.29. Students must wear clothing that shows the full head and face, for the purposes of identity checks. There must be no head or face coverings unless these are worn for religious or medical reasons. Where head or face coverings are religious or medical, students still must prove their identity by checking against the student identity card upon request, in an appropriate manner.
- 3.30. Students shall bring with them all writing and drawing materials necessary for an examination. These must be kept loose on desks, or be contained in clear plastic bags or clear pencil cases.
- 3.31. Students may not bring food or drink other than bottled still water into an examination venue, except for medical reasons.
- 3.32. Any items brought into an examination venue may be inspected by an invigilator in the presence of the student. A student may be required to empty their pockets upon the request of an invigilator. Refusal to cooperate shall be recorded by invigilators and treated as an [assessment offence](#).

Start of an examination

- 3.33. At the start of an examination the senior invigilator shall make the required announcements to students, as published by QMUL.

Identification of students

- 3.34. Each student must place their QMUL Student Identity Card face-up on their desk in each examination, as instructed by the senior invigilator, so that identity checks can be conducted and attendance lists checked. Invigilators may check the identity of any student by comparing the photograph on the Student Identity Card with the student's face.
- 3.35. A student unwilling to prove their identity may be prevented from continuing with the examination.
- 3.36. A student not in possession of a QMUL Student Identity Card shall not be permitted to sit an invigilated examination, unless they are issued with a temporary examination permit by Academic Registry on production of alternative photographic identification.
- 3.37. Students are only required to give their Student Identity Numbers, names, and signatures in the appropriate places on answer scripts, and in accordance with the given instructions. Any exceptions shall be clearly stated on answer scripts and shall be announced by senior invigilators at the start of examinations, and repeated when necessary.
- 3.38. During the marking process, only Student Identity Numbers shall be visible to internal examiners.

During the examination

3.39. A student may not have in their possession - or make use of - any materials not specifically mentioned in the rubric of the examination paper. A student in possession of, or using, unauthorised materials at any time whilst under examination conditions (even if not physically in the examination venue) shall be considered under the [Regulations for Assessment Offences](#).

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3.40. Mathematical tables shall be provided where appropriate. The use of electronic calculators may be permitted in certain examinations, and students shall be informed in advance where this applies, as well as on the question paper rubric. Students must comply with any requirements regarding types of calculators that may be used. Examination paper rubrics may specify permitted models; where no specific guidance is given, calculators must be of the hand-held type, quiet in operation and compact, and have their own power supplies. Students shall be responsible for ensuring that machines are in working order, and for providing in advance for alternative means of calculating in the event of calculators failing during examinations. Where students use electronic calculators in examinations, they must state the name and type of machine clearly on their answer scripts. The use or possession of prepared programs and stored information shall not be permitted in examinations, and shall constitute an [assessment offence](#). Any calculator used by or in the possession of a student during an examination must not form part of a communications or electronic entertainment device (e.g., a mobile telephone).

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3.41. Students must complete all work, including rough work, on the stationery provided. Work that is not intended to be assessed shall be clearly crossed through. Correction fluid shall not be used.

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3.42. Unless directed by the rubric, students shall not write their answers upon question papers.

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3.43. Students must write legibly. Illegible handwriting shall not normally be transcribed, nor shall students be permitted to dictate the contents. Any part of a script deemed illegible by an examiner shall normally be awarded no marks.

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3.44. All answers must be written in English, except where question papers specify otherwise. The use of English-foreign language dictionaries is prohibited, except where specifically authorised in the question paper rubric.

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3.45. Students must not communicate, or attempt to communicate, with any persons other than invigilators or members of staff invited to do so by invigilators. A student wishing to attract the attention of invigilators must do so without causing a disturbance.

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3.46. A student who causes an unnecessary disturbance in an examination venue may be required to leave. Such incidents shall be recorded by senior invigilators in their reports, and treated as [assessment offences](#).

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3.47. Students may not leave their seats without the permission of invigilators. A student who completes their attempt before the end of an examination may leave the venue quietly once their answer script has been collected, but not during the first 30 or final 15 minutes.

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3.48. A student who wishes to leave an examination venue temporarily may do so with the permission of invigilators, provided they are accompanied.

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3.49. A student may not remove any examination stationery (used or unused) or question paper from an examination venue.

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Emergency evacuation

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3.50. In the event of the emergency evacuation of an examination venue, students shall remain under examination conditions at all times, to enable the examinations to recommence. Students shall leave their question papers, answer scripts, and any personal items in the examination venue. The examination venue shall be locked by the senior invigilator, and students shall be supervised and escorted by invigilators to the nearest assembly point.

3.51. Where disruption lasts for more than 15 minutes, or where 25 per cent or less of the examination duration remains, examinations shall be terminated early. Once deemed safe to do so, invigilators shall collect question papers and answer scripts before permitting students to return to the venue and collect personal belongings. For interruptions of less than 15 minutes, examinations may be resumed. Decisions to resume or end examinations shall be taken by the Chief Invigilator. Decisions to reschedule terminated examinations shall be taken by the Chief Invigilator in consultation with the Academic Registrar.

End of the examination

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3.52. At the end of an examination students must stop writing promptly when directed, and remain quietly in their seats until all answer scripts and question papers are collected and permission to leave is given.

3.53. Students shall be responsible for ensuring:

- i. that all answer scripts are clearly labelled with their Student Identity Number or name (as directed), and firmly tied together;
- ii. that all answers are clearly labelled with the number of the question;
- iii. that the required information on the front covers of answer scripts is given in full;
- iv. that all completed answer scripts are handed to the invigilator: any script or part thereof that is not handed in by the end of the examination shall not normally be marked.

Suspected assessment offences in examinations

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3.54. Where invigilators suspect a student of committing an assessment offence, they shall inform the student, endorse the student's answer script with their initials, provide a brief note of the circumstances, and impound any prohibited materials. The student shall be permitted to continue with the examination, using a new answer script if necessary. Invigilators shall prepare written reports of such incidents as soon as possible after the end of the examination. Allegations shall be investigated in accordance with the [Regulations for Assessment Offences](#).

Illness and extenuating circumstances for invigilated examinations

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3.55. A student who is unwell shall not sit an examination. Instead, the student shall submit an extenuating circumstances claim using the appropriate *pro forma* and documentary evidence (such as medical certification). It shall be the responsibility of the student to submit any extenuating circumstances claim at least three working days before the meeting of the appropriate examination board's extenuating circumstances sub-board.

3.56. In attending an examination, students declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

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3.57. ~~Where a student is taken ill during an examination, the senior invigilator shall record this in their report. In such cases, the student must submit an extenuating circumstances claim with supporting documentary evidence in the normal manner if they wish the circumstances to be considered. Such claims shall only be accepted if the student was fit to sit on entering the examination venue, but – for unforeseen reasons - became ill during the examination. Where a student leaves the venue in these circumstances, any work completed up to the point of departure shall become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student shall be treated as if they had never attended the examination.~~

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Invigilated examinations using virtual learning environments (VLE)

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3.58. All computers used for invigilated examinations must be in 'kiosk mode', so that students cannot access the Internet, or resources on the machine other than the examination itself and any relevant permitted materials. Accessing or using prohibited sources of information shall be considered an assessment offence, and shall be dealt with under the *Regulations for Assessment Offences*.

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3.59. Internal examiners must provide any necessary instructions for invigilated examinations using a virtual learning environment.

3.60. Internal examiners must provide paper copies of question papers, both for students unable to sit examinations at computers, and so that in the event of computer failure examinations may continue using paper.

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Other assessments

~~3.61. The design and setting of non-examination assessment shall be the responsibility of the relevant internal examiners and module organisers, in accordance with the approved module specifications and regulations. Where required, these assessments shall also be subject to the approval of the relevant Subject Examination Board, external examiner, and (in the case of professional capability assessments) the relevant professional body. Definitions of coursework, practical assessments (including oral assessments in languages), dissertations and projects, and professional capability assessments are given in the *Definitions of the Academic Regulations*.~~

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~~3.62. A student must adhere to all published dates and deadlines for assessment.~~

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~~3.63. A student unable to complete an assessment by, or on, the specified date due to medical or other reasons beyond their control, shall submit a claim for extenuating circumstances supported by appropriate documentary evidence.~~

Deleted: <#>The design and setting of coursework assessment shall be the responsibility of the relevant internal examiners and module organisers, in accordance with the approved module specifications and regulations. Where required, coursework shall also be subject to the approval of the relevant Subject Examination Board and external examiner. A definition of 'coursework' is given in the *Definitions of the Academic Regulations*.¶

Coursework

3.64. Students shall be informed of the arrangements, dates, and deadlines for coursework assessment at the start of each semester.

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3.65. The School or Institute responsible for a module shall inform students of any penalties applied to the late submission of coursework and to assignments that go over a specified word limit.

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3.66. 'Coursework' shall include both assessments that must be submitted by set deadlines (essays, reports, etc), and assessments taken on specific dates (tests, orals excluding language orals, etc). The term 'non-completion' therefore refers both to non-submission and non-attendance.

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Practical assessment

- 3.67. Students shall be informed of the arrangements and rules under which practical assessments shall be conducted at least three weeks in advance.

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<#>A student unable to complete coursework by, or on, the specified date due to medical or other reasons beyond their control, shall submit a claim for extenuating circumstances supported by appropriate documentary evidence. ¶

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Oral examinations

- 3.68. Oral examinations shall normally only be used where they form part of the formal, approved assessment for modules. They must be conducted by at least two examiners. Students may only bring authorised materials to oral examinations. The possession or use of unauthorised material shall constitute an assessment offence.
- 3.69. In exceptional situations where oral examinations do not form part of the formal assessment for a module, the examination may be conducted by a single examiner.
- 3.70. Oral examinations for research students shall be covered by separate regulations. These may be found in Section 8 of the *Academic Regulations*.

Deleted: <#>The design and setting of practical assessment shall be the responsibility of the relevant internal examiners and module organisers, in accordance with the approved module specifications and regulations. Where required, practical assessment shall also be subject to the approval of the relevant Subject Examination Board and external examiner. A definition of 'practical assessment' is given in the *Definitions of the Academic Regulations*; this includes oral assessments in languages. ¶

Dissertations and projects

- 3.71. Students shall be informed of the arrangements, dates, and deadlines for dissertation and project assessment at the start of each academic year.

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<#>Students must adhere to any published dates and deadlines for practical assessments. ¶
¶
<#>A student unable to participate in any practical assessment on the specified date due to medical or other reasons beyond their control shall submit a claim for extenuating circumstances, supported by appropriate documentary evidence. ¶

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Professional capability

- 3.72. The design and setting of professional capability assessment shall be the responsibility of the relevant internal examiners and module organisers in accordance with the approved module specifications and regulations. Where required, assessment shall also be subject to approval from the relevant Subject Examination Board, external examiners, and professional body. A definition of 'professional capability' is given in the *Definitions of the Academic Regulations*.

Deleted: <#>The design and setting of dissertation and project assessment shall be the responsibility of the relevant internal examiners and module organisers in accordance with the approved module specifications and regulations. Where required, dissertation and project assessment shall also be subject to approval of the relevant Subject Examination Board and external examiner. Definitions of 'dissertations and projects' are given (...)

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Deleted: <#>Students must adhere to any published deadlines or dates for assessments to measure professional capabilities. ¶
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Extenuating circumstances

- 3.73. Extenuating circumstances are circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.
- 3.74. Students shall be responsible for submitting assessments on time, presenting themselves for examinations at the appropriate times and venues, and submitting information on extenuating circumstances. Events such as misreading timetables, forgetting to set alarm clocks, computer failure, employment commitments, or misjudging the time needed to revise shall not be considered extenuating circumstances.
- 3.75. The occurrence of multiple examinations in close succession shall not be considered an extenuating circumstance; this situation is bound to occur with over 1,000 examinations timetabled over a six week period.
- 3.76. Students must present extenuating circumstances claims - in writing - as soon as possible after the assessment (if not known in advance), and in any case no less than three working days before the relevant meeting of the appropriate examination board's Extenuating Circumstances Sub-board. Submissions by staff or other students cannot be accepted on behalf of a student.

3.77. ~~Submissions must be supported by documentary evidence; where evidence is awaited, examination boards may defer decisions, and authorise their Chairs to act.~~

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3.78. QMUL operates a 'fit to sit' policy. If an assessment of any type is attempted or submitted, that attempt will be marked and counted as the student is deemed to be fit to sit (or submit). Any subsequent claim for extenuating circumstances shall not normally be considered.

3.79. Where a student is taken ill during a timetabled assessment such as an examination or in-class test, the invigilator shall record this in their report. In such cases, the student must submit an extenuating circumstances claim with supporting documentary evidence in the normal manner if they wish the circumstances to be considered. Such claims shall only be accepted if the student was fit to sit on entering the examination venue, but – for unforeseen reasons - became ill during the examination. Where a student leaves the venue in these circumstances, any work completed up to the point of departure shall become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student shall be treated as if they had never attended the examination.

3.80. Where an undergraduate student cannot meet their progression requirements due to non-completion of assessment and there are valid, accepted extenuating circumstances, Subject Examination Boards may award first sits in the affected modules, which shall be taken at the next normally available assessment opportunity. Non-completion of assessment refers both to absence from invigilated examinations, practical assessments, coursework assessments and assessments of professional capabilities, and to non-submission of coursework assessments, professional capability assessments, and dissertations and projects.

3.81. Where a student cannot meet their award requirements due to non-completion of assessment and there are valid, accepted extenuating circumstances, Subject Examination Boards may award first sits or recommend first takes in the affected modules to be taken ~~at the next available opportunity.~~

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3.82. Where a student meets the requirements for award but, due to valid, accepted extenuating circumstances, was unable to sit or submit some or all of the final year assessments, a Subject Examination Board may recommend to the Degree Examination Board that:

- i. the award shall be postponed, and first sits or first takes permitted at the next available opportunity; or,
- ii. where permitted by the award regulations, the award shall be agreed but the module marks from the affected modules shall be discounted from the calculation of the College Mark; the value of discounted modules must not exceed 30 credits. (SEBs should note that the College Mark displayed at the DEB will not include this discounting, as the decision to discount is only taken at the DEB (on the SEB's recommendation). SEBs are advised to calculate the revised College Mark and classification outside of the SIS and to bring that to the DEB; otherwise, the revised mark will be calculated after the DEB, and the award made by Chair's Action.)

Academic Regulations ~~2016-17~~

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4: Regulations for Undergraduate & Graduate Programmes

Scope

4.1. These regulations apply to all students enrolled and registered for undergraduate or graduate programmes of study of QMUL. These regulations also apply to students registered as associated students of QMUL; Ordinance C1 designates these individuals as students of QMUL. Undergraduate and graduate programmes shall lead to awards of QMUL or of the University of London.

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4.2. The processes of enrolment and registration confirm a student's acceptance of QMUL's charter, ordinances, regulations, rules and other policies and codes of practice. This forms the basis of the contract between QMUL and the student.

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4.3. The awards covered by these regulations are as follows:

- Foundation Certificate (FdCert)
- Certificate of Higher Education (CertHE)
- Diploma of Higher Education (DipHE)
- Graduate Certificate (GradCert)
- Graduate Diploma (GradDip)
- Foundation Degree in Arts (FdA)
- Foundation Degree in Science (FdSc)
- Bachelor of Arts (BA)
- Bachelor of Dental Surgery (BDS)
- Bachelor of Engineering (BEng)
- Bachelor of Laws (LLB)
- Bachelor of Medical Science (BMedSci)
- Bachelor of Medicine and Bachelor of Surgery (MBBS)
- Bachelor of Science (BSc)
- Bachelor of Science (Economics) (BSc (Econ))
- Bachelor of Science (Engineering) (BSc (Eng))
- Master of Engineering (MEng)
- Master in Science (MSci)

Applicability

4.4. These regulations apply to all students registering for the first year of an undergraduate or graduate programme from 1 August ~~2016~~, with the exception of the following:

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- i. students admitted with advanced standing to a subsequent (for example, second) developmental year of a programme. The regulations for the cohort joined apply;
- ii. students transferred from other programmes within QMUL to a subsequent (for example, second) year of a different programme. The regulations for the cohort transferred to apply;
- iii. students changing programme duration (for example, from a four year programme to a three year programme). The regulations for the cohort joined apply;
- iv. where programmes have existing, approved special regulations;
- v. where it is otherwise specified in these regulations.

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Academic credit

- 4.5. A module worth 15 academic credits represents one eighth of one developmental year for all undergraduate and graduate programmes excepting the Graduate Certificate, for which one 15 credit module represents one quarter of the programme. Normally, dissertation and research project modules shall be valued at 30 academic credits.

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General requirements

- 4.6. Students shall be enrolled with QMUL and registered for programmes and modules in accordance with the requirements set out in Section 2 of the *Academic Regulations*. Students shall meet all other general requirements as specified in Section 2 of the *Academic Regulations*.
- 4.7. A student must undertake an approved programme of study under the programme regulations, and meet the compulsory and core elements for progression from one developmental year to the next and for award.
- 4.8. Students who have been awarded qualifications of QMUL or the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.

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Normal duration of a programme of study

- 4.9. Each programme of study shall have an approved normal duration related to the modes of study available for the programme. Where a normal duration is not specified at approval, it shall be deemed to be the minimum period of time in which the programme can be completed where full module loads are taken according to the mode of study.

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Minimum and maximum registration periods

- 4.10. A student must be registered for a minimum of one third of the normal duration of a programme of study in order to be eligible for award.
- 4.11. A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. First takes, and periods of interruption or intercalation shall not count towards the maximum permitted duration of study. Retakes, and periods spent resitting or first sitting out of attendance shall count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

Developmental years

- 4.12. The term 'developmental year' refers to one year of full-time study, or the equivalent workload where study is not full-time. Where study is not full-time, developmental years may be taken over longer periods than one academic year.
- 4.13. One developmental year comprises modules to the value of 120 academic credits. The progression points within programmes of study shall normally occur at the end of each developmental year.
- 4.14. Students shall take modules to the value of 120 credits in a full-time academic year.

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- 4.15. In each developmental year, a student shall take at least 75 per cent of their credits at or above the academic level equivalent to that developmental stage. The final year of an MSci/MEng programme is an exception, in which a student must take 120 credits at level 7. Individual programme regulations may set more stringent requirements.

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Compulsory years abroad and compulsory placement years

- 4.16. Where programmes include compulsory years abroad or compulsory placement years, those years shall have values of 120 credits, unless the approved programme regulations state otherwise. The credit awarded shall contribute towards the degree classification, unless the approved programme regulations state otherwise.

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Marks and grades for student performance in individual modules

- 4.17. Module marks shall be held to one decimal place.
4.18. Module marks shall be awarded for performance in individual modules as follows:

Module Mark	Grade
70.0 to 100.0	A
60.0 to 69.9	B
50.0 to 59.9	C
45.0 to 49.9	D
40.0 to 44.9	E
0.0 to 39.9	F (Fail)

- 4.19. Other grades may be awarded where there are, for example, accepted extenuating circumstances or proven assessment offences.

Requirements to pass a module

- 4.20. The pass mark for all forms of assessment and undergraduate modules shall be 40.0 for all undergraduate awards except the MBBS and BDS, and Level 7 modules taken as part of an MEng or MSci. The pass mark for all forms of assessment and undergraduate modules for the MBBS and BDS, and for Level 7 modules taken as part of an MEng or MSci shall be 50.0.
- 4.21. A module may comprise a number of elements of assessment and requirements that must be completed in order to pass. The module regulations shall specify the elements of assessment that must be passed, those that must be taken, and those that are optional.
- 4.22. In order to pass a module, a student must undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a module mark of 40.0 or more for all undergraduate awards except the MBBS and BDS, or a module mark of 50.0 or more for MBBS and BDS and level 7 MSci/MEng modules.
- 4.23. Where a module comprises multiple elements of assessment, the marks for those elements shall normally be aggregated to one overall module mark, and may be weighted as specified in the approved module regulations. Where a student is required to pass individual elements of assessment, the pass mark shall match that of the module unless the approved module regulations specify otherwise.
- 4.24. A student may not resit, first sit, retake or (normally) first take a module that has been passed.

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Number of attempts

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4.25. The appropriate examination board must always agree failure before any resit occurs.

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For all undergraduate and graduate awards except for the LLB there shall be a maximum of two permitted attempts to pass each module. The two attempts shall comprise one first attempt (or first sit, or first take), and one resit attempt (or retake).

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4.26. For the LLB there shall be a maximum of three permitted attempts to pass each module. The three attempts shall comprise one first attempt (or first sit) and two resit attempts or referrals.

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4.27. For the MBBS and BDS, exceptionally, a third attempt may be permitted at the discretion of the Subject Examination Board or Degree Examination Board.

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Failure of a module

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4.28. A student who does not meet the requirements to pass a module shall fail that module (normally because the module mark is lower than the pass mark).

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4.29. It is possible to achieve a module mark higher than the pass mark but still fail a module, where not all requirements are met (as specified in the approved module regulations). In such cases, the module mark shall be recorded as FQ (qualified fail).

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4.30. Where a student fails to take an element of assessment required for a module (whatever its form), the mark for that element shall be ONS (non-submission). This mark shall be used and aggregated, according to the prescribed methods, to determine the module mark.

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4.31. In all cases where award requirements are met, awards shall be made. There shall be no further opportunities for students to resit failed modules in order to attempt to achieve higher marks.

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Resits

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4.32. Resits do not involve attendance at classes and do not count towards the value of academic credit for which a student is registered during the academic year of the resit. Resit module marks count towards the developmental year in which the module was taught, and not the developmental year in which the resit was taken.

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4.33. Excepting the LLB, where resits result in passes the module marks shall be capped at the minimum pass mark, regardless of the standard achieved by a student. LLB results shall not be capped, and the marks achieved shall stand.

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4.34. Excepting the LLB, where a student fails on all attempts the highest module mark ("best fail") shall be used. For the LLB, the most recent module mark shall stand.

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4.35. In the event of failure, the Subject Examination Board may impose alternative forms of assessment for resits. Alternative assessment must test the same learning outcomes and be of comparable complexity to the original assessment.

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4.36. There shall be two modes of reassessment; standard reassessment, and synoptic reassessment. Each module specification shall state whether standard or synoptic reassessment applies. Where synoptic reassessment is used, students failing the modules shall normally take a single assessment weighted at 100 per cent for the resit (individual module regulations may specify more than one element). Where standard reassessment is used, students shall resit the failed elements of assessment, and the marks for any elements that were passed on the first attempt shall stand unless the programme or module regulations state otherwise.

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- 4.37. A student due to resit must do so at the next available opportunity. Interruption or deferral of resits shall not be permitted. Where a student is abroad as part of their programme at the next available opportunity, the student may resit at the next opportunity upon their return without penalty.
- 4.38. All students shall be automatically registered to take any available resits or first sits at the next normally available assessment opportunity. A student may opt out of one or more of these opportunities by the published deadline and in accordance with the published procedure. In opting out of an opportunity a student shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 4.39. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.
- 4.40. Students shall not be permitted to resit passed elements of assessment. Where a module has been passed but some elements of assessment were failed, a student shall not be permitted to resit any elements of assessment. Synoptic reassessment may sometimes prove an exception to this rule, where specifically approved in a module's regulations.

First sits

- 4.41. Where a student submits evidence of extenuating circumstances that impacted negatively upon their performance, and these are accepted, Subject Examination Boards may grant first sits in the affected assessments. First sit elements of assessment and module marks shall not be capped at the pass mark; the mark achieved shall stand.
- 4.42. Resit attempts may be 'first sit resits'. The standard resit provisions shall apply in such cases, including capped marks where applicable.
- 4.43. ~~A first sit replaces one of the attempts permitted for a module, replacing the attempt discounted due to extenuating circumstances.~~

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Retakes

- ~~4.44. Subject Examination Boards may require a student to retake a module. Retakes shall only normally be recommended where a module cannot be reattempted by a resit (i.e. where attendance to use, for example, laboratory facilities is required). Retakes involve attendance at classes and completion of all elements of assessment, whether previously failed or not. Where a student retakes a module, this shall count towards the value of academic credit for which the student is registered during the year of the retake.~~
- ~~4.45. Approval for a retake shall be given by the relevant Degree Examination Board, on the recommendation of a Subject Examination Board.~~
- ~~4.46. Retakes attract pro rata tuition fees.~~
- 4.47. For the LLB, MBBS, and BDS, permission to retake shall normally require the student to retake an entire academic year.

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- 4.48. The mark for a module that has been retaken following failure shall be capped at the pass mark; the LLB is an exception in that its retake marks shall not be capped. Each retake shall count as one of the two attempts permitted for the module.
- 4.49. Where a student fails to retake at the next available opportunity, the missed retake shall count as one of the permitted attempts, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated when the student does not register to retake at the first available opportunity.
- 4.50. Where a retake is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module.
- 4.51. A retake shall count as one of the permitted attempts at a module.
- 4.52. Where a student fails to take a retake at the next available opportunity the missed retake shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 4.53. Transcripts shall list all takes of modules, including both first attempts and retakes.

First takes

- 4.54. Where a student submits a valid and accepted claim for extenuating circumstances that impacted upon their performance and attendance and there is good reason why the student did not interrupt their studies at the time, Subject Examination Boards may recommend a 'first take'. A first take involves attendance at classes and the completion of all elements of assessment, whether previously failed or not. Where a student is granted a first take of a module, this shall count towards the number of modules for which the student is registered in the academic year of the first take.
- 4.55. Approval for a first take shall be given by the relevant Degree Examination Board or the Academic Registrar & Secretary to Council (or nominee), on the recommendation of a Subject Examination Board.
- 4.56. First takes attract pro rata tuition fees.
- 4.57. For the LLB, MBBS, and BDS, permission to first take shall normally require the student to first take an entire academic year.
- 4.58. A first take shall replace one of the two attempts permitted for a module, replacing the attempt discounted due to extenuating circumstances. Marks for first takes shall not be capped.
- 4.59. Where a first take is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module (in which case a core of compulsory module(s) may take precedence over the first take module(s)).

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4.60. Resit provision for first takes shall operate as though the modules were taken for the first time during the first take.

4.61. Where a student fails to take a first take at the next available opportunity the missed first take shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.

4.62. Transcripts shall list all takes of modules, including both first attempts and first takes.

Discretion in classification

4.63. A Subject Examination Board may recommend to a Degree Examination Board that a small degree of discretion be used in the classification of a student, within the permitted scope of QMUL's borderline classification policy. There is no discretion at the pass/fail borderline.

Aegrotat award

4.64. An aegrotat award is an unclassified honours degree.

4.65. A Subject Examination Board may recommend an aegrotat award to a student who has taken the full number of modules required for award but was absent from the final assessment for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the assessments but considers that their performance was adversely affected by serious illness or other cause judged sufficient by the Subject Examination Board, or where a student has died. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the programme of study.

4.66. A student who meets the requirements for the award for which they are registered cannot be considered for an aegrotat award. Subject Examination Boards shall recommend award classifications for such students in the normal manner, but may use the borderline classification policy to take account of the students' circumstances when doing so (*Academic Regulations*, Section 3: Extenuating Circumstances).

4.67. Where a student has not taken the full quota of academic credit, Subject Examination Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for award. Where a Subject Examination Board agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made.

4.68. Where a student is offered an aegrotat award, the student may accept the offer and the award shall be conferred. Alternatively, the student may decline the offer and take the missed or failed assessments as first sits, where applicable. A student who elects to take the assessments ceases to be eligible for the aegrotat award. A student who accepts the aegrotat ceases to be eligible to take the missed or failed assessments.

Revocation of awards

4.69. QMUL may revoke an award made under these regulations, in accordance with the relevant procedures of QMUL or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

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¶
<#>Where a student submits a valid and accepted claim for extenuating circumstances that impacted upon their attendance and performance and there is good reason why the student did not interrupt their studies at the time, meaning the student is unable to progress, Subject Examination Boards may recommend and Degree Examination Boards may agree that the student can reattempt the affected modules as 'first takes'. This may require the student to be enrolled on a part time basis. First takes shall involve attendance at classes and the completion of all elements of assessment, whether previously failed or not. ¶

¶
<#>Retakes that are not first takes shall not be permitted for undergraduate students, excepting the MBBS, BDS and LLB awards, where special provisions apply. ¶

¶
<#>Marks for first takes shall not be capped at the module pass mark; the mark achieved shall stand, and shall replace the mark from the original attempt. ¶

¶
<#>Resit provision for first takes shall operate as though the modules were taken for the first time during the first take. ¶

¶
<#>Where a first take is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module (in which case a core or compulsory module(s) may take precedence over the first take module(s)). ¶

¶
<#>For the LLB, MBBS, and BDS, permission to retake shall normally ¶

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¶
<#>The Drapers' Skills Award is a level six module with a value of 15 academic credits, and shall be regulated for as such in accordance with the *Academic Regulations*. Students may register ¶

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Progression and award regulations: BA, BSc, BSc (Econ), BEng, BSc (Eng)

Progression

- 4.70. To progress from one developmental year to the next, a student must:
- i. meet all programme and pathway requirements;
 - ii. fail (after resit) no more than 30 credits in any one developmental year;
 - iii. maintain an average mark of 40.0 or higher, calculated across all credits taken to date and weighted to the appropriate point on the scale 1:3:6 (years one:two:three);
 - iv. take and pass modules as follows:
 - a. foundation year to year one (where applicable): take 120 credits, including a minimum of 90 at level 3. Pass modules to the value of at least 105 credits.
 - b. years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.
 - c. years two to three: take 120 credits, including a minimum of 90 at level 5. Pass modules to the value of at least 195 credits.
- 4.71. For programmes with a compulsory year abroad or compulsory placement year, the progression requirement from the year abroad or placement year to the next developmental year shall be to take and complete modules to the credit value prescribed in the appropriate programme regulations. Individual programme regulations may specify exceptions to this rule.
- 4.72. A student who meets the progression requirements shall be permitted to resit any failed modules at the next available assessment opportunity, where attempts remain.
- 4.73. For programmes with an associated MEng or MSci, the SEB may recommend the transfer of a student to these programmes where the approved requirements have been met.

Failure to meet progression requirements

- 4.74. A student who fails to progress shall be permitted to resit failed modules as approved by the SEB, up to the permitted number of attempts.
- 4.75. A student who passes the required value of academic credits but does not meet the programme or pathway requirements for progression due to failure in core modules may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements.
 - ii. resit the required modules at the next available opportunity, where attempts remain.

Eligibility for awards

- 4.76. To be eligible for award of BA, BSc, BSc (Econ), BEng, or BSc (Eng) a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

4.77. To be eligible for the award of BA, BSc, BSc (Econ), BEng, or BSc (Eng), a student must:

- i. take modules to a total value of 360 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 315 credits (excluding modules at level 3)
- vi. Pass modules to a minimum value of 90 credits at level 6 or higher.

4.78. To be eligible for award, a student registered for a BA, BSc, BSc (Econ), BEng, or BSc (Eng) programme with a compulsory year abroad or on placement (except in the Schools of Languages, Linguistics & Film, and Electronic Engineering & Computer Science) must:

- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 420 credits (excluding modules at level 3)
- vi. pass modules to a minimum value of 90 credits at level 6 or higher.

4.79. To be eligible for award, a student registered for a programme with a compulsory year abroad in the School of Languages, Linguistics & Film must:

- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 315 credits (excluding modules at level 3 and the compulsory year abroad module)
- vi. pass modules to a minimum value of 90 credits at level 6 or higher.

4.80. To be eligible for award, a student registered for a programme with a compulsory placement year in the School of Electronic Engineering & Computer Science must:

- i. take modules to a total value of 390 credits, equivalent to 120 credits per developmental year with the exception of the placement year (valued at 30 credits);
- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 315 credits (excluding modules at level 3)
- vi. pass modules to a minimum value of 90 credits at level 6 or higher.

4.81. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit shall be reduced accordingly.

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Classification of awards

4.82. Each student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

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4.83. The College Mark shall provide a weighted average across the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

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4.84. The College Mark shall be calculated by one of the following methods:

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Award	Weighting of each developmental year			
	Year 1	Year 2	Year 3	Year 4
BSc, BA, BEng, BSc (Eng), BSc (Econ)*	1 (10%)	3 (30%)	6 (60%)	-
BEng/BSc programmes in SEECs with a compulsory placement year*	1 (10%)	3 (30%)		6 (60%)
BA programmes in SLLF and History with a compulsory year abroad	1 (9.1%)	3 (27.3%)	1 (9.1%)	6 (54.5%)

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4.85. Unless specified for a particular programme, the results of a compulsory year abroad or on placement shall not count towards the calculation of the College Mark.

4.86. The College Mark shall be calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board in that form.

4.87. The classification of honours shall be made according to the following scale:

College Mark	Classification
70.0 - 100.0	First Class Honours
60.0 - 69.9	Second Class Honours, Upper Division
50.0 - 59.9	Second Class Honours, Lower Division
40.0 - 49.9	Third Class Honours
0.0 - 39.9	Fail (no award)

4.88. A student who passes the required value of academic credits but does not meet the programme or pathway requirements for award due to failure in core modules may, subject to the approval of the Subject Examination Board:

- i. be awarded the degree for which they meet the requirements;
- ii. resit the required modules at the next available opportunity, where attempts remain.

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Field of study

4.89. The field of study or title of award for a given programme (and, where applicable, pathway within that programme), shall be the title approved by Senate or its delegated authority. Alternative arrangements apply to cohorts from 2007-08 and earlier; refer to the relevant iteration of the *Academic Regulations* for details.

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Failure to meet award requirements

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4.90. A student who does not meet the requirements for a BA, BSc, BSc (Econ), BEng or BSc (Eng), but meets the requirements for the lower level award of **BSc (Eng)**, Ordinary Degree, Diploma of Higher Education, Certificate of Higher Education, or Foundation Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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* The year three weighting of 60% for BEng/BSc (Eng) programmes in Electronic Engineering shall comprise 'Project: 20%' and 'other modules: 40%', weighting the project at 20% of the degree.

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Award regulations: Intercolated BSc and BMedSci

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4.91. The award of BMedSci or BSc shall be made to a student who successfully completes an intercolated programme of study.

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4.92. The programme leading to an intercolated BMedSci or BSc shall only be available to a student currently registered for an MBBS, BDS or BVetMed degree of the University of London (or equivalent programme at another institution in the UK or European Union), where there is no break in studies between the other programme and the intercolated programme. Additional admissions requirements may also apply; these shall be approved by Senate, or its delegated authority. The intercolated BMedSci or BSc may be undertaken at another institution, with approval from QMUL.

4.93. To undertake an intercolated BSc or BMedSci, a student must have completed modules to the value of at least 240 credits of the MBBS, BDS or BVetMed (or equivalent).

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Eligibility for award

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4.94. To be eligible for the award of intercolated BSc or BMedSci, a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

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Academic credit requirements for awards

4.95. To be eligible for the award of intercolated BSc or BMedSci, a student must:

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- i. take modules to a total value of 120 credits in one developmental year;
- ii. take modules to a minimum value of 90 credits at level 6;
- iii. take modules to a maximum value of 30 credits at levels 4 or 5;
- iv. pass modules to a minimum value of 105 credits;
- v. pass modules to a minimum value of 90 credits at level 6 or higher.

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Classification of award

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4.96. The classification of award shall be based upon the College Mark. The College Mark provides a weighted average across all modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

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4.97. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form.

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4.98. The classification of honours shall be made according to the following scale:

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College Mark	Classification
70.0 – 100.0	First Class Honours
60.0 – 69.9	Second Class Honours (Upper Division)
50.0 – 59.9	Second Class Honours (Lower Division)
40.0 – 49.9	Third Class Honours
0.0 – 39.9	Fail (no award)

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Progression and award regulations: MEng and MSci

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Progression

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4.99. To progress from one developmental year to the next, a student must:

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- i. meet all programme and pathway requirements;
- ii. fail (after resit) no more than 15 credits in any one developmental year;
- iii. maintain an average mark as designated in the table below, calculated across all credits taken to date and weighted to the appropriate point on the scale 1:3:6:6 (years one:two:three:four);

School	Foundation to Y1	Y1 to Y2	Y2 to Y3	Y3 to Y4
EECS; SEMS; SMS; SBCS: Pharmaceutical Chemistry with Year in Industry only	40.0+	60.0+	60.0+	60.0+
SBCS; SPA	40.0+	40.0+	60.0+	60.0+
Geography	N/A (nominally 40.0+)	40.0+	60.0+	40.0+

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iv. take and pass modules as follows:

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- a. foundation year to year one (where applicable): take 120 credits, including a minimum of 90 at level 3. Pass modules to the value of at least 105 credits.
- b. years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 105 credits in year one.
- c. years two to three: take 120 credits, including a minimum of 90 at level 5. Pass modules to the value of at least 210 credits across years one and two.
- d. years three to four: take 120 credits, including a minimum of 90 at level 6. Pass modules to the value of at least 315 credits across years one, two, and three.

4.100. A student who meets the progression requirements shall be permitted to resit any failed modules at the next available assessment opportunity, where attempts remain.

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4.101. Where a student meets the progression requirements for an associated bachelors programme and transfers to an MEng or MSci, the progression requirements for the programme on which the student was previously registered shall be deemed sufficient up to the point of transfer.

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4.102. For programmes with a compulsory year abroad or compulsory placement year, the progression requirement from the year abroad or placement year to the next developmental year shall be to take and complete modules to the credit value prescribed in the appropriate programme regulations. Individual programme regulations may specify exceptions to this rule.

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Failure to meet requirements for progression

4.103. A student who fails to progress shall be permitted to resit failed modules as approved by the Subject Examination Board, up to the permitted number of attempts.

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4.104. A student who passes the required value of academic credit but does not meet the programme or pathway requirements for progression, due to failure in core modules or failure to meet the threshold requirements for the programme, may, subject to the approval of the Subject Examination Board:

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- i. transfer to a pathway or programme for which they meet the requirements;
- ii. resit the required modules at the next available opportunity, where attempts remain.

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Transfer to BEng, BSc (Eng), or BSc

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4.105. An SEB may recommend transfer to BEng, BSc (Eng) or BSc where a student does not meet the progression requirements for MEng or MSci, but does meet the approved requirements for BEng, BSc (Eng), or BSc. Transfer may result in the discounting of some modules for the purposes of meeting the requirements of the new programme.

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Award of BEng, BSc (Eng), or BSc

4.106. SEBs may recommend the award of BEng, BSc (Eng), or BSc to a student who does not meet the requirements for progression from developmental year three to the final developmental year, but does meet the award requirements for BEng, BSc (Eng) or BSc.

4.107. A student in developmental year three may request to exit with BEng, BSc (Eng), or BSc. This may result in the discounting of some modules for the purposes of meeting the requirements of the new programme.

4.108. A student who joins the third year of an MEng or MSci with advanced standing, and who fails to progress at the end of developmental year three shall not be eligible for the award of BEng, BSc (Eng), or BSc.

Eligibility for award

4.109. To be eligible for the award of MEng or MSci a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

4.110. To be eligible for the award of MEng or MSci, a student must:

- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
- iii. take modules to a minimum value of 120 credits at level 7;
- iv. take modules to a maximum value of 150 credits at level 4 or lower;
- v. take modules to a maximum value of 30 credits at level 3;
- vi. pass modules to a minimum value of 420 credits (excluding modules at level 3)
- vii. pass modules to a minimum value of 90 credits at level 7.

4.111. Provision for advanced standing may apply where individual cases allow for it and the advanced standing has been approved. In such cases, the value of academic credit required shall be reduced accordingly.

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Classification of awards

4.112. A student shall be classified when the requirements for award are met. The classification of award shall be based on the College Mark.

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4.113. The College Mark provides a weighted average across the modules taken by a student. In all cases, the College Mark shall be calculated as though the required value of academic credit was taken.

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4.114. The College Mark shall be calculated as follows:

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Award	Developmental year weightings (and percentage weightings)			
	Year 1	Year 2	Year 3	Final
MEng, MSci [†]	1 (6.25%)	3 (18.75%)	6 (37.5%)	6 (37.5%)

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4.115. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form.

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4.116. ~~Unless specified for a particular programme, the results of a compulsory year abroad or on placement shall not count towards the calculation of the College Mark.~~

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4.117. The classification of honours shall be made according to the following scale:

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College Mark	Classification
70.0 – 100.0	First Class Honours
60.0 – 69.9	Second Class Honours, Upper Division
50.0 – 59.9	Second Class Honours, Lower Division
40.0 – 49.9	Third Class Honours
0.0 – 39.9	Fail (no award)

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Failure to meet award requirements

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4.118. A student who does not meet the requirements for MEng or MSci, but does meet the requirements for the lower level award of either BSc, BEng, BSc (Eng), Ordinary Degree, Diploma of Higher Education, or Certificate of Higher Education shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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Progression and award regulations: LLB

4.119. These regulations apply to the following programmes leading to the award of LLB or, in the case of Law and Politics, the award of BA (the 'undergraduate law programmes'):

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- [LLB in Laws](#)
- [LLB in Global Law](#)
- [LLB in English and European Law](#)
- [LLB in English and Chinese Law](#)
- [LLB in Law with a Year in Hong Kong](#)
- [LLB in Laws Senior Status](#)
- [LLB in Law in Practice](#)
- [LLB in Law with History](#)
- [BA in Law and Politics](#)

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4.120. ~~The Undergraduate Law Examination Board combines the functions of Subject and Degree Examination Board, and is referred to simply as 'the Examination Board' throughout these regulations.~~

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 Bachelor of Laws (LLB);
 Bachelor of Laws in English and European Law (LLB English and European Law);
 Bachelor of Laws Senior Status (LLB Senior Status);
 Bachelor of Arts in Law and Politics (BA Law and Politics).
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[†]The year four weighting of 37.5% for MEng programmes in Electronic Engineering shall comprise 'project: 20%', and 'other modules: 17.5%', weighting the project at 20% of the degree.

Maximum duration of study

4.121. The maximum permitted duration of study for the undergraduate law programmes shall be twice the normal duration of study, as specified for each of the programmes.

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Number of attempts

4.122. For the LLB there shall be a maximum of three permitted attempts to pass each module. The three attempts shall comprise one first attempt (or first sit) and two resit attempts or referrals. Each resit or referral shall count as one attempt.

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Resits

4.123. A student who, without good reason (in the view of the Examination Board), has attended none of the examinations of the relevant developmental year in the main examination period shall not be permitted to resit in the following late summer examination period and must resit all modules in the main examination period of the following year.

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4.124. Where resits are passed that entitle a student to progress, or which satisfy the criteria for eligibility for award:

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- i. module marks shall not be capped at the minimum pass mark;
- ii. previous marks for the modules, whether passed or failed, shall be disregarded for the purposes of classification.

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4.125. Where modules are assessed only by a dissertation, 'resit' means resubmission of the dissertation through reworking. The Examination Board may require a student to submit a dissertation on a new topic in exceptional circumstances. In that latter situation, the student must 'retake' the module in the following academic year. These retakes shall be treated as resits for progression and award purposes.

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4.126. Where a student is required to resit modules that are assessed partly by examination and partly by in-course assessment, the student may elect to carry forward marks obtained for the in-course assessment elements (whether or not a pass mark was obtained for those elements) to be aggregated with the marks obtained at the second or subsequent attempt at the examination components.

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4.127. Where a student achieves a pass in a module which is assessed wholly by in-course assessment, the mark shall stand and there shall be no resit in that module.

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Referral

4.128. A 'referral', in relation to the undergraduate law programmes, is an opportunity to resit up to 30 credits of modules at the next available opportunity. Referrals are exceptions to the requirement that all modules taken in a developmental year must be passed in one sitting. A student who fails modules to a maximum value of 30 credits in developmental year one of the LLB Senior Status, or developmental years one or two of the other undergraduate law programmes, may be referred in the failed modules, where:

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- i. the mark obtained in the failed module (or where two modules are failed, the average mark) is at least 30.0; and,
- ii. no module mark in the relevant developmental year is below 20.0; and,
- iii. the Examination Board agrees there is sufficient countervailing strength in the passed modules.

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4.129. A student who fails one or more modules in which the student has been referred may be referred once more in that module or those modules regardless of the mark or marks achieved on the referral as long as the maximum number of attempts has not been reached.

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First sits

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4.130. First sits in the undergraduate law programmes shall be available in the following circumstances.

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- i. where a student does not attempt the prescribed assessment in one or several modules due to valid extenuating circumstances, the Examination Board may grant first sits in only the affected assessments provided that at least 60 credits have been passed in the relevant developmental year;
- ii. where a student does not attempt the prescribed assessment in modules to a value of more than 60 credits due to valid extenuating circumstances, the Examination Board shall grant first sits in all modules and the student shall be deemed not to have attempted any module at the missed sitting.

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Progression

4.131. To progress from one developmental year to the next on the undergraduate law programmes, a student must meet any programme requirements, and take and pass modules to the value of 120 credits in each developmental year (135 credits for LLB Senior Status).

4.132. All modules assessed wholly or partly by means of examinations taken in a developmental year must be passed in one sitting (subject to the provisions relating to referrals and first sits).

4.133. To progress from developmental year three (the year abroad or on placement) to developmental year four of the LLB English and European Law, LLB English and Chinese Law, LLB in Law with a Year in Hong Kong, LLB Global Law, or LLB Law in Practice, a student must pass a programme of study at the exchange institution, approved by that institution and by the Head of the School of Law (or nominee), or (in the case of the LLB Law in Practice) a placement year.

- i. developmental year three of these programme has a value of 120 credits;
- ii. courses of study and examinations at host institutions shall be governed by the regulations of those institutions rather than the present regulations.

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4.134. A student who fails the year abroad or the placement year shall automatically be transferred to the final developmental year of the LLB programme.

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Eligibility for award

4.135. To be eligible for award of an undergraduate law degree (excepting the LLB Senior Status), a student must:

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- i. take modules to the value of 360 credits (480 for programmes with a compulsory year abroad or placement year), equivalent to 120 credits per developmental year; and,
- ii. either:
 - a. pass modules to the value of 360 credits (480 for programmes with a compulsory year abroad or placement year); or,
 - b. pass modules to the value of at least 330 credits (450 credits for programmes with a compulsory year abroad or placement year), and obtain an aggregate mark of no less than 30.0 across the remaining modules with no mark lower than 20.0 in any module, provided that - in the view of the Examination Board - there is sufficient countervailing strength in the passed modules in the final developmental year.

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4.136. To be eligible for award of LLB Senior Status, a student must:

- i. take modules to the value of 270 credits, equivalent to 135 credits per developmental year; and,
- ii. either:
 - a. pass modules to the value of 270 credits; or,
 - b. pass modules to the value of at least 240 credits, and obtain an aggregate mark of no less than 30.0 in the remaining modules with no mark lower than 20.0 in any module, provided that - in the view of the Examination Board - there is sufficient countervailing strength in the passed modules in the final developmental year.

4.137. Regulation 4.132 shall apply to the final year.

4.138. Where a student meets all other requirements for award but, due to valid, accepted extenuating circumstances, was unable to sit or submit and pass some or all of the final year assessments in 30 credits or less, the Undergraduate Law Examination Board may decide that an award should be made. In such a case, the affected modules shall be discounted from the calculation of the College Mark.

Classification of awards

4.139. For the purposes of classification module marks shall be considered according to the following scale:

Module mark	Module classification
70.0 – 100.0	First Class
60.0 – 69.9	Second Class (Upper Division)
50.0 – 59.9	Second Class (Lower Division)
40.0 – 49.9	Third Class
0.0 – 39.9	Fail

4.140. A student shall be classified when the requirements for award are met.

4.141. The classification of award shall be primarily based upon the prevailing quality of a student's performance as reflected in the classes to which relevant module marks belong, and the overall profile of those marks:

- i. for LLB, BA Law and Politics, and ~~LLB Law with History~~, the classification of the award shall be based upon the modules taken in the second and third developmental years;
- ii. for LLB with a Year in Hong Kong, ~~LLB in Global Law, LLB in English and Chinese Law, LLB Law in Practice, LLB in Global Law, and LLB in English and European Law~~ the classification of the award shall be based upon the modules taken in the second and third developmental years spent at QMUL (the first year and the year abroad shall not count towards classification);
- iii. for LLB Senior Status, the classification shall be based upon modules taken in both developmental years;

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4.142. The College Mark may also be considered. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall be calculated to one decimal place, and presented to the Examination Board in that form.

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4.143. The College Mark shall be based on the developmental years specified above, which shall be weighted equally. All other developmental years shall be weighted at zero.

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4.144. The minimum profiles of module marks needed to obtain classifications are set out in the following table for students on all undergraduate law programmes except for the LLB Senior Status:

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Classification	Normal minimum mark profile
First Class Honours	(i) Firsts in 120 credits, unless there are particularly poor marks in other modules; <i>or</i> , (ii) Firsts in 90 credits, and no mark below 60.0 in any module; <i>or</i> , (iii) Firsts in 90 credits and Upper Seconds in 30 credits in the final developmental year, provided that over the final two developmental years: (a) There are no more than 30 credits below 60.0 ; <i>and</i> , (b) No module mark is below 50.0.
Second Class Honours (Upper Division)	(i) Upper Seconds in 120 credits, unless there are particularly poor marks in other modules; <i>or</i> , (ii) Upper Seconds in 90 credits in the final developmental year and a profile of marks which in the Examination Board's discretion merits the award of Upper Second Class Honours.
Second Class Honours (Lower Division)	(i) Lower Seconds in 120 credits unless there are particularly poor marks in other modules; <i>or</i> , (ii) Lower Seconds in 90 credits in the final developmental year, and a profile of marks which in the Examination Board's discretion merits the award of Lower Second Class Honours.
Third Class Honours	All other cases.

4.145. The minimum profile of module marks needed to obtain classifications is set out in the following table for students on the LLB Senior Status:

Classification	Normal minimum mark profile
First Class Honours	(i) Firsts in 120 credits, unless the student presents a particularly poor performance in other modules; <i>or</i> , (ii) Firsts in 105 credits and no mark below 60.0 in any module; <i>or</i> , (iii) Firsts in 105 credits, and Upper Seconds in 30 credits in the final developmental year, provided that over both developmental years: (a) There are no more than 30 credits below 60.0; <i>and</i> , (b) No module mark is below 50.0.
Second Class Honours, Upper Division	(i) Upper Seconds in 120 credits, unless the student presents a particularly poor performance in other modules; <i>or</i> , (ii) Upper Seconds in 105 credits, 90 of which are in the final developmental year, and a profile of marks which in the Examination Board's discretion merits the award of Upper Second Class Honours.
Second Class Honours, Lower Division	(i) Lower Seconds in 120 credits, unless the student presents a particularly poor performance in other modules; <i>or</i> , (ii) Lower Seconds in 105 credits, 90 of which are in the final developmental year, and a profile of marks which in the Examination Board's discretion merits the award of Lower Second Class Honours.
Third Class Honours	All other cases.

- 4.146. In applying the minimum module profiles, the Examination Board may use its discretion and take into account the following when agreeing classification:
- a significant improvement in the module marks achieved in the final developmental year;
 - a College Mark close to, or higher than, the borderline of the class indicated by the module profile;
 - in relation to the LLB English and European Law, a strong performance in the year abroad;
 - that one or more modules (up to 30 credits) were failed in the final developmental year;
 - that one or more module marks in the relevant years were obtained on a resit or referral.
- 4.147. The Examination Board may depart from the minimum module profiles when exercising its discretion in cases of extenuating circumstances.

Progression and award regulations: BDS

- 4.148. The BDS degree is awarded by Queen Mary University of London, however it is also governed by the General Dental Council (GDC) to ensure that the graduand meets the criteria for registration. The programme may therefore be amended / altered to reflect changes in the GDC guidelines as well as QMUL expectations of a graduate programme.

Deleted: These regulations shall also be approved by the General Dental Council (GDC).

Definitions

- 4.149. The following definitions apply to the award of BDS:
- Part*: A constituent part of the examinations and assessment leading to the degree of BDS;
 - Section*: A component of the Part;
 - Core studies*: Compulsory elements of the BDS programme, which are organised as modules and threads;
 - Module*: A discrete portion of the programme;
 - Selected study component and electives (SSCs)*: These provide opportunities for choice of study area, for study in depth and for study periods spent outside the school. The range of SSCs available may vary from year to year. SSCs shall be assessed as part of continuous assessment;
 - Elective*: A period of up to two weeks of selected study related to the programme;
 - Continuous assessment*: In-course assessment and assessed coursework.

Maximum duration of study

- 4.150. The maximum permitted duration of study for the BDS shall be seven years (the normal duration, plus two years).

Programme requirements for award

- 4.151. A student must complete and pass all five Parts to be awarded the BDS degree. The programme shall extend over a minimum period of 5 years.

Exemptions

- 4.152. No advanced standing is permitted for the BDS programme.

Attendance and professional attitude and conduct

- 4.153. Students must attend all classes and clinical practice, and must submit work by the prescribed deadlines.
- 4.154. Professional behaviour will be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme, or be referred for counselling or health care, or be required to repeat part of the programme to demonstrate improved performance.
- 4.155. Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.
- 4.156. Clinical performance and experience will be monitored throughout the course. A student whose clinical performance is deemed to be less than satisfactory may be required to attend a specific remedial programme or be required to repeat part of the programme to demonstrate improved performance.
- 4.157. A student whose attendance, professional attitude and conduct, clinical performance or quality of work is considered to be unsatisfactory shall be warned and, if performance does not improve, may have their registration terminated.

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Structure of examinations

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- 4.158. Examinations for the award of BDS shall be in five Parts. Parts 1 and 2 are divided into 4 modules each; Parts 3, 4 and 5 are each single modules.

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Compensation

- 4.159. No compensation is permitted in any elements in any Part.

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Requirements to pass a Section, Part and Stage

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- 4.160. The requirements to pass a Part shall be set out in the mark scheme for that Part which specifies:

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- i. the minimum requirements for satisfactory performance in continuous assessment;
- ii. the minimum requirements for satisfactory clinical performance
- iii. the minimum requirements for the written or practical/ clinical examinations
- iv. the requirements for resit examinations in the event of failure.

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- 4.161. Where a student has been unable to complete the required component of the Part due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:

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- i. the student having completed sufficient in-course assessments / experience to satisfy the examiners that they have achieved an adequate command of the material; *and*,
- ii. the quality of the completed in-course assessments being of a satisfactory standard; *and*,
- iii. the student passing any specified additional course work or written element.

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Progression for BDS

- 4.162. A progress review shall be conducted at the end of each Part. The review shall consider individual students in terms of their academic progress, professional standards and clinical practice.
- 4.163. To progress from Part 1 to Part 2, a student must pass all the components that comprise Part 1.
- 4.164. To progress from Part 2 to Part 3, a student must pass all the components that comprise Part 2.
- 4.165. To progress from Part 3 to Part 4 a student must pass all the components that comprise Part 3.
- 4.166. To progress from Part 4 to Part 5, a student must pass all the components that comprise Part 4.

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Eligibility for award

- 4.167. To be eligible for the award of BDS, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. have fulfilled the requirements for each Part of the award;
 - iv. have met the progression requirements at the end of each Part, and be in Part 5 (the final year).

Classification of award

- 4.168. The Degree Examination Board may recommend the award the BDS degree 'with Honours'.
- 4.169. The award of honours requires that there be no grades lower than a Merit awarded for any Part of the Degree as well as achievement of Distinction in Part 4 and Part 5.
- 4.170. The requirements for the award of Merit or Distinctions in each Part shall be set out in the mark scheme for that Part.

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Failure to meet award requirements

- 4.171. A student who does not meet the requirements for BDS, but meets the requirements for the lower level award of BSc (Hons), DipHE, or CertHE shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the BDS programme, the field of study shall be 'Dental Sciences'.
- 4.172. BDS exit awards shall be classified according to the following scale, using a College Mark calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

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College Mark	CertHE/DipHE classification	BSc (Hons) classification
70.0+	Pass	First Class
60.0-69.9	Pass	Second Class (Upper Division)
50.0-59.9	Pass	Second Class (Lower Division)
0.0-49.9	Fail (no award)	Fail (no award)

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Professional registration

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4.173. A student who has been awarded BDS may be recommended for full registration by the General Dental Council provided they successfully meet the criteria for professional development and undergraduate study that both QM and the GDC regards as acceptable.

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Progression and award regulations: MBBS

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4.174. These regulations shall also be approved by the General Medical Council (GMC).

Definitions

4.175. The following definitions apply to the award of MBBS:

- i. **Stage:** A discrete period of the programme of study. There are four Stages in the programme that leads to MBBS: Stage 1 is Year 1; Stage 2 is Year 2; Stage 3 is Years 3 and 4; and Stage 4 is Year 5 of the programme. Each full year of study has a progression point at the end of the year;
- ii. **Part:** A constituent part of the examinations and assessment leading to MBBS. There are five Parts to the MBBS;
- iii. **Section:** A component of the Part: either Section A, B, C, D or E. Each Section broadly assesses the following:
 - a. Section A: Continuous and in-course assessment, and any other requirements for in-course performance, as specified in the mark schemes;
 - b. Section B: Core knowledge and its application;
 - c. Section C: Data interpretation (including image recognition) and related core knowledge;
 - d. Section D: Clinical, communication and practical skills;
 - e. Section E: The annual hurdle for the successful completion of non-core, Student-Selected Components of the programme;
- iv. **Core studies:** Elements of the MBBS programme studied by all students, which are organised as studies of biomedical systems and of people and populations;
- v. **System:** Subjects and study of clinical medicine and its related disciplines. The five systems are: cardiorespiratory; metabolism; locomotor; human development; and brain and behaviour. Some elements of the programme may combine systems with other subjects or disciplines for integrated study;
- vi. **People and populations:** Subjects or disciplines that relate to individuals and communities. People and population studies may be included within systems modules and/or delivered separately;
- vii. **Student-Selected Components (SSCs):** Short periods of study that are selected by students and provide for in-depth study. SSCs may occupy no more than 30 per cent overall of the five-year curriculum, and SSCs may contribute to each year and Stage. Normally, one specified SSC may comprise up to six weeks of selected study related to the programme, which may be undertaken elsewhere in the UK or abroad;
- viii. **Scheme for selected study:** The guidelines for, and organisation of, SSCs across the whole programme of study;
- ix. **Continuous assessment:** In-course assessment and assessed course work, which may be scored or graded. In addition, continuous assessment shall require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance;

Maximum duration of study

4.176. The maximum permitted duration of study for the MBBS shall be seven years (the normal duration, plus two years).

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Programme requirements for award

4.177. A student must take and complete all four Stages of the programme, and must pass all five Parts of the MBBS degree to be eligible for the award of MBBS.

Programme duration

4.178. The programme shall extend over a minimum period of 56 months.

Exemptions

4.179. A student who has pursued, in this or another university or institution in the United Kingdom, a programme of study that covers the material contained in the first two academic years (that is, Stages 1 and 2) of the MBBS and has passed the examinations for this, may be admitted directly to the third year at the start of Stage 3.

4.180. A dentist with Diploma Membership of the Joint Dental Faculties of the Royal College of Surgeons of England (MJDF), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of England (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Edinburgh and Glasgow (MFDS), or Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Ireland (MFD), may be admitted directly to the third year at the start of Stage 3. Such a student may be required to undertake additional elements of study and assessment, if their prior educational experience deems this necessary.

4.181. A graduate at a standard acceptable to QMUL and from an appropriate programme at an overseas university with which QMUL has established a memorandum of understanding may be admitted directly to the third year at the start of Stage 3.

Attendance and professional attitude and conduct

4.182. Students are expected to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Students are also required to demonstrate the highest standards of professional attitude and conduct throughout the programme.

4.183. Professional behaviour encompasses honesty, integrity, avoidance of plagiarism, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene. The professional conduct of students is expected to be in accordance with the General Medical Council guidance: *Medical Students: professional behaviour and fitness to practice*.

4.184. Professional attitude and conduct will be monitored throughout the programme by using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour or compliance with the programme requirements is deemed to be unsatisfactory may be required to attend a specific remedial programme or be recommended to undertake counselling or health care, or be required to repeat a year of the programme to demonstrate improved performance.

~~4.185.~~ A student whose attendance, professional attitude and conduct and/or quality of work is formally assessed as unsatisfactory, may have their registration and enrolment terminated. A student who fails to comply with any policy put in place by the School that applies to them may have their registration and enrolment terminated.

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Structure of examinations

4.186. Examinations for the award of MBBS shall be in five Parts. Each Part shall examine core studies and also require passes in all SSCs covered by the Part.

~~4.187.~~ Each Part shall normally be in five Sections. Section A, Section B, Section C and Section D assess core studies. Each of Sections A, B, C and D comprises one or more compulsory assessments. Section E is the annual progression hurdle for SSCs.

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Compensation

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4.188. No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.

4.189. For Section A, which comprises continuous and in-course assessment, the mark scheme shall specify the requirements for a pass, which may be determined by aggregate marks from all assessments, or by separate passes in each and all elements of assessment, or by a combination of aggregate and separate passes. The mark scheme shall further specify which elements of the course or assessments require compliance with requirements rather than a passing score (for example: portfolio work and appraisal; attitude and conduct measures), and shall specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

Requirements to pass a Section, Part and Stage

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4.190. The pass mark for the MBBS is 50 per cent, following standard-setting and marks' adjustment.

4.191. The requirements to pass a Part shall be set out in the Mark Scheme for that Part, which shall specify:

- i. the requirements for satisfactory performance in Section A;
- ii. the consequences of failure to meet the requirements for Section A, which may include:
 - a. barring from the first sitting (and failure) in Sections B, C and D and loss of the first attempt;
 - b. a requirement for successful completion of remedial work to complete Section A before taking Sections B, C and D, which may include repeating the year of study;
 - c. a recommendation for deregistration from the programme;
- iii. the nature and number of papers or examinations for Sections B and C;
- iv. any requirements for a pass in Section D in addition to an overall passing score and, if Section D is subdivided into sub-sections, the nature and number of sections and weighting of sections;
- v. the requirements for resit examinations in the event of failure in Sections B, C and D;
- vi. the requirements for the SSC programme. Normally these shall include the successful completion of all SSCs covered in the Part. For successful completion of Section E, SSCs must either be passed outright, or remedial work (or additional assessment) completed by the date of the resit Subject Examination Board.

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4.192. Where a student has been unable to complete the requirements for any Section A due to acceptable extenuating circumstances, the Subject Examination Board shall have the discretion to waive the minimum requirement subject to:

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- i. The student having completed sufficient in-course assessments to satisfy the examiners that they have achieved an adequate command of the material;
- ii. the quality of the completed in-course assessments being of a satisfactory standard;
and,
- iii. the student passing any specified coursework or written element.

Number of attempts

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4.193. On successful completion of Section A, a student shall normally be allowed two attempts at examinations in Sections B, C and D: one first attempt or first sit, and one resit attempt.

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Resits

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4.194. Failure of any element at resit examinations shall normally lead to deregistration from the programme. Resit marks shall normally be capped at the pass mark.

4.195. The Subject Examination Board may recommend remedial work following any failure at the first sitting. This work must be satisfactorily completed before a student may take any resit. This may mean that a student will have a resit deferred until remediation is completed.

Extenuating circumstances

4.196. The SMD operates the fit to sit policy. Students wishing to claim extenuating circumstances must not sit the examination, and must submit an extenuating circumstances form as described in the *MBBS Extenuating Circumstances Policy*. Where a student submits evidence of extenuating circumstances prior to the examination and these are accepted, the Subject Examination Board may allow the student to preserve their sit status for the next sitting of the examinations in Sections B, C or D. Where a student attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not capped. Where a student attempts an element of assessment as a resit, the mark achieved is capped.

4.197. Extenuating circumstances should normally be considered prior to the Subject Examination Board and late submission will only be considered under exceptional circumstances and at the discretion of the Examination Board Chair and the Dean for Education.

Retakes

4.198. In exceptional circumstances the Subject Examination Board may give further consideration to any student who is to be deregistered, or at risk of deregistration, from the programme, as follows:

- i. where a student, otherwise in good standing, has failed to pass any or all Sections of a Part within the permitted number of attempts and has a well-documented record of severe difficulties during the year, the Board may permit the student to retake the year without penalty with resit provisions operating as if the student is taking the year for the first time. Marks achieved during the retake year shall not be capped;

ii. in a very limited number of cases, where a student has failed to pass any or all Sections of a Part at the second attempt and does not meet the requirements of (i), above, but is deemed to have sufficient potential to succeed, the Board may permit the student to re-take the year for a third and final attempt with strict conditions imposed by the Subject Examination Board (such conditions shall be to retake all elements [including those passed] in full attendance and take and pass all assessments in Sections A, B, C, D and E as required by the mark scheme). Such students shall be closely monitored and unsatisfactory performance may lead to deregistration at any point in the year. On passing the Part, such students shall not have their marks capped to the pass mark.

4.199. Normally, a student shall be permitted to restart and/or retake a year only once during the programme of study.

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Assessment of Student-Selected Components

4.200. Individual SSCs may be assessed either by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. A student who fails to complete the assessment for each SSC by the end of the timetabled period of that SSC shall normally be failed in that SSC.

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4.201. Performance in an SSC shall be graded on the scale of A to E, where A to C are passing grades, grade D is a marginal fail, and grade E is a clear fail.

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4.202. At the discretion of the Subject Examination Board, a student who fails an SSC may resubmit coursework or repeat the assessment at a subsequent offering, with attendance if required, or may elect to take a different SSC as an alternative - this notwithstanding the requirements to pass Section E (the annual SSC hurdle) given in the *Requirements to pass a Section, Part and Stage* (above).

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4.203. Resit examinations shall not normally be held for SSC assessments.

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4.204. Where a student submits extenuating circumstances that are accepted, the Subject Examination Board has the discretion to waive the SSC requirements for the purposes of progression only, subject to the student having not more than one SSC outstanding at any point in the programme.

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4.205. The examiners may require a student to make use of the six-week SSC, normally undertaken elsewhere in the UK or abroad, to remedy any deficit in other SSCs, or to remedy any deficit in core studies for Part 5.

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Progression

4.206. To progress from Stage 1 to Stage 2, a student must pass Sections A, B, C, D and E of Part 1.

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4.207. To progress from Stage 2 to Stage 3, a student must pass Sections A, B, C, D and E of Part 2.

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4.208. To progress from Stage 3 to Stage 4, a student must pass Sections A, B, C, D and E of Parts 3 and 4. A student must also pass Sections A, B, C, D and E of Part 3 to progress from Year 3 to Year 4 within Stage 3.

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Eligibility for award

4.209. To be eligible for the award of MBBS, a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the Year, Stage and Part requirements for the award;
- iv. meet the progression requirements at the end of each Stage, and be in Stage 4 (the final year).

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Classification of award

4.210. The Subject Examination Board may award passes 'with Distinction', or 'with Merit' at each Part.

4.211. Distinctions shall be cited on the degree certificate, as they may form a part of the University of London award. Merits shall not be cited on the degree certificate, as they do not form a part of the University of London award.

4.212. A student with a failure in any assessment used to calculate the award of Distinction shall not be eligible for that Distinction.

4.213. The criterion for Distinction shall be sustained excellence over a defined period of time. The standards required for the award of Distinctions shall be determined by the Subject Examination Board. The Board shall only use marks obtained at first sittings, and shall apply either a criterion-referencing or ranking system to target the top ten per cent of the cohort for the award.

4.214. The following Distinctions may be awarded to a student:

- i. Distinction in Part 1 MBBS;
- ii. Distinction in Part 2 MBBS;
- iii. Distinction in Part 3 MBBS;
- iv. Distinction in Part 4 MBBS;
- v. Distinction in Part 5 MBBS.

4.215. A Merit may be awarded to a student for any Part (1 to 5) of the MBBS programme. Merits shall be awarded by the Degree Examination Board for the relevant Part of the MBBS degree. The Board shall only use marks obtained at first sittings, and shall apply either a criterion-referencing or ranking system to target the top 15 per cent of the cohort for the award.

Failure to meet award requirements

4.216. A student who does not meet the requirements for MBBS, but meets the requirements for the lower level award of BSc (Hons), DipHE, or CertHE shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the MBBS programme, the field of study shall be 'Medical Sciences'.

4.217. MBBS exit awards shall be classified according to the following scale, using a College Mark calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

College Mark	CertHE/DipHE classification	BSc (Hons) classification
70.0+	Pass	First Class
60.0-69.9	Pass	Second Class (Upper Division)
50.0-59.9	Pass	Second Class (Lower Division)
0.0-49.9	Fail (no award)	Fail (no award)

Progression and award regulations: FdA and FdSc

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Progression

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4.218. To progress from one developmental year to the next, a student must:

- i. meet all programme and pathway requirements;
- ii. fail (after resit) no more than 30 credits in any one developmental year;
- iii. achieve an average mark of 40.0 or higher, calculated across all credits taken to date);
- iv. take and pass modules as follows:
 - a. Years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.

4.219. A student who fails to progress shall be permitted to resit failed modules as approved by the SEB, up to the permitted number of attempts.

Eligibility for award

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4.220. To be eligible for the award of FdA or FdSc a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

4.221. To be eligible for the award of FdA or FdSc, a student must:

- i. take modules to a total value of 240 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4 and 5;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 210 credits (excluding modules at level 3)
- vi. pass modules to a minimum value of 90 credits at level 5 or higher.

4.222. Provision for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit shall be reduced accordingly.

Classification of award

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4.223. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

4.224. The College Mark provides a weighted average across all the modules taken by a student. In all cases the College Mark shall be calculated as though the required value of academic credit was taken.

4.225. The College Mark shall be calculated by the following weighting:

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Award	Weighting of each developmental year (percentage weightings)	
	Year 1	Year 2
FdA, FdSc	1 (25%)	3 (75%)

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4.226. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.227. The foundation degree shall be classified according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

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Failure to meet requirements for award

4.228. A student who does not meet the requirements for FdA or FdSc, but meets the requirements for the lower level award of Certificate of Higher Education shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression to honours degree programmes

4.229. A student who achieves merit or distinction in the FdA or FdSc shall be offered admission to the appropriate developmental year of an associated honours degree programme.

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Award regulations: FdCert

Eligibility for award

4.230. To be eligible for the award of Foundation Certificate (FdCert), a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher[‡].

[‡] Special regulations apply to FdCert awards in the School of Medicine and Dentistry, where the minimum pass mark for award is 50.0. Other special provisions also apply.

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Academic credit requirements

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4.231. To be eligible for the award of Foundation Certificate, a student must:

- i. take modules to a total value of 120 credits in one developmental year;
- ii. take modules to a minimum value of 90 credits at level 3;
- iii. pass modules to a minimum value of 105 credits.

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Classification of award

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4.232. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

4.233. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

4.234. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.235. The classification of the Foundation Certificate shall be made according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

Progression and award regulations: DipHE and CertHE

4.236. The Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE) shall normally be used as interim (or 'exit') awards. These may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.

4.237. Where a Diploma of Higher Education or Certificate of Higher Education is used as an exit award, the College Mark shall be calculated using the marks from the best 120 (CertHE) or 240 (DipHE) credits of modules across the student's period of registration. Alternative provisions apply to MBBS and BDS exit awards; refer to the relevant regulations for details.

4.238. Students may request to exit from QMUL with a Diploma of Higher Education or Certificate of Higher Education where they do not intend to continue with the degree programme. In such cases, some modules may be discounted for the purpose of meeting the award requirements.

4.239. Where an approved programme leads to the award of Diploma of Higher Education or Certificate in Higher Education as its highest award, the requirements set out below shall apply.

Progression: Diploma of Higher Education

4.240. To progress from one developmental year to the next, a student must:

- i. meet all programme and pathway requirements;
- ii. fail (after resit) no more than 30 credits in any one developmental year;
- iii. achieve an average mark of 40.0 or higher, calculated across all credits taken to date);
- iv. take and pass modules as follows:
 - a. Years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.

4.241. A student who fails to progress may resit failed modules up to the permitted number of attempts, as approved by the SEB.

4.242. A student who passes the required value of academic credit, but does not meet the programme or pathway requirements for progression due to failure in a core module, may, subject to the approval of the Subject Examination Board:

- i. transfer to another pathway or programme for which they meet the requirements;
- ii. resit the required modules at the next available opportunity, where attempts remain;

4.243. A student who meets the progression requirement but fails modules up to the value of 30 academic credits shall be permitted to resit those failed modules in order to improve the mark achieved, as approved by the SEB. The maximum module mark achievable shall be the minimum pass mark.

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<#>Exceptionally, at the discretion of the Subject Examination Board, a student who has passed modules to the value of 75 credits taken in developmental year one may be permitted to progress and resit the failed modules while studying for developmental year two.¶
¶

Eligibility for award: Diploma of Higher Education

4.244. To be eligible for the award of Diploma of Higher Education, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

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Academic credit requirements: Diploma of Higher Education

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4.245. To be eligible for the award of Diploma of Higher Education, a student must:

- i. take modules to a total value of 240 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4 and 5;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 210 credits (excluding modules at level 3)
- vi. pass modules to a minimum value of 90 credits at level 5 or higher.

4.246. Provision for advanced standing may apply to Diploma of Higher Education students where individual cases allow for it and the advanced standing has been approved; in such cases, the required value of academic credit shall be reduced accordingly.

Eligibility for award: Certificate of Higher Education

4.247. To be eligible for the award of CertHE, a student must:

- i. Meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements: Certificate of Higher Education

4.248. To be eligible for award of Certificate of Higher Education, a student must:

- i. take modules to a total value of 120 credits in one developmental year;
- ii. take modules to a minimum value of 90 credits at level 4;
- iii. take modules to a maximum value of 30 credits at level 3;
- iv. pass modules to a minimum value of 105 credits (excluding modules at level 3)
- v. pass modules to a minimum value of 90 credits at level 4 or higher.

Classification of awards

4.249. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

4.250. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

4.251. For DipHE and CertHE, the developmental years shall be weighted as follows:

Award	Weighting of each developmental year (percentage weightings)	
	Year 1	Year 2
DipHE	1 (25%)	3 (75%)
CertHE	1 (100%)	N/A

4.252. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.253. Classification of the CertHE and DipHE shall be made according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

Failure to meet requirements for award of DipHE

- 4.254. A student who does not meet the requirements for DipHE and who is entitled to resits may elect to exit with the award of CertHE, where the requirements for that award are met. Any such student shall then be ineligible to resit any failed modules in order to meet the requirements for the DipHE.
- 4.255. A student for the DipHE who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for award of CertHE, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: GradCert and GradDip

Progression

- 4.256. The individual programme regulations for Graduate Diploma (GradDip) and Graduate Certificate (GradCert) programmes may specify progression and review points.

Eligibility for award

- 4.257. To be eligible for the award of Graduate Diploma or Graduate Certificate, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for award: Graduate Certificate

- 4.258. To be eligible for the award of Graduate Certificate, a student must:
- i. take modules to a total value of 60 credits in one developmental year;
 - ii. take modules to the value of 60 credits at level 6;
 - iii. pass modules to the value of 60 credits at level 6;

Academic credit requirements for award: Graduate Diploma

- 4.259. To be eligible for the award of Graduate Diploma, a student must:
- i. take modules to a total value of 120 credits in one developmental year;
 - ii. take modules to a minimum value of 90 credits at level 6;
 - iii. take modules to a maximum value of 30 credits at level 5 or lower;
 - iv. pass modules to a minimum value of 105 credits (excluding modules at level 3)
 - v. pass modules to a minimum value of 90 credits at level 6 or higher.

Classification of award

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- 4.260. A student shall be classified when the award requirements are met. The classification of award shall be based upon the College Mark.
- 4.261. The College Mark provides a weighted average of all modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 4.262. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 4.263. The classification of the Graduate Certificate and Graduate Diploma shall be made according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

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Failure to meet requirements for award of Graduate Diploma

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- 4.264. A student who does not meet the requirements for the award of Graduate Diploma, but meets the requirements for award of Graduate Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.
- 4.265. A student who does not meet the requirements for Graduate Diploma but is entitled to a resit may elect to exit with the award of Graduate Certificate, where the requirements for award have been met. The student shall then be ineligible to resit failed modules in order to meet the requirements for the Graduate Diploma.
- 4.266. Students who do not meet the requirements for Graduate Diploma and have exhausted all attempts, but who meet the requirements for award of Graduate Certificate, shall be conferred the award for which they are qualified.

Award regulations: Ordinary degree

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- 4.267. The Ordinary degree exists only as an exit award.

Eligibility for award

- 4.268. To be eligible for the award of Ordinary Degree, a student must:
- meet the requirements for the duration of registration;
 - take the required total credit value for the award (see below);
 - meet the minimum credit value at the level of the award (see below)
 - not exceed the maximum credit value at the lowest level for the award (see below);
 - meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - achieve a minimum College Mark of 40.0 or higher.

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Academic credit requirements for award

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4.269. To be eligible for the award of Ordinary Degree, a student must:

- i. take modules to a total value of at least 360 credits;
- ii. pass modules to a value of at least 270 credits;
- iii. take modules to the value of 60 credits at level 6;
- iv. pass modules to the value of 60 credits at level 6;

Classification of award

4.270. A student shall be classified when the award requirements are met. The classification of award shall be based upon the College Mark.

4.271. The College Mark for the Ordinary Degree shall be the mean mark of the best 360 credits taken by a student, including at least 60 passed credits at level 6.

4.272. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.273. The classification of the Ordinary Degree shall be made according to the following scale:

College Mark	Classification
40.0 – 100.0	Pass

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Academic Regulations 2016-17 5: Regulations for Postgraduate Programmes

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Scope

5.1. These regulations apply to all taught postgraduate programmes of study of QMUL, and to the students registered upon them. These regulations do not apply to postgraduate research programmes or students.

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5.2. The processes of enrolment and registration confirm a student's acceptance of QMUL's charter, ordinances, regulations, rules and other policies and codes of practice. This forms the basis of the contract between QMUL and the student.

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5.3. The awards covered by these regulations are as follows:

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- Postgraduate Certificate (PGCert)
- Postgraduate Diploma (PGDip)
- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Clinical Dentistry (MClinDent)
- Master of Laws (LLM)
- Master of Public Administration (MPA)
- Master of Research (MRes)
- Master of Science (MSc)

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Applicability

5.4. These regulations shall apply to those students registering for the first year of a programme from 1 August 2016, with the exceptions of the following:

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- Students entering with advanced standing, and students who have changed duration or interrupted; the regulations for the cohort joined shall apply.
- Where programmes have existing approved special regulations.

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General requirements

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5.5. Students shall enrol with QMUL, and register for programmes and modules in accordance with the requirements set out in Section 2 of the *Academic Regulations*. Students shall meet all other general requirements as set out in Section 2 of the *Academic Regulations*.

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5.6. Students must undertake an approved programme of study and meet any compulsory and core elements for progression and award.

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5.7. Students who have been awarded qualifications of QMUL or the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.

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Normal duration of a programme of study

5.8. All programmes of study shall have approved normal durations that relate to the modes of study available. Where a normal duration is not specified at approval, it shall be deemed to be the minimum period of time in which the programme can be completed if a full module load is taken according to the mode of study.

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Minimum and maximum registration periods

5.9. A student must be registered for a minimum of one third of the normal duration of the programme of study in order to be eligible for the award.

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5.10. A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. First takes, and periods of interruption or intercalation shall not count towards the maximum permitted duration of study. Retakes, and periods spent resitting or first sitting out of attendance shall count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

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5.11. Programmes with a flexible study mode shall specify the minimum and maximum durations of study as part of the programme regulations.

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Academic credit

5.12. A module worth 15 points of academic credit represents the following:

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- i. for an MA, MSc, MRes, MPA, MBA or LLM, one twelfth of the master's degree and one eighth of the taught component; normally, the dissertation or research project comprises 60 credits;
- ii. one twenty-fourth of the MSc Euromasters;
- iii. one thirty-sixth of the MCLinDent;
- iv. one eighth of the Postgraduate Diploma;
- v. one quarter of the Postgraduate Certificate.

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Taught component

5.13. The term 'taught component' refers to those elements of postgraduate programmes that comprise approved modules that are not research projects or dissertations. The taught component shall normally comprise modules to the value of 120 credits. ~~The MRes is a specialised or advanced study master's degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research; the proportion of modules forming the taught component may vary for this award.~~

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Research projects and dissertations

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5.14. The terms 'research project' and 'dissertation' refer to the approved modules of postgraduate programmes that comprise independent study and the production of projects or dissertations. The project or dissertation module shall normally have a value of 60 credits. ~~The MRes is a specialised or advanced study master's degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research; the proportion of modules forming the research project/dissertation component may vary for this award.~~

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Marks and grades for student performance in individual modules

5.15. Module marks shall be held to one decimal place.

5.16. Module marks shall be awarded for student performance as follows:

Module mark	Module grade
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass
0.0 – 49.9	Fail

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5.17. The pass mark for modules for postgraduate programmes shall be 50.0, irrespective of the academic level of the module.

5.18. Modules may comprise a number of elements of assessment and requirements that must be completed in order to pass. The pass mark for any element of assessment for a postgraduate module shall be 50.0. The module regulations shall specify those elements of assessment that must be passed, those that must be taken and those that are not compulsory.

5.19. To pass a module, a student must undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a mark of 50.0 or more. Where the module comprises more than one element of assessment, these elements of assessment shall normally be aggregated to one overall mark for the module. The elements of assessment may be weighted, as specified in the module regulations.

5.20. A student may not resit, first sit, retake or (normally) first take a module that has been passed.

Number of attempts

5.21. A maximum of two attempts shall be permitted to pass a module: a first attempt (or first sit, or first take), and one resit attempt (or retake).

5.22. Failure must be agreed by the Subject Examination Board before any resit occurs.

Failure of a module

5.23. A student who does not achieve the requirements to pass a module shall fail that module. In most cases, this shall be because the module mark is lower than the pass mark of 50.0.

5.24. In some cases it may be possible to achieve module marks higher than the pass mark of 50.0, but fail the module where not all of the requirements set out in the approved module regulations are met. In these instances, the module mark shall be recorded as a qualified fail (recorded as FQ).

5.25. Where a student fails to complete an element of assessment required for a module (whatever its form), the mark for that element shall be zero (held as 0NS). This mark shall be used and aggregated according to the prescribed method to determine the module mark.

5.26. In all cases where the requirements for award are met, the award shall be made. There shall be no further opportunity for a student to resit failed modules in an attempt to achieve a higher mark.

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Condoned failure

5.27. Examination boards may normally condone failure in the taught component of modules up to the value of 30 credits (or 15, for PGCert) where:

- i. the student has achieved a module mark of 40.0 or more; *and*,
- ii. the average achieved across all modules is 50.0 or greater.

5.28. This outcome shall be known as 'fail condoned, academic credit awarded'.

5.29. The rules on condoned failure described above shall not apply where the regulations for the award or special regulations do not permit condoned failure, or specify an alternative requirement. This includes the universal rule that core modules (those that must be taken and passed) cannot be condoned. This has implications for progression and award, as students who fail core modules shall not meet the requirements of the programme.

5.30. Condoned failure shall not be permitted for core modules, research projects, or dissertations.

Resits

5.31. Resits do not involve attendance at classes, and shall not count towards the total value of academic credit for which students are registered during the academic year of the resit.

5.32. Where a resit results in a pass, the module mark shall be capped at the minimum pass mark regardless of the standard achieved by the student. The LLM is an exception; LLM resits shall not be capped, and the mark achieved shall stand.

5.33. In the event of failure in all attempts, the highest module mark ('best fail') shall stand. The LLM is an exception; for the LLM, the most recent mark shall always stand.

5.34. In the event of failure, the Subject Examination Board may determine alternative forms of assessment for resits.

5.35. A student due to resit must do so at the next available opportunity. Interruption or deferral of resits shall not be permitted.

5.36. All students shall be automatically registered to take any available resits or first sits at the next normally available assessment opportunity. A student may opt out of one or more of these opportunities by the published deadline and in accordance with the published procedure. In opting out of an opportunity a student shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.

5.37. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.

5.38. A student shall not be permitted to resit elements of assessment that have been passed. Where a module has been passed but some elements of assessment were failed, the student shall not be permitted to resit any element of assessment.

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First sits

5.39. Where a student submits evidence of extenuating circumstances that impacted negatively upon their performance and these are accepted, the Subject Examination Board may grant a first sit in the affected assessment. Where a student attempts an element of assessment as a first sit, the mark achieved stands (i.e. first sit marks are not capped).

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5.40. A resit attempt may be a first sit resit. In any such cases, resit provisions shall apply, including capped marks where the regulations require this.

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5.41. A first sit replaces one of the two attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances.

Retakes

5.42. Subject Examination Boards may require a student to retake a module. Retakes shall only normally be recommended where a module cannot be reattempted by a resit (i.e. where attendance to use, for example, laboratory facilities is required). Retakes involve attendance at classes and completion of all elements of assessment, whether previously failed or not. Where a student retakes a module, this shall count towards the value of academic credit for which the student is registered during the year of the retake.

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5.43. Approval for a retake shall be given by the relevant Degree Examination Board, on the recommendation of a Subject Examination Board.

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5.44. Retakes attract pro rata tuition fees.

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5.45. The mark for a module that has been retaken following failure shall be capped at the pass mark; the LLM is an exception in that its retake marks shall not be capped. Each retake shall count as one of the two attempts permitted for the module.

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5.46. Where a student fails to retake at the next available opportunity, the missed retake shall count as one of the permitted attempts, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated when the student does not register to retake at the first available opportunity.

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5.47. Where a retake is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module.

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5.48. A retake shall count as one of the permitted attempts at a module.

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5.49. Where a student fails to take a retake at the next available opportunity the missed retake shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.

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5.50. Transcripts shall list all takes of modules, including both first attempts and retakes.

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First takes

5.51. Where a student submits a valid and accepted claim for extenuating circumstances that impacted upon their performance and attendance and there is good reason why the student did not interrupt their studies at the time, Subject Examination Boards may recommend a 'first take'. A first take involves attendance at classes and the completion of all elements of assessment, whether previously failed or not. Where a student is granted a first take of a module, this shall count towards the number of modules for which the student is registered in the academic year of the first take.

5.52. Approval for a retake shall be given by the relevant Degree Examination Board or the Academic Registrar & Secretary to Council (or nominee), on the recommendation of a Subject Examination Board.

5.53. First takes attract pro rata tuition fees.

5.54. A first take shall replace one of the two attempts permitted for a module, replacing the attempt discounted due to extenuating circumstances. Marks for first takes shall not be capped.

5.55. Where a first take is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module (in which case a core of compulsory module(s) may take precedence over the first take module(s)).

5.56. Resit provision for first takes shall operate as though the modules were taken for the first time during the first take.

5.57. Where a student fails to take a first take at the next available opportunity the missed first take shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.

5.58. Transcripts shall list all takes of modules, including both first attempts and first takes.

Discretion in classification

5.59. A Subject Examination Board may recommend to a Degree Examination Board that a small degree of discretion be used in the classification of a student, within the permitted scope of QMUL's borderline classification policy. There is no discretion at the Pass/Fail borderline.

Aegrotat award

5.60. A Subject Examination Board may recommend an aegrotat award to a student who has taken the full complement of modules required for award, but was absent from the final examinations for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the examinations but whose performance was adversely affected by serious illness or other cause judged to be sufficient by the Subject Examination Board, or where a student has died. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the programme of study.

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<#>Subject Examination Boards may require a student to retake a module. Retakes shall only normally be recommended where a module cannot be reattempted by a resit (i.e. where attendance to use, for example, laboratory facilities is required). Retakes involve attendance at classes and completion of all elements of assessment, whether previously failed or not. Where a student retakes a module, this shall count towards the value of academic credit for which the student is registered during the year of the retake.¶

¶
<#>The mark for a module that has been retaken following failure shall be capped at the pass mark; the LLM is an exception in that its retake marks shall not be capped. Each retake shall count as one of the two attempts permitted for the module.¶

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5.61. A student who meets the requirements for the award for which they are registered shall not be considered for an aegrotat award. The Subject Examination Board shall classify the award in the normal manner, but may use its discretion to take account of the circumstances of the student when doing so (*Academic Regulations 2013-14*, Section 3: Extenuating Circumstances).

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5.62. Where a student has not taken the full complement of modules, the Subject Examination Board may consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for the award. Where the Subject Examination Board agrees that the student would have achieved the required standard, a recommendation for an aegrotat award shall be made.

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5.63. Aegrotat awards are unclassified degrees.

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5.64. Where a student is offered an aegrotat award the student may either accept the offer, upon which the award shall be conferred, or decline the offer and take the missed or failed assessments as first sits where applicable. A student who chooses to take the missed or failed assessments shall cease to be eligible for the aegrotat award. A student who chooses to accept the aegrotat award shall cease to be eligible to take the missed or failed assessments.

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Revocation of award

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5.65. QMUL may revoke an award made under these regulations, in accordance with the relevant procedures of QMUL or the University. Such cases shall be considered on a case-by-case basis by Senate or its delegated authority.

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Progression and award regulations: MA, MSc, MRes, MBA, MPA

Progression

5.66. In all cases where a formal progression point is a part of the programme regulations, a student who fails to progress may resit or retake failed modules, up to the permitted number of attempts;

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Progression from the taught element to the dissertation/project

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5.67. Individual programme regulations may specify that the taught component must be taken and passed before a student progresses to the dissertation or project (programmes using the hurdle are listed in the *Special Regulations*). Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:

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- i. take modules to the value of 120 credits; and,
- ii. pass modules to the value of at least 90 credits; and,
- iii. achieve an average mark of at least 50.0 across all taught modules; and,
- iv. achieve module marks of at least 40.0 in all modules.

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5.68. Individual programme regulations may specify that, where the taught component must be taken and passed before a student progresses to the dissertation or project, the following variant scheme shall apply (programmes using the hurdle are listed in the *Special Regulations*). This variant scheme shall normally only be used for programmes with larger than usual dissertation/project modules. Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:

- i. take modules to the value of 60 credits; and,
- ii. pass modules to the value of at least 45 credits; and,
- iii. achieve an average mark of at least 50.0 across all taught modules; and,
- iv. achieve module marks of at least 40.0 in all modules.

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Progression to the second developmental year for part-time students

5.69. Individual programme regulations may specify that a progression hurdle must be passed before a part-time student can progress to the second developmental year (programmes using the hurdle are listed in the *Special Regulations*). Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:

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- i. take modules to the value of 60 credits; and,
- ii. pass modules to the value of at least 30 credits; and,
- iii. achieve module marks of at least 40.0 in all modules.

Failure to meet progression requirements

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5.70. Where a student meets the requirements for progression based on the value of academic credit taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core module, the student may, subject to the approval of the Subject Examination Board:

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- i. transfer to another pathway or programme for which they meet the requirements; or,
- ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.

5.71. Students who meet progression requirements but fail modules up to the value of 30 credits shall be permitted to resit or retake those failed modules at the next available opportunity to improve the mark achieved, where attempts remain, provided that the requirements for award are not met.

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Eligibility for award

5.72. To be eligible for the award of MA, MSc, MRes, MBA or MPA a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements, where these exist;
- iv. meet the total credit value for the award (see below);
- v. meet the minimum credit requirements at the level of the award (see below);
- vi. not exceed the maximum credit value at the lowest level for the award (see below);
- vii. achieve a minimum College Mark of 50.0.

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Academic credit requirements for awards

- 5.73. To be eligible for the award of MA, MSc, MRes, MBA or MPA, a student must:
- i. take modules to the value of 180 credits - normally comprising a dissertation or project of 60 credits and a taught component of 120 credits (except MRes) - during one developmental year;
 - ii. take modules to a minimum value of 150 credits - including the dissertation or project - at Level 7;
 - iii. take modules to a maximum value of 15 credits at Level 5;
 - iv. pass modules to the value of 180 credits, including the dissertation or project.

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5.74. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

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5.75. Any modules not at Level 7 must be at Levels 5 or 6.

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Classification of award

5.76. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.

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5.77. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

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5.78. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

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5.79. The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

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Failure to meet requirements for award

5.80. An MSc, MA, MRes, MPA, or MBA student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for that award are met. Any such student shall then be ineligible to resit or retake the failed modules in order to meet the requirements for the MSc, MA, MRes, MPA or MBA.

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¶ **College Mark** ...

5.81. An MSc, MA, MRes, MPA, or MBA student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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Progression and award regulations: LLM

Dissertation component

5.82. The dissertation shall normally be one module of a value of 45 credits. The dissertation shall normally be 15,000 words. It may be possible for a student to take more than one dissertation module.

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Condoned failure

5.83. The Examination Board may condone failure in modules (including the dissertation) to a maximum total value of 45 credits where:

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- i. a student achieves a module mark of 45.0 or greater; and,
- ii. the average mark achieved across all modules is 50.0 or greater.

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Eligibility for award

5.84. To be eligible for the award of LLM, a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements, where these exist;
- iv. meet the total credit value for the award (see below);
- v. meet the minimum credit requirements at the level of the award (see below);
- vi. not exceed the maximum credit value at the lowest level for the award (see below);
- vii. achieve a minimum College Mark of 50.0.

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Academic credit requirements for award

5.85. To be eligible for the award of LLM, a student must:

- i. take modules to the value of 180 credits during one developmental year;
- ii. take modules to a minimum value of 150 credits at Level 7, including the dissertation;
- iii. take modules to a maximum value of 15 credits at Level 5 or 6;
- iv. pass modules to the value of 180 credits, including the dissertation.

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5.86. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

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5.87. Any modules not at Level 7 must be at Levels 5 or 6.

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¶
<#>A student who obtains at least 135 credits in respect of the modules listed against a specialisation in the annex to the LLM programme regulations (which must include credits in respect of a dissertation on a related topic) may request the award of the LLM in that specialisation.¶

Classification of award

5.88. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

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5.89. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

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5.90. Where a student resits or retakes one or more modules, the College Mark shall be calculated using the actual mark achieved in the resit or retake assessments.

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5.91. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

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5.92. The classification of the degree shall be made according to the following scale:

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College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

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Failure to meet requirements for award

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5.93. An LLM student who fails to meet the requirements for the award of LLM but is entitled to resits may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for that award are met. Any such student shall then become ineligible to resit any failed modules to meet the requirements for the LLM.

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5.94. An LLM student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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Progression and award regulations: MCLinDent

Advanced standing

5.95. A student who obtains an MSc degree in the same specialist area of dentistry that contains taught and dissertation components equivalent to those for the MCLinDent may be admitted with advanced standing into the second year of the programme.

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5.96. In other cases considered appropriate by the Dean for Dentistry, advanced standing may be granted for up to 25 per cent of the taught element of the programme.

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Period of study

5.97. The normal period for full-time study shall be two calendar years, or the equivalent period of part-time study.

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Progression

Progression to the second developmental year for full-time students

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5.98. To progress from developmental year one to developmental year two, a student must meet any programme and pathway requirements, and:

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- i. take modules to the value of at least 90 credits; and,
- ii. pass modules to the value of at least 90 credits; and,
- iii. have resit or first sits attempts remaining in any failed modules.

Failure to meet progression requirements

5.99. A student who fail to progress may resit or retake failed modules, up to the permitted number of attempts.

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5.100. Where a student meets the requirements for progression based on the value of academic credits taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core module, the student may, subject to the approval of the Subject Examination Board:

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- i. transfer to another pathway or programme for which they meet the requirements; or,
 - ii. resit the required modules at the next available opportunity, where attempts remain.
- Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.

Eligibility for award

5.101. To be eligible for the award of MClintDent, a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the total credit value for the award (see below) by passing all modules;
- iv. meet the minimum credit requirements at the level of the award (see below);
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements (see below);
- vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

5.102. To be eligible for the award of MClintDent, a student must:

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- i. take modules to the value of 360 credits;
- ii. take modules to a minimum value of 330 credits at Level 7;
- iii. where modules are not at Level 7, take a maximum of 30 credits at Levels 5 or 6;
- iv. pass modules to the value of 360 credits.

5.103. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

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Condoned failure

5.104. Condoned failure shall not be permitted for the MClintDent; a student must pass all modules in order to be eligible for award.

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Classification of award

5.105. A student shall be classified when the requirements for award are met. The classification of award shall be based on the College Mark.

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5.106. The College Mark provides a weighted average across the modules taken by a student, up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

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5.107. The College Mark for the MCLinDent shall not be calculated using year weightings, but rather shall be a flat average of all module marks (weighted by credit value).

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5.108. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

5.109. The classification of the degree shall be made according to the following scale:

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College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

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Failure to meet requirements for award

5.110. An MCLinDent student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma, or Postgraduate Certificate, where the requirements for the award are met. Any such student shall then be ineligible to resit or retake any failed modules in order to meet the requirements for the MCLinDent.

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5.111. An MCLinDent student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of MSc, Postgraduate Diploma, or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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Advanced standing¶
 ¶
 <#>A student who obtains an MSc degree in the same specialist area of dentistry from the University of London or elsewhere, which contains taught and dissertation components equivalent to those for the MCLinDent, may be admitted with advanced standing equivalent to the first year and Part 3. All such students must complete Part 2 of the programme. ¶
 ¶
 <#>In other cases considered appropriate by the Dean for Dentistry, advanced standing may be granted for up to 25 per cent of the taught element of the programme (normally Part 1 and Part 2).¶
 ¶
Period of study¶
 ¶

Progression and award regulations: MSc designated Euromasters

Period of study

5.112. The normal period for full-time study shall be a minimum of two academic years, or the equivalent period of part-time study.

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Condoned failure

5.113. The examination board may condone failure in the taught component modules up to the value of 30 credits, where:

- i. a module mark of 40.0 or more is achieved; and,
- ii. the average achieved across all modules is 50.0 or greater.

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5.114. This outcome shall be known as 'fail condoned, academic credit awarded'.

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5.115. Failure in core modules or the dissertation or project shall not be condoned.

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Progression

5.116. To progress from developmental year one to developmental year two, a student must meet any programme or pathway requirements, take modules to the value of 120 academic credits, pass modules to the value of 90 credits, have no module marks below 30.0 and have an overall average mark of at least 50.0.

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Failure to meet progression requirements

5.117. A student who fails to progress may resit or retake failed modules, up to the permitted number of attempts.

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5.118. A student who meets the requirement for progression based on the value of academic credits taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:

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- i. transfer to another pathway or programme for which they meet the requirements;
- ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.

5.119. A student who meets the progression requirement but fails modules up to the value of 30 credits may resit or retake those failed modules during the at the next available opportunity, where attempts remain, to improve the mark achieved, provided that the requirements for award have not been met. The maximum module mark achievable shall be the minimum pass mark.

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Eligibility for award

5.120. To be eligible for the award of Masters Degree designated Euromasters, a student must:

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- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements, where these exist;
- iv. meet the total credit value for the award (see below);
- v. meet the minimum credit requirements at the level of the award (see below);
- vi. not exceed the maximum credit value at the lowest level for the award (see below);
- vii. achieve a minimum College Mark of 50.0.

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Academic credit requirements for award

5.121. To be eligible for the award of Masters Degree designated Euromasters, a student must:

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- i. take modules to the value of 240 credits, normally comprising a research project or dissertation of 90 credits and taught component of 150 credits, during two developmental years;
- ii. take modules to a minimum value of 210 credits at Level 7, including the dissertation or project;
- iii. take modules to a maximum value of 15 credits at Level 5;
- iv. pass modules to the value of 240 credits, including the dissertation or project.

5.122. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

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5.123. Any modules not at Level 7 must be at Levels 5 or 6.

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Classification of award

5.124. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.

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5.125. The College Mark provides a weighted average across all the modules taken by students up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

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5.126. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

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5.127. The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

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Failure to meet requirements for award

5.128. A student for a Masters Degrees designated Euromasters who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for those awards are met. The student shall then be ineligible to resit or retake the failed modules to meet the requirements for the Masters Degree designated Euromasters.

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5.129. A student for a Masters Degrees designated Euromasters who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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Progression and award regulations: PGCert and PGDip

5.130. The Postgraduate Diploma and Postgraduate Certificate shall normally be used as interim (or 'exit') awards that may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.

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5.131. A student may request to exit QMUL with a Postgraduate Diploma or Postgraduate Certificate where they do not intend to continue with the degree programme. In such cases, some modules may be discounted for the purpose of meeting award requirements.

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5.132. Where a Postgraduate Diploma or Postgraduate Certificate is offered or conferred as an interim award, only modules to the required value of academic credit shall be considered for meeting the requirements for award and for classification

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5.133. Where approved programmes lead to Postgraduate Diplomas or Postgraduate Certificates as the highest award, the requirements set out below shall apply.

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Taught component and dissertation/project modules

5.134. As an intended award, a Postgraduate Certificate shall normally consist entirely of taught modules, while a Postgraduate Diploma may consist entirely of taught modules, or a combination of taught modules and dissertation/project modules. These restrictions do not apply to exit awards.

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Deleted: <#>For the Postgraduate Diploma, the modules taken may comprise either the taught component of a master's programme or a combination of taught modules and the research project or dissertation¶

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Condoned failure

5.135. Examination boards may condone failure in the taught component of modules up to the value of 30 credits (PGDip) or 15 credits (PGCert) where:

- i. a module mark of 40.0 or higher has been achieved; and,
- ii. the average mark over all taught modules is 50.0 or greater.

5.136. This outcome shall be known as 'fail condoned, academic credit awarded'.

Progression

5.137. Individual programme regulations may specify progression and review points.

Eligibility for awards

5.138. To be eligible for the award of Postgraduate Certificate or Postgraduate Diploma, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements where they exist;
- iv. meet the total credit value for the award;
- v. meet the minimum credit requirements at the level of the award;
- vi. not exceed the maximum credit value at the lowest level for the award;
- vii. achieve a minimum College Mark of 50.0.

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Academic credit requirements for award: Postgraduate Certificate

5.139. To be eligible for the award of Postgraduate Certificate, a student must:

- i. take modules to the value of 60 credits;
- ii. take modules to a minimum value of 45 credits at Level 7;
- iii. take modules to a maximum value of 15 credits at Levels 5 or 6;
- iv. pass modules to the value of 60 credits.

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5.140. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

5.141. Any modules not at Level 7 must be at Levels 5 or 6.

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Academic credit requirements for award: Postgraduate Diploma

5.142. To be eligible for the award of Postgraduate Diploma, a student must:

- i. take modules to the value of 120 credits;
- ii. take modules to a minimum value of 90 credits at Level 7;
- iii. take modules to a maximum value of 15 credits at Level 5;
- iv. pass modules to the value of 120 credits.

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5.143. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

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5.144. Any modules not at Level 7 must be at Levels 5 or 6.

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Classification of awards

5.145. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

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5.146. The College Mark provides a weighted average across all modules taken by a student. The College Mark is always calculated as though all modules were taken.

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5.147. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

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5.148. The classification of Postgraduate Diploma and Postgraduate Certificate shall be made according to the following scale.

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

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Failure to meet requirements for award of Postgraduate Diploma

5.149. A student who does not meet the requirements for the award of Postgraduate Diploma but is entitled to resits or retakes may elect to exit with the award of Postgraduate Certificate, where the requirements for that award are met. The student shall then be ineligible to resit or retake the failed modules in order to meet the requirements for the Postgraduate Diploma.

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5.150. A student who does not meet the requirements for the award of Postgraduate Diploma and has exhausted all attempts, but who meets the requirements for award of Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

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Academic Regulations 2016-17 6: Special Regulations

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Scope

- 6.1 These Special Regulations detail those individual programmes regulations that diverge from the standard *Academic Regulations*.
- 6.2 In all cases, only the elements of the regulations that are different shall be recorded as special regulations; all other regulatory requirements for the programmes shall follow those detailed in the *Academic Regulations*.
- 6.3 Collaborative programmes between QMUL and other institutions shall normally have approved special regulations. These shall generally be rather fuller and more detailed than the differences detailed in this section, and may be found in Section 7 of the *Academic Regulations* – the *Special Regulations for Collaborative Programmes*.

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Faculty of Humanities and Social Sciences

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<#>The programmes in this section shall be ordered by faculty, then alphabetically by school or institute. ¶

School of Business and Management

All taught postgraduate programmes

Progression to dissertation or project

- 6.4 To progress to the dissertation or project module, a student must:
- take modules to the value of 120 credits; *and*,
 - pass modules to the value of at least 90 credits; *and*,
 - achieve an average mark of at least 50.0 across all taught modules; *and*,
 - achieve module marks of at least 40.0 in all modules.

School of Law

BA in Law and Politics

- 6.5 The LLB award and progression regulations shall apply to the BA in Law and Politics.

LLB in English and European Law

LLB in English and Chinese Law

LLB in Global Law

LLB with a Year in Hong Kong

Period of study at an overseas university

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- 6.6 The third year of each of these LLB programmes shall be spent at an overseas university. During this period students shall follow courses of study approved by the host institutions and by the Head of the School of Law at QMUL. Students may not select subjects that correspond to, or substantially overlap with, subjects offered at the Intermediate or Part I examinations.

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6.7 The courses of study overseas shall be governed by the regulations of the host institutions.

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6.8 Students must satisfy the examiners of the host institutions in the examinations that form part of the year overseas in order to proceed with the LLB with a year overseas. Notwithstanding this provision, students may be permitted to provisionally embark upon the programme leading to the Part II examinations pending completion of the examinations of the European host institutions by no later than 30 November of the year in question.

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6.9 A student who satisfactorily completes Part I of the LLB, but who either fails to progress to the year overseas or fails the year overseas, shall be permitted to transfer to the third year of the programme for the award of LLB Laws.

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MA in Law by Research

Condoned failure

6.10 The examination board may condone failure in modules to a maximum value of 45 credits, where:

- i. the student achieves a module mark of 45.0 or higher; and,
- ii. the student achieves an average mark of 50.0 or higher across all modules.

School of Law: Centre for Commercial Law Studies

LLM/PGDip/PGCert Computer & Communications Law (Distance Learning)

Duration of study

6.11 The normal and maximum permitted durations of study for the Computer and Communications Law by Distance Learning programmes shall be as detailed below. All study shall normally be part time.

	Normal duration (years)	Maximum duration (years)
LLM	3	6
PGDip	2	6
PGCert	1	2

Study load

6.12 Students may progress through the degree at their own pace, but it is expected that each student will normally attempt modules or dissertations to the value of at least 30 credits in each year of study.

Condoned failure

6.13 The examination board may condone failure in modules (including dissertations) to a maximum value of 30 credits (LLM/PGDip) or 15 credits (PGCert), where:

- i. a student achieves a module mark of 45.0 or higher; and,
- ii. the student achieves an average mark of 50.0 or higher across all modules at the date of the examination board.

Resits

- 6.14 A student who fails a module or dissertation at the second attempt and whose failure is not condoned may carry that failure and take additional modules or dissertations to achieve the credits required for the award of the LLM or PGDip, provided that the total credit value of all modules or dissertations failed by that student (not including condoned failures) does not exceed 30 credits. A student who fails modules or dissertations in excess of 30 credits shall fail the programme.

MSc in Management of Intellectual Property Law

Condoned failure

- 6.15 The examination board may condone failure in modules to a maximum value of 45 credits, including dissertation modules, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGDip programmes in CCLS (except International Commercial Arbitration/International Mediation)

Condoned failure

- 6.16 The examination board may condone failure in modules (including dissertations) to a maximum value of 45 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGCert programmes in CCLS (except Intellectual Property Law)

Condoned failure

- 6.17 The examination board may condone failure in modules (including dissertations) to a maximum value of 22.5 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGCert in Intellectual Property Law

- 6.18 There are two pathways leading to the award of Postgraduate Certificate in Intellectual Property Law, with separate examination boards:
- i. Pathway A: Students follow a full programme of study and complete all assessments;
 - ii. Pathway B: Students do not follow a programme, and take a special examination.

Pathway A (programme of study and examinations)

Additional entry qualifications

- 6.19 Applicants shall be eligible to sit the Trade Mark, Patent and/or Common Foundation papers relating to the Register of Patent Agents and the Register of Trade Mark Agents, as specified in the current regulations of those bodies. Persons with previous experience deemed an equivalent preparation for the programme may also be admitted.

Assessment

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- 6.20 For the purpose of classification, the Paper A and Paper B marks for modules IPLC021 (Trade Mark Law) and IPLC023 (Patent Law) shall be treated as a single module mark by dividing each paper mark between two and adding both paper A and paper B marks together. The two modules are each valued at 15 academic credits.

Condoned failure

- 6.21 The examination board may condone failure in modules (including dissertations) to a maximum value of 15 credits, where:
- a student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules.

Pathway B (special examination)

Eligibility

- 6.22 Those who hold, or have been recommended for award of, the University of London's MSc Management of Intellectual Property following study at QMUL and who, as part of the MSc, achieved passes in *Law of Trade Marks and Unfair Competition I and II* and *Patent Law I and II* shall be eligible for the special examination.

Condoned failure

- 6.23 The examination board may condone failure in modules (including dissertations) to a maximum value of 30 credits, where:
- a student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules.

Classification

- 6.24 The PGCert in Intellectual Property Law (Pathway B) shall be classified as follows (there is no classification of merit or distinction for Pathway B):

College Mark	Other requirements	Classification
50.0 or higher	N/A	Pass

Faculty of Science and Engineering

School of Biological and Chemical Sciences

PGDip in Chemical Research

Condoned failure

- 6.25 The examination board may condone failure in modules to a maximum value of 15 credits, where:
- a student achieves a module mark of 40.0 or higher; and,
 - the student achieves an average mark across all modules of 50.0 or higher.

MSc in Chemical Research

Timing of resits

6.26 The timetabling of reassessment shall be at the discretion of the SEB, but in no case shall this be more than 12 months after the initial failed attempt.

Condoned failure

6.27 The examination board may condone failure in modules to a maximum value of 15 credits, where:

- i. a student achieves a module mark of 40.0 or higher; and,
- ii. the student achieves an average mark across all modules of 50.0 or higher.

School of Electronic Engineering and Computer Science

MSc programmes with a period in industry

Eligibility for award

6.28 To be eligible for the award of MSc with a period in industry, a student must:

- i. take modules to the value of 210 credits - normally comprising a project of 60 credits, a taught component of 120 credits (except MRes) - during one developmental year, and a 30 credit industrial placement;
- ii. take modules to a minimum value of 180 credits - including the project and the placement - at Level 7;
- iii. take modules to a maximum value of 15 credits at Level 5;
- iv. pass modules to the value of 210 credits, including the dissertation or project and the industrial placement;
- v. a student who fails the industrial placement but meets all other requirements shall be considered for the award of the standard MSc, without the period in industry.

School of Engineering and Materials Science

BEng programmes with Industrial Experience

Progression

6.29 To progress to developmental year two, students on these programmes must meet the standard BEng progression requirements and achieve a year one average mark of 55.0 or higher.

MEng programmes

Progression

6.30 To progress from year three to four, a student must (in addition to meeting the requirements specified in the MEng progression rules) pass the core module DEN318 (for Engineering programmes) or MAT500 (for Materials programmes). Failure to meet this requirement shall result in automatic consideration for the award of BSc (Eng), where the requirements are met, with no right of resit in DEN318/MAT500.

All taught postgraduate programmes

Progression to dissertation or project

- 6.31 To progress to the dissertation or project module, a student must:
- take modules to the value of 120 credits; *and*,
 - pass modules to the value of at least 90 credits; *and*,
 - achieve an average mark of at least 50.0 across all taught modules; *and*,
 - achieve module marks of at least 40.0 in all modules.

Progression for part-time students

- 6.32 To progress to the second developmental year, a part-time student must:
- take modules to the value of 60 credits; *and*,
 - pass modules to the value of at least 30 credits; *and*,
 - achieve module marks of at least 40.0 in all modules.

School of Mathematical Sciences

MSc in Mathematics (not applicable to other PGT programmes in SMS)

Condoned failure

- 6.33 The examination board may condone failure in the taught component of modules up to a maximum value of 30 credits, where:
- A student achieves a module mark of 0.0 or higher; *and*,
 - The student achieves an average mark of 50.0 or higher across all modules.

Academic credit requirements for award

- 6.34 A student may take a maximum of 30 credits of taught modules at Levels 4, 5, or 6. These shall be selected from a list of modules approved by the Head of School.

Resits

- 6.35 Where a student resits modules or elements of assessment, the resit mark shall not be capped; the mark achieved shall stand.

Degree title

- 6.36 Exceptionally, and at the discretion of the examination board, a student may request an alternative degree title that reflects the content of the taught modules and dissertation or project undertaken. The title shall be selected from a list approved by the Programme Director, and the student must make the request in writing to the Programme Director at the time of entry to the examinations.

School of Physics and Astronomy

MSc in Astrophysics

Condoned failure

- 6.37 The examination board may condone failure in the taught component of modules up to a maximum value of 30 credits, where:
- A student achieves a module mark of 0.0 or higher; and,
 - The student achieves an average mark of 50.0 or higher across all modules.

MSci programmes

Pass mark for level 7 modules

- 6.38 The pass mark for level 7 modules on MSci programmes in Physics shall be 50.0 (applicable to all cohorts, rather than only cohorts from 2012/13 and later as elsewhere).

Foundation programmes

Postponement of award to meet QMUL admission or progression requirements (FGHZ and FGHY variants of the SEFP, and the FdCert Humanities and Social Sciences)

- 6.39 A student who has met the conditions for the award after the May examinations may opt to defer the award and then take resits in any failed modules (or first sits if appropriate) during the late summer examination period, provided they submit a written request for deferment of the award to the Academic Director (or nominee) by no later than 24 hours before the scheduled start of the Undergraduate Science ~~and Engineering~~ DEB meeting.
- 6.40 Where a student elects to accept the award of Foundation Certificate in these circumstances, the student shall become ineligible to resit or retake the failed modules in order to meet the specified progression or admission requirements.

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Faculty of Medicine and Dentistry

Barts Cancer Institute

All taught postgraduate programmes

Progression to dissertation or project

- 6.41 To progress to the dissertation or project module, a student must:
- take modules to the value of 120 credits; *and*,
 - pass modules to the value of at least 90 credits; *and*,
 - achieve an average mark of at least 50.0 across all taught modules; *and*,
 - achieve module marks of at least 40.0 in all modules.

Blizard Institute

MSc in Trauma Science and MSc in Trauma (Military and Austere)

Progression to second developmental year and project

- 6.42 The MSc programmes in Trauma Science and Trauma (Military and Austere) run over two developmental years. To progress to developmental year two and take the project module, a student must:
- take modules to the value of 120 credits in developmental year one; *and*,
 - pass modules to the value of at least 90 credits in developmental year one; *and*,
 - achieve an average mark of at least 50.0 across all taught modules; *and*,
 - achieve module marks of at least 40.0 in all modules.

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¶
Transfer to higher programmes¶

¶
<#>PGCert Clinical Research students wishing to transfer to the PGDip or MRes must complete two modules (for PGDip) or three modules (MRes) in order to be considered. The PGCert must not have been awarded prior to the transfer.¶

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MSc in Gastroenterology

Progression to dissertation or project

- 6.43 To progress to the dissertation or project module, a student must:
- take modules to the value of 120 credits; *and*,
 - pass modules to the value of at least 90 credits; *and*,
 - achieve an average mark of at least 50.0 across all taught modules; *and*,
 - achieve module marks of at least 40.0 in all modules.

Alternative pathways

- 6.44 The MSc in Gastroenterology permits differently named pathways (and degree awards). All students shall register initially for the MSc in Gastroenterology. However, where a student achieves at least a pass in the relevant module (neurogastroenterology, hepatology, or paediatric gastroenterology), they may change their pathway (and therefore the name of their final degree) to either:
- MSc Gastroenterology (Neurogastroenterology)
 - MSc Gastroenterology (Hepatology)
 - MSc Gastroenterology (Paediatric)

MRes/PGDip/PGCert in Clinical Research

Transfer to higher programmes

- 6.45 PGCert Clinical Research students wishing to transfer to the PGDip or MRes must complete two modules (for PGDip) or three modules (MRes) in order to be considered. The PGCert must not have been awarded prior to the transfer.

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MSc in Regenerative Medicine

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Progression to project (applicable to 2016/17 entrants, only)

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- 6.46 To progress to the dissertation or project module, a student must:
- take modules to the value of 120 credits; *and*,
 - pass modules to the value of at least 60 credits; *and*,
 - achieve an average mark of at least 50.0 across all taught modules; *and*,
 - achieve module marks of at least 40.0 in all modules.

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Institute of Dentistry

DipHE in Dental Hygiene and Therapy

Pass mark

6.47 The pass mark for assessments, modules and award shall be 50.0.

William Harvey Research Institute

MSc in Endocrinology and Diabetes

Progression to dissertation or project

6.48 To progress to the dissertation or project module, a student must:

- i. take modules to the value of 120 credits; *and*,
- ii. pass modules to the value of at least 90 credits; *and*,
- iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
- iv. achieve module marks of at least 40.0 in all modules.

Institute of Health Sciences Education

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(Undergraduate)

MA in Education for Clinical Contexts

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Normal duration of study

6.49 The normal duration of study for the part-time MA in Education for Clinical Contexts shall be three years.

Progression to the second year for part-time students

6.50 To progress to the second developmental year, a part-time student must:

- i. take modules to the value of 60 credits; *and*,
- ii. pass modules to the value of at least 30 credits; *and*,
- iii. achieve module marks of at least 40.0 in all modules.

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Progression to the dissertation/project (and third year) for part-time students

6.51 To progress to the dissertation or project module, a student must:

- i. take modules to the value of 120 credits; *and*,
- ii. pass modules to the value of at least 90 credits; *and*,
- iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
- iv. achieve module marks of at least 40.0 in all modules.

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MBBS Graduate Entry Programme (GEP)

Entry requirements and exemptions

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6.52 The minimum entry qualification for entry to Stage 1 of the GEP shall be a Second Class (Upper Division) Honours Degree in a science-based discipline.

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Programme of study

- 6.53 The Graduate Entry Programme of study for the award of MBBS shall extend over a minimum period of 48 months, and shall comprise four stages:
- i. GEP Stage 1: Systems in Health and Disease (39 weeks);
 - ii. GEP Stage 2: Integrated Clinical Studies (41 weeks);
 - iii. GEP Stage 3: Specialities (41 weeks);
 - iv. GEP Stage 4 (39 weeks): Preparation for Clinical Practice.

Structure of examinations

- 6.54** The examinations for the award shall be in five Parts. GEP Parts 1 and 2 shall assess core MBBS studies and inter-professional learning (Stage 1). Parts 2, 3 and 4 shall examine core MBBS studies only (Stages 2 to 4).

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Classification of the award

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- 6.55 The criteria for distinctions and merits are as per the MBBS programmes, with the exception below.
- 6.56 The following distinctions may be awarded to students:
- i. Distinction in Part 1 & 2 MBBS;
 - ii. Distinction in Part 3 MBBS;
 - iii. Distinction in Part 4 MBBS;
 - iv. Distinction in Part 5 MBBS.

FdCert in Clinical Foundation Studies

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Requirements for award and for progression to the clinical programmes

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- 6.57 To pass the programme and meet the requirements for progression to Year 1 of the MBBS or BDS programme, a student must:
- i. Pass 120 credits, with a minimum College Mark of 50.0; and,
 - ii. Achieve a mark of 50.0 or higher in all modules; and,
 - iii. Achieve a mark of 60.0 or higher in the module Practical Skills for Professionals 1 (15 credits). The pass mark of 60.0 is equivalent to attaining IELTS score of 7.0 or above, to be eligible for progression to BDS/MBBS Year 1. Students are required to pass the module rather than simply obtain the IELTS score of 7.0; and,
 - iv. Achieve a pass mark in UKCAT moderated to a level appropriate to entry to the undergraduate programme.

Exit award

- 6.58 A student who does not meet the requirements for progression to the clinical programme, but does meet the requirements for the award of Foundation Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.
- 6.59 The minimum pass mark for the Clinical Foundation Studies FdCert exit award for shall be 50.0. The FdCert shall be classified on a pass/fail basis.

Professional Services

Centre for Academic and Professional Development

Certificate in Learning and Teaching

6.60 The Certificate in Learning and Teaching (CILT) is a 30 credit programme with a unique award.

Advanced standing

6.61 Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

Eligibility for award

6.62 To be eligible for the award of Certificate in Learning and Teaching, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the total credit value for the award;
- iv. meet the minimum credit requirements at the level of the award;
- v. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

6.63 To be eligible for the award of Certificate in Learning and Teaching, a student must:

- i. take modules to the value of 30 credits, all at Level 7;
- ii. pass modules to the value of 30 credits.

Condoned failure

6.64 Condoned failure is not permitted for the Certificate in Learning and Teaching.

Classification of awards

6.65 A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

6.66 The College Mark provides a weighted average across all modules taken by a student. The College Mark is always calculated as though all modules were taken.

6.67 The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

6.68 The classification of the Certificate in Learning and Teaching shall be made according to the following scale:

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

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PGCert in Academic Practice

PGCert in Teaching and Learning in Higher Education

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Advanced standing

6.69 Students may be admitted to these programmes with up to 30 credits of advanced standing, rather than the standard 15 credits.

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Academic Regulations 2016-17

7: Special Regulations for Collaborative Programmes

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Scope

7.1 The *Special Regulations for Collaborative Programmes* individual regulations for collaborative programmes that diverge from the standard *Academic Regulations*. *The regulatory procedures for the (non-collaborative) programmes run by the University of London Institute in Paris (ULIP) are also detailed in this section.*

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7.2 The following collaborative programmes have approved special regulations:

Programme	School	Partner
MA in History of Political Thought and Intellectual History	History	UCL
MA in Global Shakespeare	SED	Warwick
BSc (Eng) in Telecommunications Engineering with Management	EECS	BUPT
BSc (Eng) in E-Commerce Engineering with Law		
BSc (Eng) in Internet of Things Engineering		
BSc Biomedical Sciences	SBCS	NCU
<u>BEng in Materials Science and Engineering</u>	<u>SEMS</u>	<u>NPU</u>
<u>BEng in Polymer Materials Science and Engineering</u>		
<u>LLM in Commercial Law: Singapore and London</u>	<u>CCLS</u>	<u>SMU</u>
<u>Sorbonne Law School - QMUL Double LLM</u>	<u>CCLS</u>	<u>Sorbonne</u>

University of London Institute in Paris

7.3 The programmes delivered by the University of London Institute in Paris (ULIP) shall follow the standard QMUL regulations in all respects except that students meeting the requirements for award shall receive awards of the University of London rather than awards of QMUL.

7.4 Any continuing student who commenced their studies prior to 2015/16 shall follow the progression and award regulations of Royal Holloway, University of London from the year in which that student began the programme (rather than QMUL's *Regulations for Undergraduate and Graduate Programmes and/or Regulations for Postgraduate Programmes*).

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MA in History of Political Thought and Intellectual History

Partner institution: University College London

7.5 The MA in History of Political Thought and Intellectual History shall follow the standard QMUL regulations except in the following particulars.

Classification

7.6 The MA in History of Political Thought and Intellectual History shall be classified as follows:

College Mark	Dissertation mark	Other criteria	Classification
70.0 – 100.0	70.0 or higher	No condoned failure or resits	Distinction
60.0 or higher	65.0 or higher	No condoned failure or resits	Merit
50.0 or higher	N/A	N/A	Pass

MA in Global Shakespeare

Partner institution: University of Warwick

7.7 The MA in Global Shakespeare shall follow the standard QMUL regulations in all respects except that in instances of complaints, appeals, or academic misconduct the regulations and policies of the institution concerned shall apply.

BSc (Eng) in Telecommunications Engineering with Management

BSc (Eng) in E-Commerce Engineering with Law

BSc (Eng) in Internet of Things Engineering

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Partner institution: Beijing University of Posts and Telecommunications (BUPT)

7.8 The following regulations shall apply to the collaborative BSc (Eng) programmes with BUPT (updated July 2014).

1. Introduction

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- 1.1. These regulations apply to students enrolled on the programmes of study leading to the degrees of BSc(Eng) Telecommunications Engineering with Management, BSc (Eng) E- Commerce Engineering with Law, and BSc(Eng) Internet of Things Engineering. The programmes are offered jointly by Beijing University of Posts and Telecommunications [BUPT] and Queen Mary University of London [QMUL].
- 1.2. The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the contract between BUPT and QMUL. The day-to-day management of the programme shall be the responsibility of the Programme Director.
- 1.3. The programme consists of two phases:
 - a. Year 1 is equivalent to a Foundation Year in the United Kingdom;
 - b. Years 2-4 are equivalent to Years 1-3 of a BEng degree in the United Kingdom.

2. Definition of Terms

- 2.1. **Technical modules:** modules prescribed as constituting the core technical knowledge for that Programme (including transferable skills, Business, and Law).
- 2.2. **Minor programme modules:** technical modules taken from another programme to form an additional strand of study outside the core requirements of the degree. These modules do not count towards the QMUL degree but marks are recorded and used towards the BUPT degree.
- 2.3. **English Language modules:** modules teaching English.
- 2.4. **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.
- 2.5. **Optional modules:** modules that are not related directly to the programme, but are required for students to be awarded a BUPT degree (a minimum of ten Chinese credits (2011/12 and earlier cohorts), or six credits (2012/13 and later cohorts)).
- 2.6. **Engineering Environment modules:** modules that combine to form the Engineering Environment component of the UK Honours marks; these exclude technical modules.

- 2.7. **Project:** the independent technical project carried out in the final year. This is a technical module but is treated differently in the UK Honours calculation.
- 2.8. **Taught technical modules:** technical modules excluding the Project.
- 2.9. **Credit:** a measure of load that is related to the contact hours in the Chinese system.
- 2.10. **Take:** the first attempt at a module.
- 2.11. **First take:** where a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.12. **Retake:** where a student fails to progress and must attempt the failed modules again, including attending lectures and attending laboratories where necessary. Marks for retakes are capped.
- 2.13. **Resit:** where a student may attempt the failed module again without attending lectures and laboratories again. Marks for resits are capped.
- 2.14. **Reattempt:** second and subsequent attempts at a module by either a resit or retake student.
- 2.15. **Coursework hurdle:** the requirement for students to obtain at least 30% (UK scale; 45% CN scale) in the overall mark for assessed coursework in order to pass the module.
- 2.16. **Jie Ye Zhengshu:** a certificate awarded by BUPT that allows a student to subsequently complete the degree.
- 2.17. **Yi Ye Zhengshu:** a certificate of incompleteness awarded by BUPT.
- 2.18. **Cap on marks** (marks are capped): the module mark on retake/resit is "capped" at the minimum pass mark for the UK transcript and calculation of Honours; the Chinese retake/resit mark is shown separately and is not capped.
- 2.19. **Year:** study years on the JP are numbered 1-4 to follow Chinese practice; these correspond to years 0-3 at QMUL.

3. Admission

- 3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities.
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

4. Programme of Study

- 4.1. The minimum period of study shall be four academic years. The period of study shall normally be continuous.
- 4.2. The maximum period of study is six years.
- 4.3. Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.

4.4. Composition of the Programme of Study

- a. The programme of study will consist of a list of modules published by the Academic Committee and approved by the Chinese Ministry of Education.
- b. The list of modules will show the number of credits allocated to each module.

5. Enrolment and Attendance

- 5.1. Students are required to enrol at the beginning of their programme of study at both BUPT and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study.
- 5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.
- 5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.
- 5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

6. Assessment

- 6.1. The Programme Director (in consultation with the Academic Affairs Office of BUPT or with the Academic Registrar for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.2. Different marking scales are used by BUPT and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module descriptor. The relationship between the marks is:
 - a. A pass mark at BUPT is 60% and for QMUL modules at all levels on the programme it is 40%.
 - b. The mark showing distinction performance at BUPT is 85% and QMUL is 70%.
 - c. Marks above the pass mark are mapped as⁴: $9cn = -0.05uk^2 + 13uk + 100$
 - d. Marks below the pass mark are mapped as⁵: $1cn = 1.5uk$
 - e. Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
 - f. The implementation of the mapping between scales is through a lookup table (Section 15) with marks specified as integers. A separate mapping table is used for each direction.
 - g. Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.

⁴ Where cn is the mark on the BUPT scale and uk is the mark on the QMUL Scale.

⁵ Where cn is the mark on the BUPT scale and uk is the mark on the QMUL Scale.

- 6.3. Where a student has failed a module, s/he can reattempt only the parts that have been failed (synoptic reassessment may be used in some cases). Students shall not be permitted to reattempt passed elements of assessment. This applies to both resit and retake students.
- overall module mark attainable for any reattempt shall be capped at the minimum pass mark [2.18].
 - Where a student is required to only reattempt the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall mark, and this is capped [2.18].
 - Where a student is required to only reattempt the coursework component, the highest existing examination mark for that module will be combined with the new coursework mark, to produce a new overall mark, and this is capped [2.18].
 - The final overall module mark shall be the highest overall mark of all attempts.
- 6.4. Where a student is required to retake the year (due to academic failure), the overall module marks are capped. Where a student is granted a first take (due to extenuating circumstances), the marks are not capped.
- 6.5. Reattempts shall be taken at the next available opportunity except that, in extenuating circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her reattempt(s) by not more than one academic year.
- 6.6. The “next available opportunity” for reattempting examinations will follow the schedule shown in Appendix I.
- 6.7. Number of reattempts:
- Students will be permitted three reattempts before the end of Year 4, except for modules first taken in semester 6 and 7 where there will be two reattempts.
 - Students who fail to graduate at the end of semester 8 will be permitted to take further re-attempts as available up until the end of the maximum period of 6 years.
- 6.8. Format of reattempt examinations:
- The first resit examination will be on the syllabus as taught to the student for their first sit.
 - Subsequent resit and retake examinations will be on the syllabus as taught to first-sit students during that year, but all lecture material will be made available to resit and retake students.
- 6.9. Where a module is withdrawn, examinations will be set to give students three resit attempts.
- 6.10. For all technical modules students must pass the coursework hurdle [2.15] in order to pass the module.
- Students who fail the coursework hurdle are required to reattempt the coursework.
 - Students who fail the module overall but achieve a pass mark in the coursework are not permitted to reattempt the coursework.
 - Students who fail the module with overall coursework mark between 30% and 40%, can choose to take the next opportunity to reattempt the coursework.

- 6.11. Reattempts in English Language modules are implemented as the national Chinese examination CET4. A pass in CET4 will be taken as a capped pass in any English Language module previously failed.
- 6.12. Extenuating circumstances:
- a. A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
 - b. Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy, and the decisions reported to the examination board.
 - i. For modules taught by BUPT requests will be considered by the Programme Director.
 - ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker⁶.
 - c. All requests must be made at least five working days before the examination board (for examinations) and within one week of the student's return from being ill (or other cause) for coursework.
- 6.13. The organisation of assessments for each module on the programme shall be governed by the regulations of the institution responsible for teaching that module.
- 6.14. The conduct of assessments for each module on the programme shall be governed by the regulations of the institution responsible for conducting that assessment.
- 6.15. The consideration of any allegation of an examination offence is specified in [].

7. Progression

- 7.1. To progress, a student must have an accumulated failure of fewer than 20 Chinese credits outstanding from technical or Chinese compulsory modules.
- 7.2. In addition to [7.1], a student must have passed 6 technical modules in Year 2 and have accumulated 12 technical modules from Years 2 and 3 by the end of Year 3 in order to progress.
- 7.3. A student who has an accumulated failure of 20 Chinese credits or more from technical or Chinese compulsory modules must retake failed modules in attendance. If that student subsequently reaches an accumulated failure of 20 Chinese credits or more from technical or Chinese compulsory modules they are required to withdraw.
- 7.4. A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules is required to withdraw.

⁶ Medical and other evidence will generally be in Chinese.

8. Degree requirements and consideration for Honours

- 8.1. To be admitted to a degree a student must have:
- been registered on the programme for a minimum period of four academic years;
 - completed all requirements within a maximum period of 6 years (subject to 4.3);
 - passed all English Language modules (a pass in the Chinese national examination CET4 counts as having met all requirements on passing English Language);
 - achieved credit for all technical modules, up to two of which may be compensated;
 - passed all Chinese compulsory modules; and,
 - passed the Year 4 Project module.
- 8.2. The Honours board may recommend the award of the degree with up to two QMUL taught compensated technical modules, where:
- the overall mark for each failed module is between 30 -39% on the UK scale;
 - the honours weighted average mark is at least 40% on the UK scale;
 - the Year 4 Project module mark is at least 40% on the UK scale;
- 8.3. Students have the option of resitting compensated modules if they choose to, in which case, they will be considered at the following academic year's Honours board.
- 8.4. For compensated modules, the transcript provided by QMUL will show the original marks; while the transcript provided by BUPT will show pass marks at 60% CN scale.
- 8.5. Students who fail to pass all units within the six years maximum period may be issued a Yi Ye Zhengshu by BUPT, but this will not entitle them to a degree from either university.
- 8.6. A student who is awarded a Jie Ye Zhengshu by BUPT may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student meets the requirements in 8.1 he/she will be awarded a degree from both BUPT and QMUL.
- 8.7. The transcript provided by BUPT will show all modules with marks on the BUPT scale.
- 8.8. The transcript provided by QMUL will show all technical and English Language modules with marks on the QMUL UK scale plus an overall Honours classification; it will also show that the student has passed the BUPT requirements and the Engineering Environment modules.
- 8.9. The Honours weighted average shall be calculated as a weighted sum with:
- 20% for project
 - 5% for Engineering Environment
 - 75% for taught technical modules in Years 2-4 with weighting between years as shown below in order to achieve an approximate weighting of 1:3:6 between levels 4, 5 and 6+7:
 - $0.18 \times$ average % mark for Year 2 modules
 - $0.33 \times$ average % mark for Year 3 modules
 - $0.24 \times$ average % mark for Year 4 modules

- 8.10. Honours shall be awarded based on the Honours weighted average as follows:
- a. 2012/13 and earlier cohorts
 - i. 1st Class $\geq 70\%$
 - ii. Upper second class $\geq 60\%$ and $< 70\%$
 - iii. Lower second class $\geq 50\%$ and $< 60\%$
 - iv. Third class $\geq 45\%$ and $< 50\%$
 - v. Pass $\geq 40\%$ and $< 45\%$
 - b. 2013/14 and later cohorts
 - i. 1st Class $\geq 70\%$
 - ii. Upper second class $\geq 60\%$ and $< 70\%$
 - iii. Lower second class $\geq 50\%$ and $< 60\%$
 - iv. Third class $\geq 40\%$ and $< 50\%$
- 8.11. The Honours Board may recommend the award of a higher classification of degree in line with the QMUL Borderline Classification Policy.
- 8.12. A student with tuition fee debts to either institution shall not be entitled to receive the QMUL award.
- 8.13. A candidate who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the relevant Subject Examination Board, may apply to the Programme Director, for consideration at the Subject Examination Board, to be considered for a degree under the aegrotat provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within two weeks from the last examination to which the application refers.
- 8.14. In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of the candidate's performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the degree. If the board is so satisfied, it shall recommend the award of an aegrotat degree.
- 8.15. On receipt of the offer of an aegrotat degree, the candidate may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations 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 the examinations shall cease to be eligible for an aegrotat degree in respect of the examinations on which the original application was based.
- 8.16. Request for a review of a module result or for a degree classification:
- a. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days or 14 calendar days whichever is later, of the results being released to students using the standard form for JP students.
 - b. This form must be completed in English for modules taught by QMUL and in Chinese for modules taught by BUPT. The form will be dealt with by the university teaching the module using its normal procedures.

- c. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
- d. A decision on the review will normally be communicated to the student and the other university within 10 working days or 14 calendar days whichever is later, of the request being received. This may exceptionally be extended where QMUL teaching staff are in Beijing and the relevant examination material is in London.
- e. If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

9. Interruption of Enrolment

- 9.1. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of the Programme Director under the procedures specified by BUPT and in line with the Chinese Ministry of Education regulations. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of the JP Steering Committee. A student who interrupts enrolment remains registered for their programme of study.
- 9.1 Periods of interruption shall count towards student's maximum period of study, except where permission is given by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.
- 9.2 A student resitting out of attendance shall not be entitled to an interruption of enrolment as defined in this section, and shall remain registered for their programme of study.
- 9.3 A student may not interrupt and return from interruption during the same academic year (for example, a student cannot interrupt for the autumn semester only, returning in semester two).
- 9.4 A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules, or for none of them.
- 9.5 Where a student's registration is continuous, the Academic Regulations in place at the time of initial registration for the programme shall continue to apply where it is specifically stated that this is the case.
- 9.6 Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar.

10. Data Protection

- 10.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal BUPT practice and comply with the relevant Chinese law.

11. Minor Programmes

- 11.1. Minor Programmes are designed to broaden students' knowledge by allowing them to take additional modules apart from their Major Programme.
- 11.2. A Minor Programme comprises no more than 30 credits in total from a list prescribed by the Academic Committee.

- 11.3. Students who have passed all technical and English Language modules and achieved good results at the end of Year 1 can apply to register for a Minor Programme at the beginning of Year 2.
- 11.4. When there is a timetable clash between a major and minor module, students are required to apply for approval from the lecturer of the minor module to allow them to take the module with no attendance. Once approved by the lecturer, students must study the module in their own time and take the exam.
- 11.5. When there is a clash between a major and minor module examination, students must attend the major module examination first, and then attend the resit examination of the minor module without penalty.
- 11.6. Students will not be allowed to continue their Minor Programme study if:
 - a. they have failed ONE resit attempt at a minor module; or,
 - b. they have failed two or more technical modules in their Major at their first attempt; or,
 - c. they study their final year in EECS at QMUL.
- 11.7. To be awarded a Minor Programme Diploma, students must pass all modules of the Minor Programme within the duration of their Major Programme as well as passing the Major.
- 11.8. BUPT will award a Minor Programme Diploma to successful candidates as well as a separate transcript for the Minor Programme.
- 11.9. QMUL will not list the Minor Programme modules on the standard transcript.

12. Assessment offences , appeals, and disciplinary matters

12.1 Disciplinary Procedures

- a. Each university has its own discipline and appeals procedures, which are not repeated here.
- b. The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in [d] below) and the normal procedures of that university apply, but any penalty applied will be from the "harmonised penalties" in 12.5. The penalty will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.
- c. CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- d. Offences during an invigilated examination will be dealt with by the university providing the invigilation with penalties from the harmonised list.
- e. Non-academic disciplinary matters will be dealt with by BUPT under Chinese Law for students committing offences in China.
- f. Students spending part of the degree in Queen Mary will be treated exactly the same as any other Queen Mary student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

12.2 Request for a review of a module result or for a degree classification

For any request for review a student can only go through the procedure of one institution as follows:

- a. For individual modules, the university teaching.
- b. QMUL for review requests on Honours classification⁷.

Students may request a review of an examination board decision using the standard form from either university, which will be copied to the other university. The form must be submitted to the appropriate university within 14 days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS. Students are expected to check their results in a timely manner and the 14 day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures. A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QM teaching staff are in Beijing and the relevant examination material is in London.

If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

12.3 Appeals

Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for BUPT.

12.4 Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated⁸ and both universities will be bound by that decision subject to Chinese Law⁹.

12.5 Harmonised Penalties for assessment offences

QM penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) but the mark recorded by BUPT will be the uncapped mark as BUPT does not use capping of marks.

Where the penalty involves failure in the module the student may reattempt but, unless specified in the harmonised penalties, must miss the next opportunity except for students spending the final year in London where examinations are held annually.

⁷ Since BUPT does not award Honours.

⁸ E.g. the OIA in the UK.

⁹ QMUL may only award degrees in China under license from the Ministry of Education and must comply with Chinese law.

Penalties:

- i. A formal warning
- ii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with no cap on the mark that may be obtained.
- iii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with the resubmission mark capped at the minimum pass mark.
- iv. A mark of 0 for the relevant piece(s) of assessment, but if the module is failed the student may reattempt at the next opportunity.
- v. A mark of 0 in the module of which the assessment forms a part, with the module mark capped on any reattempt at the minimum pass mark.
- vi. The overall classification of Honours to be reduced by one grade with an explanation to be provided as to why the calculated mark does not match the Honours awarded.
- vii. Recommendation to the JP Steering Committee¹⁰ that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled.

Penalty vii. will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by BUPT as the students cannot fail more than 30 credits under BUPT regulations.

13. Student complaints

- 13.1. Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.
- 13.2. Notwithstanding 13.1 a student may complain about teaching in any module under the procedures of either university.
- 13.3. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 13.5.
- 13.4. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
- 13.5. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

14. External Examiners

- 14.1. Each university shall appoint an external examiner, subject to the approval of the other.
- 14.2. Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

¹⁰ The contract between QMUL and BUPT states that this level of disciplinary action should go through the Steering Committee.

15. Marks conversion

15.1. Conversion from QMUL to BUPT marks.

QMUL	BUPT	QMUL	BUPT		QMUL	BUPT	QMUL	BUPT
0	0							
1	2	26	39		51	70	76	89
2	3	27	41		52	71	77	89
3	5	28	42		53	72	78	90
4	6	29	44		54	73	79	91
5	8	30	45		55	74	80	91
6	9	31	47		56	75	81	92
7	11	32	48		57	75	82	92
8	12	33	50		58	76	83	93
9	14	34	51		59	77	84	93
10	15	35	53		60	78	85	94
11	17	36	54		61	79	86	94
12	18	37	56		62	79	87	95
13	20	38	57		63	80	88	95
14	21	39	59		64	81	89	96
15	23	40	60		65	82	90	96
16	24	41	61		66	82	91	97
17	26	42	62		67	83	92	97
18	27	43	63		68	84	93	97
19	29	44	64		69	84	94	98
20	30	45	65		70	85	95	98
21	32	46	66		71	86	96	99
22	33	47	67		72	86	97	99
23	35	48	68		73	87	98	99
24	36	49	69		74	88	99	100
25	38	50	69		75	88	100	100

15.2. Conversion from BUPT to QMUL marks

BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

Appendix I JP Resit arrangements

This document describes the JP resit arrangements.

- Students get 2 resit attempts for every module before the May Examinations Committee at BUPT.
- There is a set of catch-up examinations for Sem 1-5 exams in year 4 (giving 3 resit attempts in total).

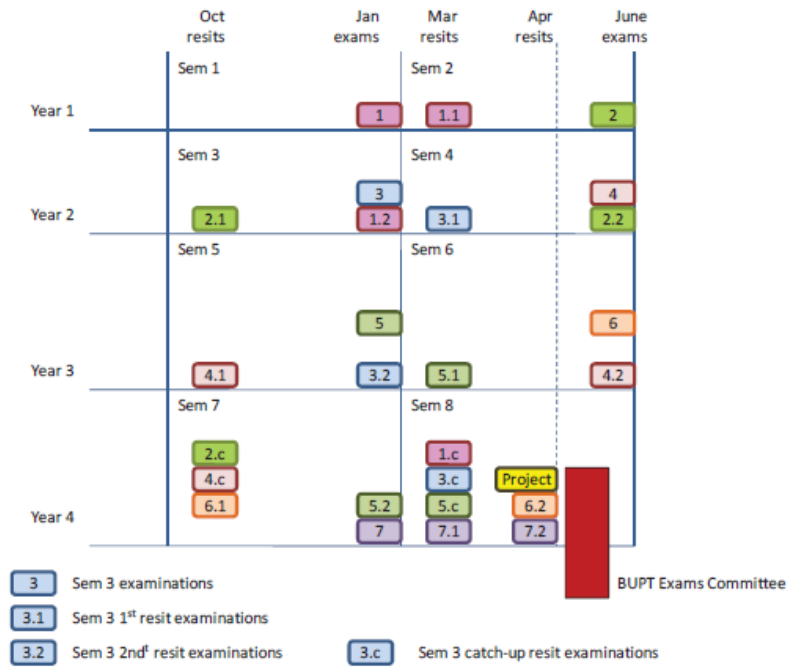


Figure 1 JP resit arrangement

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BSc Biomedical Sciences

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Partner institution: Nanchang University (NCU)

7.9 The following regulations shall apply to the collaborative BSc programme with NCU.

1. Introduction

- 1.1 These Regulations apply to students enrolled on the programmes of study leading to the Degrees of BSc in Biomedical Sciences and Bachelor of Medicine in Medicine. The programmes are offered jointly by Nanchang University [NCU] and Queen Mary, University of London [QMUL]. The programmes run concurrently, with elements of the BSc in Biomedical Sciences [QMUL] contributing to the Bachelor of Medicine offered by NCU.
- 1.2 The BSc in Biomedical Sciences is the award offered by QMUL. The duration of the programme extends to five years, in parallel with the medical degree offered by Nanchang University. It is not possible for students to complete one award without the other; by enrolling on the programme students are registered for two programmes of study which, if the requirements of each are successfully completed, will lead to both awards being made at the end of the five year period.
- 1.3 These regulations pertain to the requirements of the BSc in Biomedical Sciences award; however, the relationship to the Bachelor of Medicine offered by NCU is also described where appropriate.
- 1.4 The general management of the programmes, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Contract between NCU and QMUL. The day-to-day management of the programmes is the responsibility of the Programme Director. The Programme Director will oversee both the BSc Biomedical Sciences (QMUL) and the Bachelor of Medicine (NCU), based in Nanchang; however, both awards are governed by the individual regulations of the awarding institution.

2. Definition of Terms

- 2.1 **Compulsory modules:** modules prescribed as core to the programme of study.
- 2.2 **English Language modules:** modules teaching English.
- 2.3 **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the BSc degree.
- 2.4 **Technical modules:** modules that are prescribed as constituting the core technical knowledge for the programme, which are those modules compulsory for award of the B.Sc in Biomedical Sciences and the Bachelor of Medicine, excluding the Chinese compulsory modules.
- 2.5 **Credit:** a measure of load that is related to the contact hours in the Chinese system.
- 2.6 **Take:** the first attempt at a module.
- 2.7 **First take:** a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.8 **Retake:** where a student fails to progress and must attempt the failed modules again, including attending lectures and laboratories. Marks for retakes are capped.
- 2.9 **Resit:** where a student may attempt the assessment again for a module, but may not attend lectures and laboratories again, unless attendance at laboratories is specified as being necessary to resit a failed module.

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- 2.10 **First sit:** where a student may attempt the failed module again due to extenuating circumstances without attending lectures and laboratories again. Marks for first sits are uncapped.
- 2.11 **Jie Ye Zhengshu:** a certificate awarded by NCU to students who have taken all modules in both programmes, but failed some modules. They can complete the degree if they pass the resit within one year after graduation.
- 2.12 **Yi Ye Zhengshu:** a certificate of incompleteness awarded by NCU to students who are in the program for more than one year but decide to withdraw.
- 2.13 **Cap on marks (marks are capped):** the module mark on resit and retakes is "capped" at the minimum pass mark for the transcripts of both universities and in the calculation of Honours for the BSc degree.
- 2.14 **Year:** study years on the JP are numbered 1-5 to follow Chinese practice.

3. Admission

- 3.1 In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities i.e. to take the National Higher Education Examinations and pass the admission score line set for NCU
- 3.2 Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

4. Programme of Study

- 4.1 The minimum period of study shall be:
 - a. Five academic years for the BSc in Biomedical Sciences.
 - b. Five academic years for the Bachelor of Medicine in Medicine.
 - c. The period of study shall normally be continuous.
- 4.2 The maximum period of study shall be:
 - a. Six academic years for the BSc in Biomedical Sciences.
 - b. Six academic years for the Bachelor of Medicine in Medicine.
- 4.3 Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Teaching Affairs Office of NCU to have the interruption excluded from the period of study.
- 4.4 Composition of the Programmes of Study
 - a. The programmes of study will consist of programme-specific lists of compulsory modules published by the Academic Committee and approved by the Chinese Ministry of Education.
 - b. The list of modules will show the number of credits allocated to each module.

5. Enrolment and Attendance

- 5.1 Students are required to enrol at the beginning of their programme of study at both NCU and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, may be required to withdraw from the programme of study.

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5.2 Students may not be absent during term-time without the agreement in advance of the Programme Director.

5.3A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.

5.4 Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

6. Assessment

6.1 The Programme Director (in consultation with the Teaching Affairs Office of NCU, or with the Academic Registrar of QMUL for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.

6.2 Different marking scales are used by NCU and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module specification. The relationship between the marks is:

- a. A pass mark at NCU is 60% and at QMUL is 40% for modules at all levels.
- b. The mark showing distinction performance at NCU is 85% and first class at QMUL is 70%.
- c. Marks above the pass mark are mapped as^{*}: $cn = (-0.05uk^2 + 13uk + 100) / 9$
- d. Marks below the pass mark are mapped as: $cn = 1.5uk$
- e. Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
- f. The implementation of the mapping between scales is through a lookup table (§13) with marks specified as integers. A separate mapping table is used for each direction.
- g. Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.

6.3A student who has passed a module may not repeat any part of the assessment for that module unless, exceptionally, this is specifically permitted by the examination board.

6.4 Where a student has failed a module, the examination board may require him/her either to undertake a synoptic reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark [2.13].

6.5 Resits shall be taken at the next appropriate opportunity except that, in exceptional circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her resit(s).

6.6 Where a student is required to only resit the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall mark, and this is capped.

6.7 The "next appropriate opportunity" for resit examinations will be determined by the SEB and is informed by the teaching timetable.

^{*} Where *cn* is the mark on the NCU scale and *uk* is the mark on the QMUL scale.

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6.8 Number of resit attempts:

- a. Three resit attempts are permitted within the normal study period
- b. Students who fail to graduate will be permitted to take further resit attempts up until the end of the maximum period of 5.5 years. A further resit attempt is permitted in the 12 months period after the normal study period.

6.9 Resits in English Language are implemented as the national Chinese examination CET4. A pass in CET4 will be taken as a capped resit pass in any English Language module previously.

6.10 Format of resit examination:

- a. The first resit examination will be on the syllabus as taught to the student for their first sit.
- b. Subsequent resit examinations will be on the syllabus as taught to first-sit students during that year, but all lecture material will be made available to resit students.

6.11 Where a module is withdrawn, examinations will be set to give students a maximum of 3 resit attempts.

6.12 Extenuating circumstances:

- a. A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
- b. Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to the examination board.
 - i. For modules taught by NCU requests will be considered by the Programme Director.
 - ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker[†].
- c. All requests must be made at least one week before the examination board (for examinations) and within one week of the student's return from absence for coursework.

6.13 The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.

6.14 The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.

6.15 The consideration of any allegation of an assessment offence is specified in 10.1.

7. Progression

7.1 To progress from the first and second years of study in the Joint programme, a student must have an accumulated failure of less than 20 Chinese credits outstanding from technical or Chinese compulsory modules. For the remainder of the programme, and for the Bachelor of Medicine at NCU, there is no progression requirement and students may carry forward resits provided that they meet the conditions of §8 before the end of the normal study period.

[†] Medical and other evidence will generally be in Chinese.

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7.2 A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules is required to withdraw.

8. Degree Requirements and Consideration for Honours

8.1 To be awarded the BSc degree in Biomedical Sciences and the Bachelor of Medicine, a student must have:

- a. been registered on the programmes for a minimum period of five academic years;
- b. completed all requirements within a maximum period of six years (subject to 4.3);
- c. passed all English Language modules;
- d. achieved credit for all technical modules, up to two of which may be compensated.
- e. passed all compulsory modules for the BSc Biomedical Sciences (with the exception of 8.1d);
- f. passed all compulsory modules for the Bachelor of Medicine;
- g. passed all Chinese compulsory modules.

8.2 The Honours board may recommend the award of the degree with compensated failures in up to two technical modules, where:

- a. the overall mark for each failed module is between 30 -39% on the UK scale
- b. the honours weighted average mark is at least 40% on the UK scale;
- c. the Year 3 Project module mark is at least 40% on the UK scale;

8.3 A student who withdraws (or quits) the program after one year of study may be issued a Yi Ye Zhengshu by NCU, but this will not entitle them to a degree from either university.

8.4 A student who is awarded a Jie Ye Zhengshu by NCU may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student then meets the requirements in 8.1 he/she will be awarded a degree from both NCU and QMUL.

8.5 The transcript provided by NCU will show all the Bachelor of Medicine modules with marks on the NCU scale.

8.6 The transcript provided by QMUL will show BSc Biomedical Sciences modules with marks on the QMUL UK scale plus an overall BSc Honours classification; it will also show that the student has passed the NCU requirements for the Bachelor of Medicine.

8.7 The BSc Honours weighted average shall be calculated (to one decimal place) as a weighted sum with:

- a. $0.1 \times$ average % mark for Year 1 modules
- b. $0.3 \times$ average % mark for Year 2 modules
- c. $0.6 \times$ average % mark for Year 3 modules

8.8 The BSc Honours shall be awarded based on the BSc Honours weighted average as follows:

- a. 1st Class $\geq 70.0\%$
- b. Upper second class : 60.0 – 69.9%
- c. Lower second class : 50.0 – 59.9%
- d. Third class : 40.0 – 49.9%

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8.9A student who is in academic debt to either institution shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award.

8.10 The QMUL provisions for Aegrotat degrees shall not apply.

8.11 Request for a review of a module result or for a degree classification:

- a. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days of the results being released to students, using an NCU JP standard form.
- b. A request for review shall only be on the grounds of procedural error; there can be no review of academic judgement.
- c. The form must be completed in English for modules taught by QMUL and in Chinese for modules taught by NCU. The form will be dealt with by the university teaching the module using its normal procedures.
- d. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
- e. A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in Nanchang and the relevant examination material is in London.
- f. If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

9. Data Protection

9.1 Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal NCU practice and comply with the relevant Chinese law.

10. Assessment Offences and Appeals

10.1 Assessment offences

- a. Where a student commits an assessment offence on an individual module, that offence shall be dealt with by the university teaching that module under its normal code of assessment offences.
- b. CET-4 and CET-6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- c. Where a student commits a more serious examination offence the Programme Director will consult the relevant authorities of the two universities to determine which university shall deal with the offence. The university investigating the offence shall do so in accordance with its approved regulations and procedures and the university that is not investigating shall accept the decision of the other and any punishment will be applied by both.

10.2 Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China, and by QMUL under UK Law for students committing offences in London.

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10.3 Appeals

- a. Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.
- b. Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.
- c. Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at QMUL and Chinese for NCU.

10.4 Appeals to a higher body: A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated and both universities will be bound by that decision, subject to the provisions of Chinese Law.

10.5 Harmonised Penalties: Offences will be dealt with using the normal procedures of the university concerned but penalties must be taken from the agreed set of harmonised penalties.

11. Student complaints

11.1 Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.

11.2 Notwithstanding 11.1 a student may complain about teaching in any module under the procedures of either university.

11.3 Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 11.5.

11.4 The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.

11.5 Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

12. External Examiners

12.1 Each university shall appoint an external examiner subject to the approval of the other.

12.2 Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

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13. Marks conversion

13.1 Conversion from QMUL to NCU marks:

QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

13.2 Conversion from NCU to QMUL marks:

NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

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QMUL-NCU Joint Programme Disciplinary and Appeals Procedures

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Disciplinary Procedures

- 1) Each university has its own discipline and appeals procedures, which are not repeated here.
- 2) The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in (4) below) and the normal procedures of that university apply, but any penalty applied will be from the "harmonised penalties" in the appendix. The penalty will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.
- 3) CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- 4) Offences during an invigilated examination will be dealt with by the university providing the teaching, and penalties imposed from the harmonised list.
- 5) Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China.
- 6) Students spending part of the degree in Queen Mary will be treated exactly the same as any other Queen Mary student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

Request for a review of a module result or for a degree classification

For any request for review a student can only go through the procedure of one institution as follows:

- (i) For individual modules the university teaching
- (ii) QMUL for review requests on Honours classification¹

Students may request a review of an examination board decision using the standard form produced by each university, which will be copied to the other university. The form must be submitted to the appropriate university[‡] within 10 working days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS for QMUL modules and the NCU system for NCU modules. Students are expected to check their results in a timely manner and the 10 working day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures.

A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in China and the relevant examination material is in London.

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[‡] Since NCU does not award Honours

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If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

Appeals

Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for NCU.

Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated[§] and both universities will be bound by that decision subject to Chinese Law^{**}.

Harmonised Penalties for assessment offences

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In general, the penalties at both universities are broadly similar and both universities require penalties to be proportionate. However, because the Regulations of the Joint Programme are different from those at either university some standard penalties are not appropriate.

Two QMUL penalties that cannot be used are:

- "Failure in the module which the assessment forms a part, with no permission to resit or retake the module" – this would mean the student would never graduate as they need to pass everything.
- Failure in the diet of examinations as NCU regulations would mean the student would be immediately expelled as they would not be allowed to progress with that many failures.

QMUL penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) and the mark recorded by NCU will also be a capped mark.

Where the penalty involves failure in the module the student may resit but, unless specified in the harmonised penalties, must miss the next opportunity except for students spending the final year in London where examinations are held annually.

[§] E.g. the OIA in the UK

^{**} QMUL may only award degrees in China under licence from the Chinese Ministry of Education and must comply with Chinese Law

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Penalties:

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- i. A formal warning
- ii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with no cap on the mark that may be obtained.
- iii. A requirement that the student resubmit the relevant piece(s) of assessment by a Specified deadline with the resubmission mark capped at the minimum pass mark.
- iv. A mark of 0 for the relevant piece(s) of assessment, but if the module is failed the student may resit at the next opportunity.
- v. A mark of 0 in the module of which the assessment forms a part, with the module mark capped on any resit at the minimum pass mark.
- vi. The overall classification of Honours to be reduced by one grade with an explanation to be provided as to why the calculated mark does not match the Honours awarded.
- vii. Recommendation to the JP Steering Committee^{††} that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled

Penalty vi will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by NCU as the students cannot fail more than 30 credits under NCU regulations.

^{††} Under the contract between QMUL and NCU, section 9.8(f) states that this level of disciplinary action should go through the SC

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BEng in Materials Sciences and Engineering

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BEng in Polymer Materials Science and Engineering

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Partner institution: Northwestern Polytechnical University (NPU)

7.10 The following regulations shall apply to the collaborative BEng programmes with NPU.

1. Introduction

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1.1. These Regulations apply to students enrolled on the dual programmes in Materials Science and Engineering, and in Polymer Materials Science and Engineering, between the two institutions, Queen Mary, University of London [QMUL] and Northwestern Polytechnical University [NPU] leading to the award of a dual degree: BEng from QMUL and BEng from NPU.

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1.2. The normal duration of the programme is four years.

1.3. It is not possible for students to complete one award without the other; by enrolling on the programme students are registered for a model of study which, if the requirements of each are successfully completed, will lead to the dual award being made at the end of the four year period.

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1.4. The general management of the programme, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Contract between NPU and QMUL. The day-to-day management of the programme is the responsibility of the Programme Director.

2. Definition of Terms

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2.1. Core modules: modules that must be taken and passed in the programme of study.

2.2. English Language modules: modules teaching English.

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2.3. Chinese compulsory modules: modules that are required by the Chinese Ministry of Education but do not form part of the BEng degree.

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2.4. Technical modules: modules that are prescribed as constituting the necessary technical knowledge for the programme, which are those modules compulsory for award of the BEng in Materials Science and Engineering, excluding the Chinese compulsory modules.

2.5. Credits: measures of load that are related to the contact hours in the Chinese and UK systems.

2.6. Take: an attempt at a module.

2.7. First take: a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.

2.8. Retake: where a student must attempt a failed module again, including attending lectures and laboratories. Marks for retakes are capped.

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~~2.9. Resit: where a student may attempt the assessment again for a module, but may not attend lectures and laboratories again, unless attendance at laboratories is specifically approved as being necessary to reattempt a failed module. Marks for resits are capped.~~

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~~2.10. First sit: where a student may attempt the missed module examination due to extenuating circumstances without attending lectures and laboratories again. Marks for first sits are uncapped.~~

~~2.11. Jie Ye Zhengshu: a certificate awarded by NPU to students who have taken all modules in both programmes, but failed some modules. They can complete the degree if they pass the resit within six years after first registration.~~

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~~2.12. Cap on marks (marks are capped): the module mark on resit and retakes is "capped" at the minimum pass mark for the transcripts of both universities and in the calculation of Honours for the BEng degree.~~

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~~2.13. Year: study years on the JP are numbered 1-4 to follow Chinese practice.~~

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3. Admission

~~3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities i.e. to take the National Higher Education Examinations and pass the admission score line set for NPU.~~

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~~3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.~~

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4. Programme of Study

~~4.1. The minimum period of study shall be four academic years.~~

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~~4.2. The maximum period of study shall be six academic years.~~

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~~4.3. Periods of study shall include periods of interruption.~~

~~4.4. Composition of the Programmes of Study~~

~~a) The programmes of study will consist of programme-specific lists of compulsory modules published by the Academic Committee and approved by the Chinese Ministry of Education.~~

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~~b) The list of modules will show the number of credits allocated to each module.~~

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5. Enrolment and Attendance

~~5.1. Students are required to enrol at the beginning of their programme of study at both NPU and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study.~~

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~~5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.~~

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~~5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.~~

~~5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.~~

~~6. Assessment~~

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~~6.1. The Programme Director (in consultation with the Teaching Affairs Office of NPU, or with the Academic Registrar of QMUL for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.~~

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~~6.2. Different marking scales are used by NPU and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module specification. The relationship between the marks is:~~

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~~a) A pass mark at NPU is 60% and at QMUL is 40% for modules at all levels.~~

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~~b) The mark showing distinction performance at NPU is 85% and first class at QMUL is 70%.~~

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~~c) Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.~~

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~~d) Marks above the pass mark are mapped by using a quadratic equation to give the fit at points 40=60, 70=85 and 100=100.~~

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~~e) Marks below the pass mark are mapped using linear relationship between 0=0 and 40=60.~~

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~~f) The implementation of the mapping between scales is through a lookup table (S0) with marks specified as integers. A separate mapping table is used for each direction.~~

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~~g) Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.~~

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~~6.3. Where a student has failed a module, the examination board may require him/her either to undertake a synoptic reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark on the transcripts for both universities.~~

~~6.4. Resits shall be taken at the next available opportunity except that, in exceptional circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her resit(s). Reasons may include, for example, military service or inaccessible industrial placements.~~

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~~6.5. Where a student is required to only resit the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall module mark, and this is capped.~~

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~~6.6. The "next available opportunity" for resit examinations will be determined by the SEB and is informed by the teaching timetable but not be earlier than seven weeks after the start of the next semester.~~

~~6.7. Resit attempts:~~

~~a) A student may have only one resit attempt at a module.~~

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~~b) If the resit attempt is failed the student will be required to retake the module in the following academic year; such a retake will be capped.~~

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~~6.8. Where a module is withdrawn, an examination will be set to give students a second resit attempt.~~

~~6.9. A student who falls into one of the categories below will not be allowed to take the examination for the corresponding module and will have his/her first attempt at the resit opportunity and a pass will be capped. The deficiency in [d], [e] or [f] must be rectified before the student is allowed to sit the examination.~~

~~a) does not attend two-thirds of lectures for a module without permission;~~

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~~b) does not attend two-thirds of the laboratory hours for a module;~~

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~~c) misses three lectures where random checks on attendance are carried out;~~

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~~d) does not submit two-thirds of the laboratory reports for a module;~~

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~~e) does not submit two-thirds of the coursework for a module without permission;~~

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~~f) fails the practical component of a module.~~

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~~6.10. Extenuating circumstances:~~

~~a) A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.~~

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~~b) A student who attends an examination will be deemed fit to take that assessment and will not subsequently be allowed to claim extenuating circumstances.~~

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~~c) Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to the examination board.~~

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~~i. For modules taught by NPU requests will be considered by the Programme Director.~~

~~ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker.~~

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~~d) All requests must be made at least one week before the examination board (for examinations) and within one week of the student's return from absence for coursework.~~

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~~6.11. The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.~~

~~6.12. The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.~~

~~6.13. The consideration of any allegation of an assessment offence is specified in 10.1.~~

7. Progression and withdrawal

~~7.1. Students who fall into one of the categories below will be deregistered from the programme of study:~~

~~a) does not achieve 50% of the credits in a semester without permission;~~

~~b) who is absent for a continuous period of two weeks without permission; or~~

~~c) who accumulates 30 credits worth of first-sit failures in technical or Chinese compulsory modules. (For the avoidance of doubt, subsequent passing of a module at a resit or retake examination does not reduce the accumulated first-sit failures.)~~

~~7.2. Exceptionally the examination board may allow a student who falls into a category under 7.1, to retake the year, but only those modules that have been failed. Such a student will be required to pay full tuition fees for that year and all modules retaken will be capped.~~

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8. Degree Requirements and Consideration for Honours

~~8.1. To be awarded the dual degree in Materials Science and Engineering or Polymer Materials Science and Engineering, a student must have:~~

~~a) been registered on the programmes for a minimum period of four academic years;~~

~~b) completed all requirements within a maximum period of six years;~~

~~c) passed all English Language modules;~~

~~d) passed all technical modules required for the programme;~~

~~e) passed all Chinese compulsory modules.~~

~~8.2. The Honours board may recommend the award of the degree with compensated failures in up to two technical modules where:~~

~~a) The overall mark for each failed module is between 30-39 per cent on the UK scale; and,~~

~~b) The honours weighted average mark is at least 40 per cent on the UK scale; and,~~

~~c) The Year 4 Project module mark is at least 40 per cent on the UK scale.~~

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~~8.3. For compensated modules the transcript provided by QMUL will show the original marks, while the transcript provided by NPU will show pass marks at 60 per cent on the CN scale (40 per cent on the UK scale).~~

~~8.4. A student who is awarded a Jie Ye Zhengshu by NPU may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student then meets the requirements in 8.1, he/she will be awarded degrees from both NPU and QMUL.~~

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~~8.5. The transcript provided by NPU will show all marks on the NPU Chinese scale.~~

~~8.6. The transcript provided by QMUL will all marks on the QMUL UK scale plus an overall BEng Honours classification.~~

~~8.7. The BEng Honours weighted average shall be calculated (to one decimal place) as a weighted sum with:~~

- ~~a) $0 * \text{average \% mark for Year 1 modules}$~~
- ~~b) $0.1 * \text{average \% mark for Year 2 modules}$~~
- ~~c) $0.3 * \text{average \% mark for Year 3 modules}$~~
- ~~d) $0.6 * \text{average \% mark for Year 4 modules}$~~

~~8.8. The BEng Honours shall be awarded based on the BEng Honours weighted average as follows:~~

- ~~a) 1st Class $\geq 70.0\%$~~
- ~~b) Upper second class : 60.0 – 69.9%~~
- ~~c) Lower second class : 50.0 – 59.9%~~
- ~~d) Third class : 40.0 – 49.9%~~

~~8.9. Request for a review of a module result or for a degree classification:~~

- ~~a) Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days of the results being released to students, using an NPU JP standard form. A request for review shall only be on the grounds of procedural error or when exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account; there can be no review of academic judgement.~~
- ~~b) The form must be completed in English for modules taught by QMUL and in Chinese for modules taught by NPU. The form will be dealt with by the university teaching the module using its normal procedures.~~
- ~~c) Reviews of module results will be conducted under the procedures of the university responsible for that module. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.~~

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d) A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in Xi'an and the relevant examination material is in London.

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e) If marks have to be changed as a result of the review they will be reported through Chair's Action to the two universities so the records can be updated.

9. Data Protection

9.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal NPU practice and comply with the relevant Chinese law.

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10. Assessment Offences and Appeals

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10.1. Assessment offences

a) Where a student commits an assessment offence on an individual module, that offence shall be dealt with by the university teaching that module under its normal code of assessment offences.

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b) CET-4 and CET-6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.

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c) If a student is found to have breached the assessment regulations of both institutions, the matter will be referred to the Academic Committee which will have oversight of the investigation process at both QMUL and NPU and may make recommendations with regard to the resulting penalty (ies).

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10.2. Non- academic Appeals

a) Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

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b) Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

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c) Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at QMUL and Chinese for NPU.

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10.3. Appeals to a higher body

a) A student may appeal against the decision of a university, once the internal procedures of that university have been exhausted, to an external appeals body for the country in which that university is situated and both universities will be bound by that decision, subject to the provisions of Chinese Law.

10.4. Harmonised Penalties

10.5. Offences will be dealt with using the normal procedures of the institution concerned but penalties must be taken from the agreed set of harmonised penalties.

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11. Student complaints

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11.1. Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.

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11.2. Notwithstanding 11.1, a student may complain about teaching in any module under the procedures of either university.

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11.3. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 11.5.

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11.4. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.

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11.5. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

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12. External examiners

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12.1. Each university shall appoint an external examiner subject to the approval of the other.

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12.2. Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

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13. Marks conversion

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13.1. Conversion from QMUL to NPU marks.

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QMUL	NPU	QMUL	NPU	QMUL	NPU	QMUL	NPU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

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13.2. Conversion from NPU to QMUL marks

NPU	QMUL	NPU	QMUL	NPU	QMUL	NPU	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

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LLM in Commercial Law: Singapore and London

Partner institution: Singapore Management University

7.11 The following regulations shall apply to the LLM in Commercial Law: Singapore and London.

1. Dual award and programme specific information

1.1 The LLM in Commercial Law: Singapore and London is a dual degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions.

1.2 For the purposes of the QMUL degree, the LLM in Commercial Law: Singapore and London shall follow the standard QMUL regulations as supplemented here.

1.3 For the purposes of the SMU degree, SMU LLM Regulations shall apply.

1.4 The programme shall comprise 270 academic credits. 135 credits shall be taken at QMUL, and 135 credits shall be taken at SMU.

1.5 The QMUL award shall be valued at 180 academic credits. This shall comprise the 135 credits delivered at QMUL, plus 45 credits of prescribed modules delivered at SMU in accordance with 4 below.

2. Admission

2.1 Applicants shall apply directly to QMUL.

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2.2 If an applicant satisfies QMUL's LLM admissions criteria, and is shortlisted, the applicant shall then go through SMU's admissions process.

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3. Duration of study

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3.1 The normal duration of study for the entire programme shall be 15 months: six months in Singapore and nine months in London. The maximum permitted duration of study shall be 27 months.

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4. Recognised modules

4.1 QMUL shall recognise two modules taught and assessed by SMU as core modules for the QMUL award. Each of the recognised modules is equivalent to two 22.5 credit modules in the QMUL modular scheme. Students complete the assessment for these modules while at SMU, and in the event of failure have one resit opportunity before the QMUL part of the programme commences.

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4.2 The assessment for the recognised modules includes an examination or other form of written assessment which comprises 50% of the total mark for the module. QMUL shall second mark this piece of assessment and the QMUL-appointed external examiner shall review work for these modules.

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5. Mark conversion

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5.1 The following conversions shall be used to translate SMU marks to the QMUL scale, and vice versa.

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SMU Mark Range	SMU Grade Point	SMU Grade	QM Mark Range	QM Graph Mark
86-100	4.3	A+	78-100	80
83-85	4	A	73-77.9	75
80-82	3.7	A-	70-72.9	70
77-79	3.3	B+	65-69.9	67
74-76	3	B	60-64.9	63
70-73	2.7	B-	58-59.9	58
66-69	2.3	C+	56-57.9	57
63-65	2	C	54-55.9	55
60-62	1.7	C-	52.5-53.9	53
53-59	1.3	D+	51-52.4	52
50-52	1	D	50-50.9	50
	(notional) 0.75	F	35-49.9	40
	(notional) 0.5	F	25-34.9	30
	(notional) 0.25	F	15-24.9	20
	(notional) 0.1	F	1-14.9	10
0-49	0.0	F	0	0

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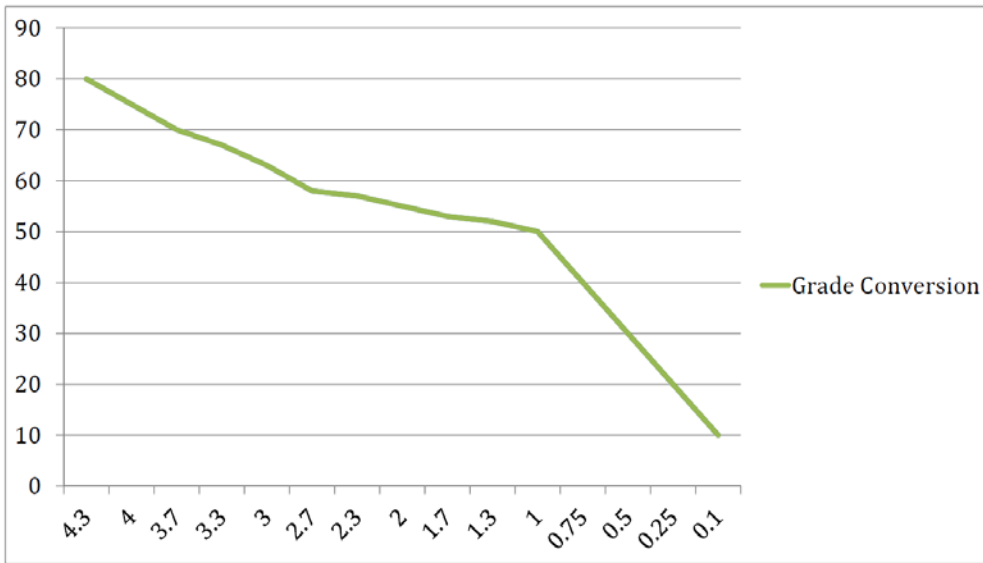
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6. Progression from SMU to QMUL

6.1 Students who fail one or both of the recognised modules after the resit attempt may not progress to the QMUL part of the dual degree programme.

6.2 Students who have failed only one of the other SMU modules (but passed the recognised modules) and have passed all other SMU modules with a minimum Grade Point Average (GPA) of 2.5 may progress onto the QMUL part of the programme.

7. Assessment offences

7.1 Each institution's standard regulations on the treatment of assessment offences shall apply to the element of the programme completed at that institution.

7.2 A student who has their registration at SMU terminated as a result of an assessment offence at SMU will not be permitted to proceed to the QMUL element of the programme.

7.3 A student who has his/her registration at QMUL terminated as a result of an assessment offence at QMUL will not be conferred the SMU degree.

8. Eligibility for awards

8.1 SMU Regulations shall apply to the conferment of the SMU award.

8.2 To receive the award of LLM from QMUL, a student must:

- i. Progress from SMU to QMUL as indicated in 6 above;
- ii. Meet the standard requirements for the award of LLM as defined in section five of the QMUL Academic Regulations.

8.3 A student who fails to meet the requirements for the award of one institution shall not be eligible for an award from the other institution. The only exception that may be made to

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this requirement relates to difficulties in obtaining appropriate visas to study, as detailed in 9 below.

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9. Visa issues

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9.1. The movement of students between Singapore and London is contingent on the issue of appropriate visas, a factor which is out of the control of both SMU and QMUL. In order to mitigate visa difficulties, the following shall apply where students are able to demonstrate problems with visas as follows:

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9.2. If a student is unable to obtain a visa for Singapore which covers the duration of the SMU programme, having regard to the reasons, the parties shall make reasonable adjustments to permit the student to proceed with at least the part of the programme necessary to obtaining the QMUL degree, subject to the student obtaining a UK visa. The fees paid by the student to SMU will be in proportion to the number of SMU credits taken.

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9.3. If a student is unable to obtain a visa to study in the UK, and is able to provide documentary evidence relating to this difficulty, then the student may either:

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- i. transfer his or her registration to the SMU LLM programme, or
- ii. complete 135 credits at SMU followed by the dissertation element at QMUL (with remote supervision) for a further 45 credits, paying one-third of the QMUL fees.
- iii. as a result of these adjustments to mitigate problems in obtaining a UK visa, the student shall be able to complete and be eligible to obtain the SMU LLM only.

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10. Complaints

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10.1. Students wishing to submit a complaint about any aspect of the part of the programme taken at QMUL shall do so under the QMUL Student Complaints Policy.

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10.2. Students wishing to submit a complaint about any aspect of the part of the programme taken at SMU shall submit the complaint directly to SMU.

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10.3. The Course Management Group (with responsibility for oversight of the programme) will monitor student complaints and will determine the appropriate procedure for any complaint which spans both parties.

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11. Academic appeals

11.1. Students wishing to submit an academic appeal regarding their studies at QMUL shall do so under the QMUL academic regulations, noting that appeals regarding the SMU modules must be made to SMU in advance of the commencement of the QMUL programme.

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| *Academic Regulations* 2016-17
Section 8: Regulations for Research Programmes



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| Academic Regulations 2016-17
8: Regulations for Research Programmes

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| To be considered under separate cover.

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Academic Regulations 2016-17 Appendix: Delegations of Senate

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Note on delegations from Section 8, the Regulations for Research Programmes

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In this delegation framework, a Dean for Research may nominate a named individual to whom they delegate their authority for decisions, typically a faculty lead for postgraduate research studies. In such situations, the delegation cannot be transferred further to another individual.

In this delegation framework, a Director for Research may nominate a named individual to whom they delegate their authority for decisions, typically a School/Institute Director of Graduate Studies. In such situations, the delegation cannot be transferred further to another individual.

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Regulation:	1.12
Authority:	<u>Approval of the <i>Academic Regulations</i>.</u>
Delegated to:	<u>Senate (not delegated).</u>
Process:	<u>Consideration and approval of a document prepared by the Academic Secretariat.</u>

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Regulation:	1.12
Authority:	<u>Approval of programme and module regulations, including assessment regulations.</u>
Delegated to:	<u>Taught Programmes Board.</u>
Process:	<u>Programme and module approval processes.</u>

Regulation:	1.13
Authority:	<u>Approval of programme and module regulations, including assessment regulations.</u>
Delegated to:	<u>Taught Programmes Board.</u>
Process:	<u>Programme and module approval processes.</u>

Regulation:	1.15
Authority:	<u>Approval of programme and module regulations, including assessment regulations.</u>
Delegated to:	<u>Taught Programmes Board.</u>
Process:	<u>Programme and module approval processes.</u>

Regulation:	1.16
Authority:	<u>Approval of special regulations in respect of programmes.</u>
Delegated to:	<u>Taught Programmes Board.</u>
Process:	<u>Programme and module approval processes.</u>

Regulation:	1.17
Authority:	<u>Approval of module regulations, including assessment regulations.</u>
Delegated to:	<u>Taught Programmes Board.</u>
Process:	<u>Programme and module approval processes.</u>

Regulation:	1.18
Authority:	<u>Approval of special regulations in respect of modules.</u>
Delegated to:	<u>Taught Programmes Board (or nominees).</u>
Process:	<u>Programme and module approval processes.</u>

Regulation:	1.19
Authority:	Approval of special regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.
Regulation:	1.22
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB/Head of School/Institute and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via ARCS. Informed by past decisions.
Regulation:	1.27
Authority:	Establishment of examination boards with combined SEB and DEB roles.
Delegated to:	Senate (not delegated).
Process:	Formal recommendation from the relevant school or institute.
Regulation:	1.28
Authority:	Consideration of students' achievement, progression and awards.
Delegated to:	Subject and Degree Examination Boards.
Process:	Examination board procedures and processes.
Regulation:	1.28
Authority:	Approval of the <i>Assessment Guide</i> .
Delegated to:	Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.
Regulation:	1.29xii
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via the Academic Secretariat. Informed by past decisions.
Regulation:	1.30
Authority:	Establishment of examination board sub-boards.
Delegated to:	Head of School or Institute.
Process:	Nomination to the Academic Secretariat.
Regulation:	1.31 (i and ii)
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.
Regulation:	1.38
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.45i
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the appropriate Faculty Dean for Taught Programmes.
Regulation:	1.45iii
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.
Regulation:	1.49
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Formal nomination from the Academic Secretariat, following endorsement from the Faculty Dean for Taught Programmes.
Regulation:	1.51
Authority:	Appointment of external examiners to Subject Examination Boards.
Delegated to:	Faculty Dean for Taught Programmes (H&SS, S&E) or Dean for Education Quality (SMD) in all cases; Vice-Principal (Student Experience, Teaching & Learning), in addition, in cases where there is a potential conflict with the appointment criteria.
Process:	External examiner appointment process.
Regulation:	1.54
Authority:	Work to be considered by external examiners and participation in oral and other examinations by external examiners.
Delegated to:	Head of School or Institute.
Process:	Agreed through discussion with the external examiner, the SEB Chair, and the Programme Organiser.
Regulation:	1.54
Authority:	Approval of the <i>Guidance for External Examiners</i> .
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.
Regulation:	1.58
Authority:	Termination of external examiner contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).
Regulation:	1.59
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.
Regulation:	1.63
Authority:	Termination of external member contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	2.10
Authority:	Deregistration or interruption of a student who is unfit to study.
Delegated to:	Head of School/Director of Institute, or equivalent.
Process:	Written confirmation.
Regulation:	2.11
Authority:	Identification of health conditions to be reported to QMUL by SMD students.
Delegated to:	Vice-Principal (Health).
Process:	Approval and communication (through student handbooks) of a policy on this issue.
Regulation:	2.13
Authority:	Approval of the general entrance requirements for admission to QMUL.
Delegated to:	Senate (not delegated).
Process:	Approval of recommendations for this purpose from the Vice-Principal (Student Experience, Teaching & Learning).
Regulation:	2.13
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Taught Programmes Board (PMAB) (ii) Vice-Principal (Student Experience, Teaching & Learning)
Process:	(i) Approval of the type and subject of qualifications required, though the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.
Regulation:	2.16
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.
Regulation:	2.18
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.
Regulation:	2.20
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.
Regulation:	2.22
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.
Regulation:	2.24
Authority:	Termination of enrolment where a student is found to have falsified information in the admissions process.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the Head of School or Institute. Consideration on a

	<u>case-by-case basis, on the recommendation of the Head of School or Institute. This may also involve QMUL disciplinary procedures.</u>
Regulation:	
Authority:	<u>Approval of concurrent study elsewhere, or at QMUL.</u>
Delegated to:	<u>Head of School(s) or Institute(s).</u>
Process:	<u>Consideration on a case-by-case basis.</u>
Regulation:	2.25
Authority:	<u>Permission for an individual student's request to change modes of study.</u>
Delegated to:	<u>Head of School or Institute.</u>
Process:	<u>Consideration on a case-by-case basis.</u>
Regulation:	2.32
Authority:	<u>Permit part-time study on a programme where this is not normally available.</u>
Delegated to:	<u>Academic Registrar</u>
Process:	<u>Formal request from Head of School/Institute (or nominee) to Registry.</u>
Regulation:	2.35
Authority:	<u>Permission for an individual not enrolled with QMUL to use QMUL facilities.</u>
Delegated to:	<u>Vice-Principal (Student Experience, Teaching & Learning)</u>
Process:	<u>Consideration on a case-by-case basis, on the recommendation of the Head of School or Institute.</u>
Regulation:	2.45
Authority:	<u>Replacement of a core or compulsory module with an alternative.</u>
Delegated to:	<u>Academic Registrar</u>
Process:	<u>Formal request from Head of School/Institute (or nominee) to Registry.</u>
Regulation:	2.76
Authority:	<u>Permission for an individual student to interrupt their studies for a period of up to two years.</u>
Delegated to:	<u>Head of School or Institute, or Programme Organiser.</u>
Process:	<u>Consideration on a case-by-case basis.</u>
Regulation:	2.76
Authority:	<u>Permission for an individual student to interrupt their studies for a period longer than two years.</u>
Delegated to:	<u>Academic Registrar.</u>
Process:	<u>Consideration on a case-by-case basis.</u>
Regulation:	2.85
Authority:	<u>Approval of exceptions to the rule preventing a withdrawn/deregistered student from reapplying within 12 months.</u>
Delegated to:	<u>Head of Admissions and Recruitment.</u>
Process:	<u>Consideration on a case-by-case basis.</u>
Regulation:	2.98
Authority:	<u>Approval of procedures for study abroad and exchange periods.</u>
Delegated to:	<u>Vice-Principal (Student Experience, Teaching & Learning)</u>

Process:	Consideration of recommendations made for these purposes.
Regulation:	2.99
Authority:	Approval of procedures for scaling and weighting results from assessments taken during a study abroad or exchange period, in order to align them with QMUL's standards.
Delegated to:	Taught Programmes Board
Process:	Module and programme approval processes.
Regulation:	3.3
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board
Process:	Programme and module approval processes.
Regulation:	3.9
Authority:	Approval of minimum prescribed standards for the production and security of examination papers.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration of recommendations developed for this purpose.
Regulation:	4.11
Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.
Regulation:	4.69
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.
Regulation:	4.89
Authority:	Approval of field of study.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval process.
Regulation:	4.92
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Taught Programmes Board (PMAB). (ii) Vice-Principal (Student Experience, Teaching & Learning).
Process:	(i) Approval of the type and subject of qualifications required, though the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.
Regulation:	5.10

Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	5.65
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.



Queen Mary
University of London

ACADEMIC REGULATIONS

2016-17

Approved by QMUL's Senate:

Academic Regulations 2016-17

Table of Contents

Definitions	1
Glossary of terms.....	1
Assessment types.....	4
Common acronyms.....	4
1: Framework and Governance	5
Introduction	5
Applicability	5
Scope	5
<i>Undergraduate awards (FHEQ levels 3-7)</i>	5
<i>Postgraduate taught awards (FHEQ level 7)</i>	6
<i>Postgraduate research awards (FHEQ level 8)</i>	6
<i>Higher doctorates</i>	6
<i>University of London awards and QMUL awards</i>	6
Approval of regulations, programmes and modules	7
<i>Approval of the Academic Regulations</i>	7
<i>Approval of programmes of study and modules</i>	7
<i>Programme regulations</i>	7
<i>Module regulations</i>	7
<i>Designation of special regulations</i>	8
<i>Suspension of regulations</i>	8
Examination boards	8
<i>Subject Examination Boards (SEBs)</i>	9
<i>Chair of the Subject Examination Board</i>	11
<i>Extenuating Circumstances Sub-board</i>	11
<i>Degree Examination Boards (DEBs)</i>	11
<i>Chair of the Degree Examination Board</i>	12
External examiners	13
<i>Appointment</i>	13
<i>Duties</i>	13
<i>Removal</i>	14
External members.....	14
<i>Appointment</i>	14
<i>Duties</i>	14
<i>Removal</i>	15
Internal examiners	15
<i>Appointment</i>	15
<i>Duties</i>	15
2: General Regulations	16
Scope	16
Applicability.....	16
Student conduct.....	16
Student identity card	16

Medical examination	16
Replacement award certificates	17
Admission	17
<i>Admission with advanced standing</i>	17
<i>Admission with advanced standing: Undergraduate</i>	18
<i>Admission with advanced standing: Graduate</i>	18
<i>Admission with advanced standing: Postgraduate</i>	18
<i>Falsification of documents</i>	19
<i>Concurrent study</i>	19
<i>Change of programme</i>	19
<i>Modes of study</i>	19
Enrolment and registration	20
<i>Permission to study in the United Kingdom</i>	21
<i>Module registration</i>	21
<i>Intercollegiate module registration</i>	21
<i>Registration for reassessment and first sits</i>	22
<i>Reassessment and first sits for associate students</i>	22
Payment of fees and other charges	22
<i>Deregistration for non-payment of fees or charges under Ordinance C3</i>	23
Attendance and participation	23
<i>Taking a module</i>	24
<i>Completing a module</i>	24
Award of academic credit	24
<i>Award of academic credit in instances of failure</i>	25
Interruption of enrolment	25
Deregistration and withdrawal	26
<i>Module withdrawal and deregistration</i>	26
<i>Deregistration from programmes of study</i>	27
Exchanges	27
Regulations for Assessment Offences	27
<i>Definitions</i>	28
<i>Allegations of assessment offences in invigilated examinations (excluding in-class tests)</i>	29
<i>Allegations of assessment offences in major elements of assessment, and second or subsequent offences</i>	29
<i>Allegations of assessment offences in other elements of assessment</i>	30
<i>Assessment Offences Panel</i>	31
<i>Penalties</i>	31
Appeal Regulations	32
<i>Definitions</i>	33
<i>Authority and delegations</i>	33
<i>Grounds for appeal</i>	33
<i>Submitting an appeal</i>	34
<i>Actions on receipt of a request for appeal</i>	34
<i>Notification of outcome of an appeal</i>	35
<i>Actions where an appeal is upheld</i>	35
<i>Actions where an appeal is not upheld</i>	35
<i>Appeal Panel composition</i>	36
<i>Appeal Panel terms of reference</i>	36
<i>Appeal Panel procedure</i>	37
<i>Final review</i>	37
<i>Review by the Office of the Independent Adjudicator for Higher Education</i>	38
3: Regulations for the Conduct of Assessment	39
Scope	39
Applicability	39

General	39
Invigilated examinations	40
<i>Setting examination papers</i>	40
<i>Examination timetable</i>	40
<i>Invigilation and the presence of internal examiners</i>	40
<i>Special arrangements</i>	41
<i>Arrival and departure</i>	41
<i>Equipment and personal items</i>	41
<i>Start of an examination</i>	42
<i>Identification of students</i>	42
<i>During the examination</i>	43
<i>Emergency evacuation</i>	44
<i>End of the examination</i>	44
<i>Suspected assessment offences in examinations</i>	44
<i>Illness and extenuating circumstances for invigilated examinations</i>	44
<i>Invigilated examinations using virtual learning environments (VLE)</i>	45
Other assessments	45
<i>Coursework</i>	45
<i>Practical assessment</i>	46
<i>Oral examinations</i>	46
<i>Dissertations and projects</i>	46
<i>Professional capability</i>	46
Extenuating circumstances	46
4: Regulations for Undergraduate & Graduate Programmes	48
Scope	48
Applicability	48
Academic credit	49
General requirements	49
Normal duration of a programme of study	49
<i>Minimum and maximum registration periods</i>	49
Developmental years	49
<i>Compulsory years abroad and compulsory placement years</i>	50
Marks and grades for student performance in individual modules.....	50
Requirements to pass a module	50
<i>Number of attempts</i>	51
<i>Failure of a module</i>	51
<i>Resits</i>	51
<i>First sits</i>	52
<i>Retakes</i>	52
<i>First takes</i>	53
Discretion in classification.....	54
Aegrotat award	54
Revocation of awards	54
Progression and award regulations: BA, BSc, BSc (Econ), BEng, BSc (Eng).....	55
<i>Progression</i>	55
<i>Failure to meet progression requirements</i>	55
<i>Eligibility for awards</i>	55
<i>Academic credit requirements for awards</i>	56
<i>Classification of awards</i>	57
<i>Field of study</i>	57
<i>Failure to meet award requirements</i>	57
Award regulations: Intercolated BSc and BMedSci	58
<i>Eligibility for award</i>	58
<i>Academic credit requirements for awards</i>	58

<i>Classification of award</i>	58
Progression and award regulations: MEng and MSci	59
<i>Progression</i>	59
<i>Failure to meet requirements for progression</i>	59
<i>Transfer to BEng, BSc (Eng), or BSc</i>	60
<i>Award of BEng, BSc (Eng), or BSc</i>	60
<i>Eligibility for award</i>	60
<i>Academic credit requirements for awards</i>	60
<i>Classification of awards</i>	61
<i>Failure to meet award requirements</i>	61
Progression and award regulations: LLB	61
<i>Maximum duration of study</i>	62
<i>Number of attempts</i>	62
<i>Resits</i>	62
<i>Referral</i>	62
<i>First sits</i>	63
<i>Progression</i>	63
<i>Eligibility for award</i>	63
<i>Classification of awards</i>	64
Progression and award regulations: BDS	66
<i>Definitions</i>	66
<i>Maximum duration of study</i>	66
<i>Programme requirements for award</i>	66
<i>Exemptions</i>	66
<i>Attendance and professional attitude and conduct</i>	67
<i>Structure of examinations</i>	67
<i>Compensation</i>	67
<i>Requirements to pass a Section, Part and Stage</i>	67
<i>Progression for BDS</i>	68
<i>Eligibility for award</i>	68
<i>Classification of award</i>	68
<i>Failure to meet award requirements</i>	68
<i>Professional registration</i>	69
Progression and award regulations: MBBS	69
<i>Definitions</i>	69
<i>Maximum duration of study</i>	70
<i>Programme requirements for award</i>	70
<i>Programme duration</i>	70
<i>Exemptions</i>	70
<i>Attendance and professional attitude and conduct</i>	70
<i>Structure of examinations</i>	71
<i>Compensation</i>	71
<i>Requirements to pass a Section, Part and Stage</i>	71
<i>Number of attempts</i>	72
<i>Resits</i>	72
<i>Extenuating circumstances</i>	72
<i>Retakes</i>	72
<i>Assessment of Student-Selected Components</i>	73
<i>Progression</i>	73
<i>Eligibility for award</i>	74
<i>Classification of award</i>	74
<i>Failure to meet award requirements</i>	74
Progression and award regulations: FdA and FdSc	75
<i>Progression</i>	75
<i>Eligibility for award</i>	75

<i>Academic credit requirements for awards</i>	75
<i>Classification of award</i>	76
<i>Failure to meet requirements for award</i>	76
<i>Progression to honours degree programmes</i>	76
Award regulations: FdCert.....	76
<i>Eligibility for award</i>	76
<i>Academic credit requirements</i>	77
<i>Classification of award</i>	77
Progression and award regulations: DipHE and CertHE.....	77
<i>Progression: Diploma of Higher Education</i>	78
<i>Eligibility for award: Diploma of Higher Education</i>	78
<i>Academic credit requirements: Diploma of Higher Education</i>	78
<i>Eligibility for award: Certificate of Higher Education</i>	79
<i>Academic credit requirements: Certificate of Higher Education</i>	79
<i>Classification of awards</i>	79
<i>Failure to meet requirements for award of DipHE</i>	80
Progression and award regulations: GradCert and GradDip.....	80
<i>Progression</i>	80
<i>Eligibility for award</i>	80
<i>Academic credit requirements for award: Graduate Certificate</i>	80
<i>Academic credit requirements for award: Graduate Diploma</i>	80
<i>Classification of award</i>	81
<i>Failure to meet requirements for award of Graduate Diploma</i>	81
Award regulations: Ordinary degree.....	81
<i>Eligibility for award</i>	81
<i>Academic credit requirements for award</i>	82
<i>Classification of award</i>	82
5: Regulations for Postgraduate Programmes.....	83
Scope.....	83
Applicability.....	83
General requirements.....	83
Normal duration of a programme of study.....	84
<i>Minimum and maximum registration periods</i>	84
Academic credit.....	84
Taught component.....	84
Research projects and dissertations.....	84
Marks and grades for student performance in individual modules.....	85
Requirements to pass a module.....	85
<i>Number of attempts</i>	85
<i>Failure of a module</i>	85
<i>Condoned failure</i>	86
<i>Resits</i>	86
<i>First sits</i>	87
<i>Retakes</i>	87
<i>First takes</i>	88
Discretion in classification.....	88
Aegrotat award.....	88
Revocation of award.....	89
Progression and award regulations: MA, MSc, MRes, MBA, MPA.....	89
<i>Progression</i>	89
<i>Progression from the taught element to the dissertation/project</i>	89
<i>Progression to the second developmental year for part-time students</i>	90
<i>Failure to meet progression requirements</i>	90
<i>Eligibility for award</i>	90
<i>Academic credit requirements for awards</i>	91

<i>Classification of award</i>	91
Progression and award regulations: LLM	92
<i>Dissertation component</i>	92
<i>Condoned failure</i>	92
<i>Eligibility for award</i>	92
<i>Academic credit requirements for award</i>	92
<i>Classification of award</i>	92
<i>Failure to meet requirements for award</i>	93
Progression and award regulations: MCLinDent.....	93
<i>Advanced standing</i>	93
<i>Period of study</i>	93
<i>Progression</i>	93
<i>Progression to the second developmental year for full-time students</i>	93
<i>Failure to meet progression requirements</i>	94
<i>Eligibility for award</i>	94
<i>Academic credit requirements for award</i>	94
<i>Condoned failure</i>	94
<i>Classification of award</i>	94
<i>Failure to meet requirements for award</i>	95
Progression and award regulations: MSc designated Euromasters	95
<i>Period of study</i>	95
<i>Condoned failure</i>	95
<i>Progression</i>	95
<i>Failure to meet progression requirements</i>	96
<i>Eligibility for award</i>	96
<i>Academic credit requirements for award</i>	96
<i>Classification of award</i>	97
<i>Failure to meet requirements for award</i>	97
Progression and award regulations: PGCert and PGDip.....	97
<i>Taught component and dissertation/project modules</i>	98
<i>Condoned failure</i>	98
<i>Progression</i>	98
<i>Eligibility for awards</i>	98
<i>Academic credit requirements for award: Postgraduate Certificate</i>	98
<i>Academic credit requirements for award: Postgraduate Diploma</i>	99
<i>Classification of awards</i>	99
<i>Failure to meet requirements for award of Postgraduate Diploma</i>	99
6: Special Regulations	100
Scope	100
Faculty of Humanities and Social Sciences	100
School of Business and Management	100
<i>All taught postgraduate programmes</i>	100
<i>Progression to dissertation or project</i>	100
School of Law	100
<i>BA in Law and Politics</i>	100
<i>LLB in English and European Law</i>	100
<i>LLB in English and Chinese Law</i>	100
<i>LLB in Global Law</i>	100
<i>LLB with a Year in Hong Kong</i>	100
<i>Period of study at an overseas university</i>	100
<i>MA in Law by Research</i>	101
<i>Condoned failure</i>	101
School of Law: Centre for Commercial Law Studies.....	101
<i>LLM/PGDip/PGCert Computer & Communications Law (Distance Learning)</i>	101
<i>Duration of study</i>	101

Study load.....	101
Condoned failure	101
Resits	102
<i>MSc in Management of Intellectual Property Law</i>	102
Condoned failure	102
<i>PGDip programmes in CCLS (except International Commercial Arbitration/International Mediation)</i>	102
Condoned failure	102
<i>PGCert programmes in CCLS (except Intellectual Property Law)</i>	102
Condoned failure	102
<i>PGCert in Intellectual Property Law</i>	102
Pathway A (programme of study and examinations)	102
Additional entry qualifications	102
Assessment	103
Condoned failure	103
Pathway B (special examination)	103
Eligibility.....	103
Condoned failure	103
Classification	103
Faculty of Science and Engineering	103
School of Biological and Chemical Sciences	103
PGDip in Chemical Research	103
Condoned failure	103
MSc in Chemical Research.....	104
Timing of resits	104
Condoned failure	104
School of Electronic Engineering and Computer Science	104
MSc programmes with a period in industry	104
Eligibility for award.....	104
School of Engineering and Materials Science	104
BEng programmes with Industrial Experience	104
Progression	104
MEng programmes.....	104
Progression	104
All taught postgraduate programmes	105
Progression to dissertation or project.....	105
Progression for part-time students	105
School of Mathematical Sciences	105
MSc in Mathematics (not applicable to other PGT programmes in SMS).....	105
Condoned failure	105
Academic credit requirements for award.....	105
Resits	105
Degree title	105
School of Physics and Astronomy	106
MSc in Astrophysics.....	106
Condoned failure	106
MSci programmes	106
Pass mark for level 7 modules	106
Foundation programmes.....	106
Postponement of award to meet QMUL admission or progression requirements (FGHZ and FGHY variants of the SEFP, and the FdCert Humanities and Social Sciences).....	106
Faculty of Medicine and Dentistry.....	106
Barts Cancer Institute	106
All taught postgraduate programmes	106
Progression to dissertation or project.....	106
Blizard Institute	107
MSc in Trauma Science and MSc in Trauma (Military and Austere).....	107
Progression to second developmental year and project	107

<i>MSc in Gastroenterology</i>	107
<i>Progression to dissertation or project</i>	107
<i>Alternative pathways</i>	107
<i>MRes/PGDip/PGCert in Clinical Research</i>	107
<i>Transfer to higher programmes</i>	107
<i>MSc in Regenerative Medicine</i>	107
<i>Progression to project (applicable to 2016/17 entrants, only)</i>	107
Institute of Dentistry	108
<i>DipHE in Dental Hygiene and Therapy</i>	108
<i>Pass mark</i>	108
William Harvey Research Institute	108
<i>MSc in Endocrinology and Diabetes</i>	108
<i>Progression to dissertation or project</i>	108
Institute of Health Sciences Education	108
<i>MA in Education for Clinical Contexts</i>	108
<i>Normal duration of study</i>	108
<i>Progression to the second year for part-time students</i>	108
<i>Progression to the dissertation/project (and third year) for part-time students</i>	108
<i>MBBS Graduate Entry Programme (GEP)</i>	108
<i>Entry requirements and exemptions</i>	108
<i>Programme of study</i>	109
<i>Structure of examinations</i>	109
<i>Classification of the award</i>	109
<i>FdCert in Clinical Foundation Studies</i>	109
<i>Requirements for award and for progression to the clinical programmes</i>	109
<i>Exit award</i>	109
Professional Services	110
Centre for Academic and Professional Development	110
<i>Certificate in Learning and Teaching</i>	110
<i>Advanced standing</i>	110
<i>Eligibility for award</i>	110
<i>Academic credit requirements for award</i>	110
<i>Condoned failure</i>	110
<i>Classification of awards</i>	110
<i>PGCert in Academic Practice</i>	111
<i>PGCert in Teaching and Learning in Higher Education</i>	111
<i>Advanced standing</i>	111
7: Special Regulations for Collaborative Programmes	112
Scope	112
University of London Institute in Paris	112
MA in History of Political Thought and Intellectual History.....	112
<i>Classification</i>	112
MA in Global Shakespeare	113
BSc (Eng) in Telecommunications Engineering with Management	113
BSc (Eng) in E-Commerce Engineering with Law	113
BSc (Eng) in Internet of Things Engineering.....	113
BSc Biomedical Sciences	126
BEng in Materials Sciences and Engineering.....	137
BEng in Polymer Materials Science and Engineering.....	137
LLM in Commercial Law: Singapore and London	145
8: Regulations for Research Programmes	149
Appendix: Delegations of Senate	150

Academic Regulations 2016-17 Definitions

Glossary of terms

Academic credit: An indicator of the amount and level of learning. Given in multiples of 15.

Academic level: The relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Each module shall be assigned a level from the following scale:

- Level 3: Foundation or pre-degree level
- Level 4: Introductory
- Level 5: Intermediate
- Level 6: Final
- Level 7: Masters
- Level 8: Research level

Academic year: A period running from 1 August to 31 July. The developmental years of most undergraduate programmes follow academic years, and policies and regulations are normally written by academic year. See also *developmental year*, and *calendar year*.

Advanced standing: Prior, certificated study from another institution deemed equivalent to QMUL modules from which exemption is sought.

Award: Undergraduate, graduate, and postgraduate certificates, diplomas, bachelors degrees, and undergraduate and postgraduate masters degrees. The awards offered by QMUL are detailed in the *Ordinances* and the *Academic Regulations*.

Calendar year: A twelve month period. Many masters programmes run for a full calendar year, which may cross two academic years. See also *academic year*, *developmental year*.

College: Queen Mary University of London (QMUL).

College Mark: The weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification of the award is based. It is held to one decimal place.

Compulsory module: A module that must be taken to meet requirements for progression or award.

Core module: A module that must be taken and passed to meet requirements for progression or award. Core modules cannot be condoned.

Co-requisite module: A module that must be taken at the same time as another, specified, module.

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

Developmental year: A year of a programme. Normally one academic year of full time study, during which a student is normally required to be registered for 120 credits of modules. Developmental years for part time students normally last two years. See also *academic year* and *calendar year*.

Dissertation, project: An extended piece of independent study assessed by an output report or extended essay. Comprises a significant part of most masters programmes.

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

Enrolment: A process by which individuals with offers of places to study become students of QMUL. New students must pre-enrol before enrolment, and returning students must re-enrol each year.

Extenuating circumstances: Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

External examiner: A senior professional academic from outside QMUL who monitors the assessment process for fairness and academic standards.

Field of study: The description of the modules passed by a student. Represented in the title of the award conferred upon a student.

First sit: The repeat of all or part of a module's assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the examination board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are not capped.

First take: The repeat of a module following failure at a previous attempt. This involves attendance and completion of all elements of the module, and submission of all assignments, whether assessed or not. First takes count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. Module marks for first takes are not capped. First takes incur *pro rata* tuition fees.

Invigilated examination: A timetabled summative examination that contributes in whole or in part to the module mark.

Level: See *Academic level*.

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

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

Module mark: The overall module result. This may be an aggregate of marks from several elements of assessment, which may be weighted. It is held to one decimal place.

Notional study hours: The number of hours required to complete an academic credit, module, or programme.

Pathway: A specific combination of modules within a programme leading to a named award.

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

Programme regulations: The regulations for an individual programme of study, approved by Senate, or its delegated authority.

Programme of study (programme): A package of modules approved by Senate, or its delegated authority, and leading to an award of QMUL or the University of London.

Progression: The process of moving from one developmental year to the next, or from the taught element to the dissertation or project element of a programme.

Project: See *Dissertation*

QMACF: Queen Mary Academic Credit Framework. The structure of academic credits and levels applied to all modules and programmes leading to awards of QMUL or the University of London (introduced in 2008).

Qualifying mark: A specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the module mark to pass the module. For example: 'Students must obtain a minimum aggregated and weighted coursework average of 30.0, and a minimum module mark of 40.0, in order to pass the module.'

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

Research students: Students registered for a programme of study specifically designated as a research programme. Research programmes have separate *Academic Regulations*.

Resit: The repeat of all or part of a module's assessments, following failure at a previous attempt. Resits do not involve the repeat of attendance for the module. They do not count towards the value of academic credit for which students must normally be registered in an academic or developmental year.

Retake: The repeat of a module following failure at a previous attempt. Retakes involve attendance and completion of all elements of the module, and the submission of all assessments (summative and formative). They count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Retakes incur *pro rata* tuition fees.

Special regulations: Programme or module regulations that diverge from the general *Academic Regulations* for good reason, approved by Senate or its delegated authority. Special programme regulations are detailed in Sections 6-7 of the *Academic Regulations*.

Students: Students of QMUL. Ordinance C1 describes, 'those persons who are students of QMUL and associate students of QMUL'. The *Academic Regulations* apply to all students undertaking undergraduate or postgraduate study at QMUL, and to any persons whom Senate declares to be students of QMUL.

Subject: The term by which modules (see *Module*) are known for the LLB and other programmes that operate under the LLB regulations. Where the term 'module' is used in these regulations it also refers to subjects, unless otherwise stated.

Taught component: The parts of a programme delivered as taught modules, as opposed to dissertations or projects. The term is generally used in relation to postgraduate programmes.

Total credit value: The total amount of academic credit required for an award.

Threshold requirement: A progression requirement for MSci and MEng programmes. Students must achieve a year - or aggregate - average (threshold) to progress to the next developmental year. This is in addition to the credit requirements for progression.

University: The University of London, unless otherwise specified.

Assessment types

QMUL classifies all elements of assessment within one of the following five categories:

Invigilated examination (EXM): A formal, timed and invigilated assessment that takes place under the regulations for invigilated examinations. Invigilated examinations include, but are not limited to: Seen and unseen examinations (including on-line examinations) that take place in QMUL's formal examination periods.

Coursework (CWK): An assessment that takes place during the module. Coursework includes, but is not limited to: Essays; reports; presentations; poster presentations; seminar or tutorial work; in-class or in-semester tests; mid-session examinations; project proposals; gobbet exercises; homework sheets.

Practical (PRA): An assessment that requires the application or demonstration of knowledge and/or skills/competencies in a practical context. Practical assessments include, but are not limited to: Laboratory work; computer work; performances; fieldwork; Objective Structured Clinical Examinations; oral assessments in languages.

Dissertation/project (DIS): An extended piece of independent study that is assessed by the output report or long essay. Dissertation and project assessments include, but are not limited to: Dissertations; research projects; project reports;

Professional capability (CAP): An assessment of a student's professional attitude and conduct to meet the requirements of a Professional and Statutory Regulatory Body. Professional capability assessments include, but are not limited to: Assessment of behaviour and conduct (primarily for primary qualifying medical and dental qualifications but may be appropriate in other programmes).

Common acronyms

ARCS	Academic Registry and Council Secretariat
BUPT	Beijing University of Posts and Telecommunications
DEB	Degree Examination Board
ECs	Extenuating circumstances
FHEQ	Framework for Higher Education Qualifications
GDC	General Dental Council
GMC	General Medical Council
NCU	Nanchang University
NPU	Northwestern Polytechnical University
PG	Postgraduate
PGR	Postgraduate (Research)
PGT	Postgraduate (Taught)
QAA	Quality Assurance Agency
QMACF	Queen Mary Academic Credit Framework
QMSE	Queen Mary Senior Executive
QMUL	Queen Mary University of London
SEB	Subject Examination Board
UG	Undergraduate
UKVI	UK Visas and Immigration
ULIP	University of London Institute in Paris
VP	Vice-Principal
VP (Res)	Vice-Principal (Research)
VP (SETL)	Vice-Principal (Student Experience, Teaching & Learning)

Academic Regulations 2016-17 1: Framework and Governance

Introduction

- 1.1. The *Academic Regulations* incorporate both the general regulations that apply to students of QMUL, and the regulations for assessment, progression and award. The *Academic Regulations* regulate the principal institutional mechanisms for the articulation and management of QMUL's academic standards for taught awards.

Applicability

- 1.2. These regulations take effect from 1 August 2016, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply. Any changes of substance introduced through the 2016-17 *Academic Regulations* beyond a restructuring of the format were agreed by Senate at the end of the 2015-16 academic year.

Scope

- 1.3. The *Academic Regulations* apply to all undergraduate and postgraduate programmes leading to awards of QMUL or the University of London or the award of academic credit, and to the students registered on those programmes.
- 1.4. The *Academic Regulations* comprise eight sections. Each section states, where necessary, to which programmes and students it refers.
- 1.5. Where separate arrangements apply to research studies these are detailed in Section 8, the *Regulations for Research Programmes*.
- 1.6. In some cases, separate arrangements may apply to collaborative programmes. Such arrangements are set out in the relevant memoranda of agreement and supporting documentation for the collaborative provision, as well as in Section 7, the *Special Regulations for Collaborative Programmes*.
- 1.7. All references to the '*Academic Regulations*' include programme regulations, module regulations and special regulations.
- 1.8. QMUL reserves the right to amend the *Academic Regulations* as it deems appropriate.
- 1.9. The awards covered by these regulations are as follows:

Undergraduate awards (FHEQ levels 3-7)

- Foundation Certificate (FdCert)
- Foundation Degree in Arts (FdA)
- Foundation Degree in Science (FdSc)
- Certificate of Higher Education (CertHE)
- Diploma of Higher Education (DipHE)
- Bachelor of Arts (BA)

- Bachelor of Dental Surgery (BDS)
- Bachelor of Engineering (BEng)
- Bachelor of Laws (LLB)
- Bachelor of Medical Science (BMedSci)
- Bachelor of Medicine and Bachelor of Surgery (MBBS)
- Bachelor of Science (BSc)
- Bachelor of Science (Economics) (BSc (Econ))
- Bachelor of Science (Engineering) (BSc (Eng))
- Graduate Certificate (GradCert)
- Graduate Diploma (GradDip)
- Master of Engineering (MEng)
- Master in Science (MSci)

Postgraduate taught awards (FHEQ level 7)

- Postgraduate Certificate (PGCert)
- Postgraduate Diploma (PGDip)
- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Clinical Dentistry (MCLinDent)
- Master of Laws (LLM)
- Master of Public Administration (MPA)
- Master of Research (MRes)
- Master of Science (MSc)

Postgraduate research awards (FHEQ level 8)

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- Doctor of Medicine (Research) (MD(Res))
- Doctor in Professional Studies (DrPS)
- Doctor in Clinical Dentistry (DClinDent)
- Doctor in Clinical Psychology (DClinPsy)

Higher doctorates

- Doctor of Philosophy (DLitt)
- Doctor of Science (DSc)
- Doctor of Laws (LLD)

University of London awards and QMUL awards

- 1.10. In 2013/14, QMUL implemented its independent degree awarding powers for the first time. New and continuing students in 2013/14 were given the option of receiving either a QMUL award or a University of London award, where appropriate. Students commencing their studies in 2014/15 or later do not have this option, and will be awarded QMUL awards where the requirements are met.

Approval of regulations, programmes and modules

Approval of the *Academic Regulations*

- 1.11. Under the Ordinances of the University of London, constituent colleges possess delegated powers to make awards of the University and hold delegated responsibility for the regulation of programmes leading to the University's awards. QMUL also holds and exercises independent degree awarding powers for the conferral of awards in the name of Queen Mary University of London.
- 1.12. Senate is responsible to Council for the management of the academic standards and quality of programmes leading to awards of the University of London and QMUL (Ordinance A15). The *Academic Regulations* and programmes and modules shall be approved by Senate, or its delegated authority.

Approval of programmes of study and modules

- 1.13. Senate, or its delegated authority, shall approve programmes of study and individual modules, including any amendments and withdrawals. All programmes of study shall lead to awards of QMUL, unless specific programme regulations state otherwise.
- 1.14. QMUL reserves the right to amend any programme of study or module, and to withdraw any module - at any time - as it deems necessary. Normally, amendments to programmes of study and modules shall be enacted for the next cohort to join the programme, or group to take the module. Where an amendment has an effect on students currently registered for the programme or module, those students shall be formally notified of the change and provided with an opportunity to object should they wish to do so. Once approved, programme withdrawals shall not be enacted until no students remain registered on the programme.

Programme regulations

- 1.15. Each programme of study shall have its own regulations, approved by Senate or its delegated authority. Programme regulations are a sub-set of the *Academic Regulations* and apply to specified programmes. Programme regulations shall be presented in the relevant programme specifications and shall cover requirements for admission, curriculum content and outcomes, module diets, methods of assessment and any further requirements for progression or award.
- 1.16. Programme regulations shall not diverge from the standard *Academic Regulations* for QMUL, except where there is exceptionally good reason and special regulations are approved by Senate, or its delegated authority. Programme regulations provide a greater level of detail and amplify the *Academic Regulations*. Where programme regulations are silent in any regard, default to the *Academic Regulations* shall normally occur.

Module regulations

- 1.17. Module regulations shall specify the requirements to take, complete and pass specific modules. Each module shall have approved assessment methods, detailed in module proposals or amendments and approved by Senate, or its delegated authority. Where the assessment for a module comprises more than one element of assessment, the weighting to be applied to each element of assessment shall be stated in the module proposal or amendment. Any other requirements that must be met to pass the module shall be detailed and approved.

- 1.18. Module regulations shall not diverge from the standard *Academic Regulations* for QMUL, except where there is exceptionally good reason and these are approved by Senate, or its delegated authority. Module regulations provide a greater level of detail and amplify the *Academic Regulations* and programme regulations. Where module regulations are silent in any regard, default to the *Academic Regulations* shall normally occur.

Designation of special regulations

- 1.19. Special regulations are academic regulations for individual programmes of study that diverge from the standard *Academic Regulations* for QMUL. Where there is a legitimate academic rationale, or a specific requirement set down by a professional, statutory or regulatory body, or a joint or collaborative programme requires it, the programme regulations may vary from the standard *Academic Regulations*. Special regulations shall be designated as such through the programme approval process, and approved by Senate, or its delegated authority. Where special regulations apply to awards rather than programmes, these are incorporated into the overall *Academic Regulations* for QMUL (e.g. LLB, MBBS and BDS). Approved special regulations are detailed in Sections 6 and 7 of the *Academic Regulations*.
- 1.20. Special regulations may also apply to modules. Such regulations shall be detailed in the appropriate module specification(s).

Suspension of regulations

- 1.21. The process for suspension of regulations may operate where:
- i. circumstances have arisen that are not foreseen in the regulations; or,
 - ii. the application of the regulations would be manifestly unfair to one or more students.
- 1.22. Suspension of regulations shall be approved by the relevant authority identified by Senate, and on the recommendation of a Degree Examination Board (generally following the recommendation of a Subject Examination Board), or a Head of School, Institute, Directorate, or equivalent. Suspensions relating to examination board matters shall normally be approved by examination boards, not by Heads of Schools, Institute, Directorate or equivalent.
- 1.23. The outcome of a request to suspend regulations shall be communicated to the School, Institute or examination board by the Academic Registrar (or nominee). The SEB or the Head of School, Institute, Directorate, or equivalent shall communicate the outcome to students.

Examination boards

- 1.24. There are two types of examination boards: Subject Examination Boards and Degree Examination Boards.
- 1.25. A Subject Examination Board (SEB) shall be established for each programme of study, stage of a programme of study, or cognate group of programmes. The administrative support for SEBs shall be provided by the relevant academic school or institute.

- 1.26. Each Subject Examination Board shall report and make recommendations to a Degree Examination Board (DEB). The administrative support for DEBs shall be provided by the Academic Secretariat.
- 1.27. It is possible for certain examination boards to combine the functions of a Subject Examination Board and a Degree Examination Board where only one award is being considered (for example, UG Law) or due to the collaborative nature of a programme, where this is approved by Senate, or its delegated authority.
- 1.28. Senate shall delegate authority to examination boards for the consideration of students' achievement, progression and awards, and other related matters. Senate, or its delegated authority, shall approve the *Assessment Handbook*, which provides further detail and requirements in relation to the conduct of SEBs and DEBs.

Subject Examination Boards (SEBs)

- 1.29. Subject Examination Boards report to designated Degree Examination Boards. The terms of reference of Subject Examination Boards are:
 - i. to take an overview of the assessment processes that operate for the programmes and modules in the subject area, with a particular view to ensuring fairness and impartiality, including: setting examination papers, essay titles, and other assessment tasks, marking processes (including double marking and moderation), application of regulations, and the conduct of oral examinations (where used as part of the approved module assessment);
 - ii. to receive reports from invigilators and students on examinations, and to consider appropriate actions in the light of such reports;
 - iii. to agree the results of students in individual assessments and modules;
 - iv. to consider claims of extenuating circumstances and, where valid, to approve any proposed actions to be taken;
 - v. to make recommendations to the DEB for results to be set aside where there are accepted extenuating circumstances;
 - vi. to approve the progression of students;
 - vii. to approve the progression of students to alternative programmes, if applicable;
 - viii. to make recommendations to the DEB for the exclusion of students due to failure;
 - ix. to make recommendations to the DEB for award and classification;
 - x. to agree actions in the event of failure of a module (including qualified failure) by a student, including resit provisions that may include appropriate alternative assessment arrangements;
 - xi. to make recommendations to the DEB for students to retake or first take modules, where applicable;
 - xii. to make recommendations to the DEB and to Senate (or its delegated authority) for the suspension of regulations for individuals or groups of students, where applicable;
 - xiii. to make recommendations to the DEB for the award titles of individual students, where applicable (pre-2008-09 cohorts only);
 - xiv. to exercise discretion, where appropriate and within the permitted scope of any QMUL policy or regulation, in order to agree results or progression and make recommendations for awards and classifications;
 - xv. to review statistics on academic performance and to comment upon the performance of cohorts in particular assessments;
 - xvi. in the case of the MBBS DEB, to determine the award of Merits and Distinctions;
 - xvii. any other duties delegated to the SEB by the DEB or Senate.

- 1.30. SEBs may establish sub-boards, where this has the support of the relevant external examiners and is approved by Senate, or its delegated authority. An SEB may operate preliminary meetings or internal boards to consider points of detail prior to the meeting of the SEB. Sub-boards shall always be established to scrutinise examination papers before external examiner approval, and to consider and make recommendations upon extenuating circumstances claims. Sub-boards may also be established for other purposes with the approval of Senate, or its delegated authority. The membership of sub-boards shall be agreed by the SEB.
- 1.31. The membership of a Subject Examination Board shall be as follows:
- i. a Chair, appointed to the role by Senate, or its delegated authority;
 - ii. a Deputy Chair, appointed to the role by Senate, or its delegated authority;
 - iii. the programme coordinators or directors;
 - iv. the internal examiners for the modules under consideration;
 - v. the external examiners;
 - vi. the DEB Chair, who may attend any examination board under the DEB's jurisdiction as a member;
 - vii. the Vice-Principal (Student Experience, Teaching & Learning), who may attend any examination board as a member.
 - viii. in the case of the MBBS SEBs, the Head of Year and Head of Assessment shall be members, and the internal examiners shall be defined as the Principal and Senior Internal Examiners (PIEs and SIEs).
- 1.32. The following may be in attendance:
- i. the Secretary, and other administrative staff associated with the SEB;
 - ii. representatives from other SEBs, where students on joint programmes are under consideration;
 - iii. the Academic Registrar (or nominee);
 - iv. the Principal, Faculty Vice-Principal & Executive Dean, and Faculty Dean for Taught Programmes.
- 1.33. The quorum for a Subject Examination Board shall be at least 50 per cent of the total membership or five members, whichever is fewer. This shall include the Chair and/or Deputy Chair, and at least one external examiner. External examiners shall not be required to attend late summer or associate SEBS (though they may choose to do so), though their views and endorsement shall still be sought. There should normally be a higher number of internal members than external examiners at a meeting.
- 1.34. Members, including external examiners, may be counted as in attendance if using video conferencing technology, a telephone, or similar.
- 1.35. The quorum of an SEB shall normally require the presence of the external examiners. Exceptionally, a meeting may go ahead without the presence of an external examiner where a SEB has provided the external with the papers beforehand and given the external an opportunity to comment. After the meeting, the SEB Chair shall liaise with the external and, where necessary, the SEB to discuss the matters raised at the meeting and to seek the external's endorsement for any decisions taken.
- 1.36. In the event that a meeting does not meet the quorum, a suspension of regulations may be sought to ratify the decisions of the meeting. Such suspensions should normally be sought in advance.

- 1.37. Where one or more sub-board is established it is permissible for the internal examiners to attend only the sub-board, provided that their views can be represented at the SEB, normally through the chair of the sub-board.

Chair of the Subject Examination Board

- 1.38. Each Subject Examination Board shall have a Chair, and shall normally also have a Deputy Chair. Chairs (and Deputies) shall be appointed by Senate, or its delegated authority. The Chair (or Deputy) shall be an experienced member of academic staff, but not a serving Head of School or Institute, or a Faculty Dean for Taught Programmes, or an honorary member of academic staff. Programme directors shall not normally act as Chairs (or Deputies) for SEBs where their programmes are under consideration.
- 1.39. The term of office for a Subject Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms.
- 1.40. The Chair shall be responsible for the conduct of the examination board, and for ensuring that the *Academic Regulations* are adhered to.
- 1.41. The Chair shall be responsible for ensuring that security procedures for examination question papers within the School or Institute are rigorous, and for approving all examination papers.

Extenuating Circumstances Sub-board

- 1.42. Each SEB shall establish a sub-board for the preliminary consideration of extenuating circumstances. The terms of reference for Extenuating Circumstances Sub-boards are:
- i. to consider extenuating circumstances claims and supporting evidence submitted by students, and the overall profile of the students with such circumstances;
 - ii. to consider whether or not, in the sub-board's judgement, the extenuating circumstances are valid and whether or not they had a negative impact upon a student's performance or participation in assessment;
 - iii. to make recommendations to the Subject Examination Board about actions to be taken in the light of extenuating circumstances;
 - iv. to maintain a record of extenuating circumstances submitted and considered, and of the recommended actions.

Degree Examination Boards (DEBs)

- 1.43. Degree Examination Boards report to Senate. There are five undergraduate DEBs (Dentistry, Humanities & Social Sciences, Laws, Medicine, and Science & Engineering) and three postgraduate DEBs (Humanities & Social Sciences, Medicine and Dentistry, and Science & Engineering).
- 1.44. The terms of reference of Degree Examination Boards are:
- i. to consider and approve recommendations from SEBs on awards and classifications, and fields of study where necessary (pre-2008/09 cohorts only);
 - ii. to consider and approve recommendations from Subject Examination Boards to set aside results affected by accepted extenuating circumstances;
 - iii. to consider and approve recommendations from Subject Examination Boards for the termination of registration and enrolment of students due to academic failure;

- iv. to exercise discretion - where appropriate, and within the permitted scope of any QMUL policy - in order to agree results, progression and awards;
 - v. to pay particular regard to matters of consistency across programmes leading to the same awards;
 - vi. to resolve differences between and within SEBs, where these occur;
 - vii. to consider recommendations for the suspension of regulations, and to make recommendations where appropriate;
 - viii. to consider recommendations for retakes and first takes, and to approve these where appropriate;
 - ix. to ensure the consistent application of the Academic Regulations;
 - x. to monitor the performance of Subject Examination Boards;
 - xi. to consider other matters referred by Senate.
- 1.45. The membership of a Degree Examination Board shall be as follows:
- i. a Chair, appointed to the role by Senate, or its delegated authority;
 - ii. the Chairs of the Subject Examination Boards reporting to the DEB;
 - iii. external members, where appointed to DEBs by Senate, or its delegated authority;
 - iv. external examiners shall be members where the functions of SEB and DEB are combined;
 - v. the Vice-Principal (Student Experience, Teaching & Learning) may attend any DEB as a member;
 - vi. in the case of the MBBS DEB, the Head of Assessment and the Head of Year 5 shall also be members
- 1.46. The following may be in attendance:
- i. the Secretary to the DEB;
 - ii. the Academic Registrar (or nominee);
 - iii. staff from Academic Registry and the Academic Secretariat;
 - iv. Deputy Chairs of the SEBs reporting to the DEB;
 - v. Secretaries of the SEBs reporting to the DEB;
 - vi. External examiners;
 - vii. the Principal, Faculty Vice-Principal & Executive Dean, and Faculty Dean for Taught Programmes.
- 1.47. Should a DEB Chair be unable to attend a meeting and there is no Deputy Chair, an SEB Chair shall deputise, but shall not be empowered to take Chair's action.
- 1.48. The quorum for a DEB shall comprise 50 per cent of the total membership for the SEBs under consideration, excluding the Vice-Principal (Student Experience, Teaching & Learning).

Chair of the Degree Examination Board

- 1.49. The Chair shall be an experienced member of academic staff appointed to the role by Senate, or its delegated authority. A Deputy Chair shall fulfil the duties of the Chair in the Chair's absence.
- 1.50. The term of office for a Degree Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms. Chairs shall be appointed through the delegated authority of Senate.

External examiners

Appointment

- 1.51. External examiners shall be appointed by Senate, or its delegated authority, in accordance with the approved processes and criteria. These processes and criteria pay due regard to the QAA *Quality Code for Higher Education, Chapter B7* (2011).
- 1.52. External examiners shall be appointed to each programme of study, and shall be members of the Subject Examination Board for that programme. In some cases multiple external examiners may be appointed, while in others one external examiner may cover a number of cognate programmes.
- 1.53. The appointment process requires the number of external examiners and their range of expertise to be sufficient to enable the execution of their duties.
- 1.54. External examiners have the right to view and comment upon all work submitted by students for all forms of assessment. The precise range of activity to be covered by an external examiner shall be agreed by Senate, or its delegated authority, in consultation with the relevant academic schools and institutes. This shall include appropriate means of sampling assessments, etc. Senate, or its delegated authority, shall approve the *Guidance for External Examiners*, which provides further detail on the role and its conduct.
- 1.55. The period of appointment for external examiners shall be four years. Exceptionally, this may be extended to a fifth year. External examiners who have completed terms cannot be reappointed until five years have elapsed.

Duties

- 1.56. The duties of an external examiner are:
 - i. to comment upon the assessments for each module for which they are responsible, the extent to which the assessments cover the syllabus, and whether they enable students to demonstrate achievement of the learning outcomes;
 - ii. to consider, comment upon, and approve (or otherwise) all examination question papers, and to comment upon marking schemes for individual papers, assessment criteria, and model answers;
 - iii. to confirm whether or not the standard of marking is satisfactory by scrutinising a sample of assessed work for each module (sample size to be agreed between the board and the examiner);
 - iv. to comment upon the standards of achievement of students, and the comparability of this achievement to standards elsewhere;
 - v. to comment upon the standards of proposed awards, and their comparability to similar awards made elsewhere;
 - vi. to make known any causes for concern in relation to academic standards achieved by students, the standards of modules, and the standards of awards to be made;
 - vii. exceptionally, upon written request, to provide independent opinion where there is a significant, unresolved difference between marks awarded by first and second markers on a script or piece of work;
 - viii. to advise the Subject Examination Board on appropriate actions where the marks for a module are significantly outside the normal pattern, and to endorse (or otherwise) recommendations by markers for actions where the marks for a module are significantly outside the normal pattern;
 - ix. to attend meetings of the Subject Examination Board, and to participate fully in decision making;

- x. to endorse (or otherwise) decisions on results, progression, and recommendations for award;
 - xi. to attend meetings of the Degree Examination Board, where desired;
 - xii. to submit a full written report, including an optional confidential report to the Principal;
 - xiii. to perform any other duties requested by Senate or the Degree Examination Board, following appropriate consultation over the nature of those duties.
- 1.57. By agreement with the Subject Examination Board and in consultation with the relevant schools and institutes, external examiners may also carry out other duties including: the approval of project topics and essay titles, interviewing students on their programmes of study and experiences, commenting informally on proposed curriculum changes, commenting upon proposed changes to assessment methods.

Removal

- 1.58. An external examiner shall normally be replaced only upon completion of a term of office. There may occasionally be cause for QMUL to terminate an appointment, subject to approval from Senate or its delegated authority. Reasons may include:
- i. resignation by the examiner;
 - ii. failure to perform the duties of the role;
 - iii. breakdown in the relationship with QMUL.

External members

Appointment

- 1.59. External members shall be appointed to DEBs by Senate, or its delegated authority, in accordance with the approved process and criteria.
- 1.60. External members shall review and comment upon process, the application of regulations, and the conduct of the DEB.
- 1.61. The period of appointment for external members shall be four years. Exceptionally, this may be extended to a fifth year. External members who have completed terms cannot be reappointed until five years have elapsed.

Duties

- 1.62. The duties of external members are:
- i. to comment upon standards of achievement, as represented by the College Mark and degree classifications, and the comparability of these to standards elsewhere;
 - ii. to make known any causes for concern in relation to academic standards;
 - iii. to provide an external perspective upon the interpretation of regulations, and upon recommendations for the suspension of regulations;
 - iv. to provide advice upon the use of discretion - within the permitted scope of any QMUL policy - in order to agree results, progression, and awards;
 - v. to attend meetings of the Degree Examination Board, and to participate fully in decision making;
 - vi. to endorse (or otherwise) the awards, degree classifications, and other decisions made by the Degree Examination Board;
 - vii. to submit a full report, including an optional confidential report to the Principal;
 - viii. to perform any other duties requested by Senate or the Degree Examination Board, following appropriate consultation on the nature of those duties.

Removal

- 1.63. An external members shall normally be replaced only upon completion of a term of office. There may occasionally be cause for QMUL to terminate an appointment, subject to approval from Senate or its delegated authority. Reasons may include:
- i. resignation by the member;
 - ii. failure to perform the duties of the role;
 - iii. breakdown in the relationship with QMUL.

Internal examiners

Appointment

- 1.64. Internal examiners shall be appointed by virtue of their status as academic staff of QMUL. Internal examiners for the modules being considered by an SEB shall automatically be members of the relevant SEB. For joint programmes, the SEB shall include at least one internal examiner from each of the schools, institutes, or subject areas contributing to the award.
- 1.65. Visiting staff involved in assessment shall be members of the SEB where they have sole responsibility for the delivery and assessment of a module. Visiting staff who contribute to a module or its assessment shall not be considered members of the SEB, but may attend as assistant examiners. In such cases, the module is represented by the member of academic staff with overall responsibility for it.

Duties

- 1.66. The duties of internal examiners are:
- i. to attend the Subject Examination Board and to participate in decision making;
 - ii. to present the results of modules to the Subject Examination Board;
 - iii. to comment upon factors related to the module for which they are responsible, for example levels of performance, or any problems with the assessment;
 - iv. to respond to queries on individual students, marking, or other relevant matters.

Academic Regulations 2015-16 2: General Regulations

Scope

- 2.1. These regulations apply to all students enrolled and registered for undergraduate or postgraduate programmes of study of QMUL. These regulations also apply to students registered as associated students of QMUL; Ordinance C1 designates these individuals as students of QMUL.

Applicability

- 2.2. These regulations shall take effect from 1 August 2016, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply.

Student conduct

- 2.3. Students shall comply with the [Code of Student Discipline](#), and their behaviour shall be such that it does not interfere in any way with the proper functioning or activities of QMUL, or those who study or work at QMUL; neither shall students engage in actions that otherwise damage QMUL. Any breach of the *Code of Student Discipline* shall be considered in accordance with the procedures and regulations outlined in the *Code*.
- 2.4. Students shall comply with the health and safety policies of QMUL.

Student identity card

- 2.5. All students shall be issued with a QMUL student identity card that includes a photograph showing the full head and face. There shall be no head covering in the photograph, unless it is worn for religious or medical reasons. In no circumstances shall the face be covered in the photograph. QMUL reserves the right for members of staff to check the identity of any student by comparing the student's face to the picture on the QMUL student identity card.
- 2.6. Students shall carry their QMUL identity cards at all times when on QMUL premises (including the Students' Union), or when participating in QMUL or Students' Union activities. QMUL reserves the right to exclude from any building or activity any student who is unable to produce their current QMUL identity card upon demand.
- 2.7. Students shall be responsible for arranging replacement identity cards if theirs are lost or stolen. QMUL reserves the right to charge a fee for the replacement of identity cards.

Medical examination

- 2.8. QMUL reserves the right to require any student to undertake a medical examination - as a condition of admission, or at any time during their studies - to determine fitness to study or practise. QMUL may require full disclosure of any report on a student's fitness to study or practise.

- 2.9. QMUL may require a student who has been absent as a result of illness or an infectious or contagious disease to produce medical certification confirming fitness to study or practise before being permitted to resume study at QMUL.
- 2.10. If, after a required medical examination, a student is deemed unfit to undertake or resume study or practise then their enrolment and registration may be terminated or the student may be advised or required to interrupt their studies.
- 2.11. Students on medical and dental programmes shall inform the QMUL Health Centre if they are, or have reason to believe they may be, infectious carriers of any disease or condition specified by Senate, or its delegated authority, as requiring notification.

Replacement award certificates

- 2.12. When a student requests a duplicate award certificate, the student must confirm with QMUL that the original certificate has been lost. Only one copy of each award certificate may be in circulation at any time.

Admission

- 2.13. The general entrance requirements for admission to QMUL shall be approved by Senate, or its delegated authority. The admissions requirements for individual programmes of study shall be set out in the appropriate programme specifications, and approved by Senate, or its delegated authority; these may be adjusted by QMUL as it deems applicable.
- 2.14. Applicants who have been awarded qualifications of QMUL or the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.
- 2.15. Applicants who have already been awarded an exit award from QMUL and who wish to complete their studies may be considered for admission subject to the following conditions:
 - i. the exit award was not made as a result of failure to meet the requirements for progression or award;
 - ii. no more than five years have elapsed since the award of the exit award;
 - iii. the applicant returns the certificate for the exit award prior to the award of a higher qualification being made.

Admission with advanced standing

- 2.16. An applicant for a programme of study who, in the judgement of Senate or its delegated authority, has a cognate prior qualification or certified learning may be admitted with advanced standing. The following provisions apply:
 - i. such admission shall not normally be permitted where the advanced standing has counted towards a previously achieved qualification at the level of the qualification of the programme of study;
 - ii. advanced standing shall normally be no more than one half of the full programme of study (excluding Level 3 study);
 - iii. credit may only be accepted as advanced standing towards a QMUL programme within five years of the date of the original award of credit.

- 2.17. Where a student is admitted with advanced standing, the minimum and maximum permitted durations of study shall be based upon the time registered on the new programme at QMUL, rather than the normal duration for the programme (e.g. if a student directly entered year two of a three year programme, the maximum permitted duration for that student would be three years, rather than four).

Admission with advanced standing: Undergraduate

- 2.18. An applicant for an undergraduate programme who, in the judgement of Senate or its delegated authority, has a cognate prior qualification or certified learning equivalent to:
- i. the first developmental year of a three or four year full-time undergraduate programme of study may be admitted with advanced standing direct to the second developmental year;
 - ii. the first two developmental years of a four year full-time integrated masters programme of study may be admitted with advanced standing directly to the third developmental year.

In either situation, the amount of academic credit to be taken shall be reduced accordingly, the progression and award regulations shall take into account only those modules taken at QMUL during the current registration period, and the developmental years shall be weighted accordingly.

- 2.19. Except in exceptional circumstances, students shall not be admitted directly to the final developmental year of an undergraduate programme, unless they are studying a similar programme leading to the same award at another college of the University of London, or a programme with an approved collaborative arrangement. In such cases, the prior study and marks achieved count towards the final award, as agreed through the collaborative arrangement or at the point of admission.

Admission with advanced standing: Graduate

- 2.20. An applicant for a Graduate Certificate or Graduate Diploma programme who in the judgement of Senate, or its delegated authority, has cognate prior study at or equivalent to Level 6 (that has not counted towards a previously achieved qualification at Level 6), may be admitted with exemption from up to 25 per cent of the taught component of the programme. This shall normally comprise advanced standing to a value of up to 30 credits for a GradDip and 15 credits for a GradCert.
- 2.21. A QMUL graduate, who has completed a QMUL Graduate Certificate (as the intended award) may be admitted to a programme leading to the associated Graduate Diploma with advanced standing. A period of 12 months must normally elapse between the award of the GradCert and registration for the GradDip. The student shall study only the elements of the programme yet to be completed for the GradDip, and the amount of academic credit to be taken shall be reduced accordingly. The award regulations shall take account of all marks and modules taken during both registration periods.

Admission with advanced standing: Postgraduate

- 2.22. An applicant for a postgraduate programme who in the judgement of Senate, or its delegated authority, has cognate prior study at or equivalent to Level 7 (that has not counted towards a previously achieved qualification at Level 7) may be admitted with exemption from up to 25 per cent of the taught component of the programme. This shall normally comprise advanced standing to a value of up to 30 credits, except for the LLM (45 credits), and the Postgraduate Certificate (15 credits).

- 2.23. A QMUL graduate who has completed a QMUL Postgraduate Certificate or Postgraduate Diploma (as the intended award) may be admitted to a programme leading to the associated PGDip or master's degree with advanced standing. A period of 12 months must normally elapse between the award of the PGCert/PGDip and registration for the PGDip or master's degree. In such cases, a student shall study only the elements of the programme yet to be completed for the PGDip or master's award, and the amount of academic credit to be taken shall be reduced accordingly. The award regulations shall take account all marks and modules taken during both registration periods.

Falsification of documents

- 2.24. Where a student secures admission to QMUL based on qualifications, documents, or statements that are subsequently found to be false or cancelled, QMUL shall terminate the student's registration or impose another sanction deemed appropriate by Senate, or its delegated authority.

Concurrent study

- 2.25. A person currently registered for a qualification of QMUL may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate, or its delegated authority. Similarly, a student may not be simultaneously registered for more than one QMUL programme, except with the express permission of Senate, or its delegated authority.
- 2.26. A student registered for the MBBS or BDS programme who has permission to undertake an intercalated year, in accordance with the School of Medicine and Dentistry's policy on intercalation, shall be exempt from the regulation on concurrent study for the period of intercalation only. There shall be no overlap between the intercalated programme and the subsequent year of the MBBS or BDS programme.

Change of programme

- 2.27. An enrolled student may request to transfer to a different programme of study. Such requests shall be considered on a case-by-case basis by the relevant Head of School (or nominee), taking into account factors including the student's academic achievement and background, how well these fit with the programme to be transferred to, and whether the programme (or modules on the programme) are already running at capacity.

Modes of study

- 2.28. A student enrolled with QMUL and registered for a programme shall undertake the programme in accordance with the specified mode of study. Change of mode of study is not permissible except where the approved programme allows it and where Senate, or its delegated authority, agrees it. The following modes of study apply:
- i. full-time study;
 - ii. part-time study;
 - iii. compulsory year abroad;
 - iv. compulsory placement year, or year in industry;
 - v. exchange period;
 - vi. study at a distance (distance learning).

- 2.29. Some programmes may run in full-time and part-time modes. Where applicable, a programme may contain different modes of study in different developmental years.
- 2.30. In addition, subject to the decision of the relevant Examination Board, a student may be registered to:
- i. resit out of attendance;
 - ii. retake (attendance required);
 - iii. first take (attendance required);
- 2.31. In all cases, the mode of study may be full-time or part-time, depending upon the amount of academic credit being taken. QMUL shall charge fees for retakes and first takes.
- 2.32. Exceptionally (normally in cases related to severe extenuating circumstances), a Head of School, Institute, or equivalent may recommend that a part-time mode of study should be made available to an individual student already registered with QMUL where there is not normally part-time provision. This shall require the approval of Senate, or its delegated authority.

Enrolment and registration

- 2.33. Students must enrol with QMUL at the beginning of their studies, and re-enrol at the beginning of each subsequent academic year of their programme, in accordance with instructions issued by QMUL. A student must also register for a programme of study with QMUL, and for the modules associated with that programme.
- 2.34. A student who is not registered for a programme cannot be enrolled with QMUL. A student may be registered for a programme but not enrolled (normally where a student has interrupted, or is resitting out of attendance). Where termination of a student's registration occurs, enrolment is also terminated.
- 2.35. Individuals who are not enrolled or registered may not use QMUL facilities except in circumstances approved by Senate, or its delegated authority. Students who have interrupted their studies, or are resitting out of attendance shall have limited access to facilities and limited library borrowing rights.
- 2.36. QMUL reserves the right to charge late enrolment or registration fees to a student who fails to enrol or register by the published deadlines.
- 2.37. All letters, transcripts, certificates and awards shall be issued in the name under which a student is enrolled. Any request to record a change of name must be made in writing, or by other prescribed means, and supported by appropriate documentary evidence. QMUL shall not issue revised documents for graduates who change their names after graduating, except where there has been an administrative error or where the graduate has undergone gender reassignment.
- 2.38. QMUL requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance. A student who enrolls or registers with QMUL under a false name or identity, or with other information that is subsequently found to be false, shall have their registration and enrolment terminated and cease to be a student.

- 2.39. Students are required to notify QMUL of their permanent and term-time addresses upon enrolment, and shall inform QMUL in writing, or by any other prescribed means, of any subsequent changes of address.
- 2.40. Students who have not complied with all QMUL requirements for enrolment or re-enrolment may be temporarily enrolled and registered for a specified period of time during which they may attend and use QMUL facilities. If, at the end of the specified period, a student has still not met all QMUL requirements then they shall have their registration and enrolment terminated, and cease to be a student.
- 2.41. Any returning student who has not re-enrolled by the specified deadline shall have their registration and enrolment terminated and cease to be a student.

Permission to study in the United Kingdom

- 2.42. All international students must provide documentary evidence of their immigration status. Any changes to immigration permission must be notified immediately to QMUL and supported with official documentation (changes include those that mean students no longer require visas). 'QMUL' here refers specifically to Academic Registry, the Research Degrees Office or the Student Office at Whitechapel; it is not sufficient for a student to inform their school or institute only. Students are not required to inform QMUL of changes that result from a decision taken by the institution, such as deregistration. All international students must also be able to present evidence of current, valid permission to study in the UK upon request. Any student who fails to comply with these requirements shall have their registration and enrolment terminated, and cease to be a student.

Module registration

- 2.43. Students shall be responsible for registering for the modules associated with their programmes of study by the published deadlines, and in accordance with the stated procedures. A student who does not register for a module shall not be permitted to partake in any learning or assessment for that module.
- 2.44. Any enrolled student who has not completed module registration by the specified deadline shall be registered for a diet of modules designated by their school or institute; this shall include allocation to modules where there would normally be choice.
- 2.45. Rarely, a student may have completed a compulsory or core module previously as part of another QMUL programme, or have taken a directly equivalent module elsewhere. Exceptionally, a School or Institute may seek approval from the Senate or its delegated authority to exempt a student from a particular module. In such cases, the module must be replaced with one or more alternatives to bring the student to the required total credit load for award.

Intercollegiate module registration

- 2.46. Students may substitute QMUL modules with modules from another college of the University of London, to a maximum value of 60 credits (across the whole programme of study), with the permission of the Academic Registrar (or nominee) and the host institution.
- 2.47. Students from other colleges of the University of London may be registered for Queen Mary modules with the permission of the Academic Registrar (or nominee) and the home institution.

Registration for reassessment and first sits

- 2.48. A student due to resit or first sit an assessment shall be automatically registered to do so at the first available assessment opportunity. Deferral of registration for retakes, first takes, resits or first sits is not permitted.
- 2.49. Students shall be responsible for informing themselves of the details of reassessment and first sits. Where a student has tuition fee debts, formal results shall not be released until the debt is cleared. If this results in a student missing the opportunity to register for reassessment or first sits, that student shall be deemed to have missed the next available assessment attempt.
- 2.50. A student may opt-out of registration for a resit or first sit by the published deadline. A student who opts-out of a registration shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 2.51. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.

Reassessment and first sits for associate students

- 2.52. Associate students shall be subject to the provisions detailed above; however, the next available assessment opportunity for associate students shall be as follows:
- i. Semester one-only associates: by the end of the main examination period, with results approved at the June SEB.
 - ii. Semester two-only and full year associates: by the end of the late-summer examination period, with results approved at the August SEB.

Payment of fees and other charges

- 2.53. QMUL shall determine the fee status and resulting tuition fees applicable for each student upon application. Fee status shall be determined in accordance with:
- i. the Education (Fees and Awards) (England) Regulations 2007; and,
 - ii. the ELQ status (equivalent or lower qualifications) of the applicant or student.
- 2.54. Fee status shall be identified by a status of either 'home' or 'overseas'. Once determined, a student's fee status cannot change during their period of registration for a programme of study, unless:
- i. they, or one of their parents, become an EU national;
 - ii. they, their parent, or their spouse become an EEA Migrant Worker in the UK;
 - iii. they, their parent, or their spouse are granted refugee status in the UK;
 - iv. they, their parent, or their spouse are granted exceptional leave following the refusal of refugee status;
 - v. subsequent information is provided that changes their ELQ status.

- 2.55. QMUL tuition fees shall be inclusive of fees for registration and examinations, but exclusive of fees for retakes or first takes, and field courses. QMUL reserves the right to increase fees at any time without prior notice, normally for implementation during the next academic year. Fees are not normally refundable.
- 2.56. Arrangements for the payment of tuition fees shall be stated in the [Tuition Fee Regulations](#), and shall be dependent upon each student's fee status and programme of study.
- 2.57. Students must make arrangements for the payment of tuition fees (in accordance with accepted methods of fee payment) at the beginning of the academic year, as a precondition of enrolment or re-enrolment. Exceptionally, a student may be temporarily enrolled for a specified period of time in order to make arrangements for the payment of fees. If, at the end of this period, the student has not made satisfactory arrangements for the payment of fees, their registration and temporary enrolment shall be terminated, and they shall cease to be a student.
- 2.58. In exceptional circumstances, QMUL may approve arrangements for a self-financing student to pay tuition fees by instalments. Any student who defaults upon the agreed instalments of tuition fees shall immediately become liable for the entire outstanding balance.
- 2.59. Each student must pay promptly, upon demand, all charges, fees, or debts incurred during their registration and enrolment, or residence, at QMUL.
- 2.60. A student with tuition fee debts to QMUL shall not be entitled to receive formal confirmation of results or progression from one year to the next, or any award of QMUL or the University.
- 2.61. An individual in debt to QMUL from a previous registration shall not be permitted to enrol as a new student at QMUL until the debt is cleared.

Deregistration for non-payment of fees or charges under Ordinance C3

- 2.62. Upon default of payment for tuition fees, a student's registration and enrolment shall be terminated and they shall cease to be a student of QMUL, in accordance with [QMUL Ordinance C3](#).
- 2.63. QMUL shall give a student a formal, written notification of the intention to deregister, and a specific deadline by which they must pay the relevant fee or charge. Where no payment is received by this deadline, the student's registration and enrolment shall be terminated and they shall cease to be a student of QMUL.
- 2.64. An individual whose registration as a student has been terminated may appeal against the decision in accordance with the *Appeal Regulations*.

Attendance and participation

- 2.65. Attendance refers to the expectations of QMUL in regard to a student's engagement with the teaching, learning, and assessment requirements of their programme of study. Attendance may or may not require physical attendance; distance learning students attend purely through participation in learning, teaching and assessment activities.

- 2.66. QMUL shall specify and publish term, semester, and examination dates, and hours of operation. QMUL shall deliver learning, teaching and assessment activities during these periods. Students shall be available to participate in these activities during term and semester dates and hours of operation. Where these activities take place during periods not specified as term or semester dates, students are still expected to attend (for example, field courses).
- 2.67. Each student shall ensure that their particular programme and modules are acceptable to them prior to registration, and shall ensure that they can meet the attendance, learning, and assessment requirements. QMUL cannot change the regulations, requirements, or scheduling for programmes or modules to meet the needs of individual students.
- 2.68. Each student shall regularly attend all forms of learning activity associated with their programme of study, and shall participate in their programme as required by QMUL. Each student must complete all assessment for the modules for which they are registered, as prescribed in the relevant module regulations.
- 2.69. A student shall not be absent from QMUL during term-time without obtaining written agreement in advance from their Head of School or Institute. Where the reason for absence or failure to complete assessment is due to illness, or other such cause that is unplanned and outside of the student's control, the student shall submit a claim for extenuating circumstances and provide appropriate documentary evidence.

Taking a module

- 2.70. A student who registers for a module shall be deemed to be taking that module or to have taken it, even where deregistration or withdrawal follows. A student who transfers to another module shall replace the original module with the new module.
- 2.71. The mark awarded in cases of deregistration or withdrawal from a module shall normally be the mark for any assessment completed up to the point of deregistration or withdrawal, or else zero. There shall be no right of resit where deregistration or withdrawal occurs.

Completing a module

- 2.72. Completion of a module is not contingent on it being passed; however, *successful* completion of a module *is* contingent on it being passed. A student shall be deemed to have completed a module where one of the following outcomes occurs:
 - i. module passed;
 - ii. module failed;
 - iii. deregistration;
 - iv. withdrawal from the module.

Award of academic credit

- 2.73. The award of academic credit relates to achievement in individual modules. Academic credit shall be awarded to a student who meets the requirements to pass the module in question.
- 2.74. The academic credit awarded shall be that approved for the module. The amount of academic credit awarded shall not vary in accordance with the level of achievement, which is reflected by the module mark.

Award of academic credit in instances of failure

- 2.75. Academic credit may be awarded in the event of module failure, where the *Academic Regulations* provide for this. This outcome shall be known as 'fail condoned, academic credit awarded'.

Interruption of enrolment

- 2.76. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of Senate, or its delegated authority, before the published deadline and in accordance with the stated procedure. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of Senate, or its delegated authority. A student who interrupts enrolment remains registered for their programme of study.
- 2.77. Periods of interruption shall not count towards students' minimum or maximum periods of registration, except where specifically stated for a named programme.
- 2.78. A student resitting out of attendance shall not be entitled to an interruption of enrolment, and shall remain registered for their programme of study.
- 2.79. A student may not interrupt and return from interruption during the same academic year (for example, a student cannot interrupt for the autumn semester only, returning in semester two).
- 2.80. A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules, or for none of them.
- 2.81. Where a student's registration is continuous, the *Academic Regulations* in place at the time of initial registration for the programme shall continue to apply where it is specifically stated that this is the case.
- 2.82. A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.
- 2.83. QMUL may require a student due to return from interruption to produce medical evidence of their fitness to study. If this evidence is not produced, or is found unsatisfactory, the student shall not be permitted to return. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.
- 2.84. Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar (not applicable to research programmes). Exceptions to this regulation shall only be granted under the provisions of the Equality Act (2010).

Deregistration and withdrawal

- 2.85. Withdrawal of registration or deregistration by QMUL from a programme of study shall lead to the immediate termination of a student's registration and enrolment, upon which they shall cease to be a student of QMUL. In such instances, the student shall not be admitted onto a programme of study as a new student until at least 12 months have elapsed from the point of withdrawal or deregistration; exceptions to this 12 month exclusion may be considered on a case-by-case basis by Senate, or its delegated authority.
- 2.86. In accordance with its statutory obligations, QMUL shall report on when individuals cease to be students of QMUL to the relevant governmental and other external agencies. These shall include, but not be limited to: UK Visas and Immigration; the Student Loans Company; Local Education Authorities; any other sponsors; Transport for London.
- 2.87. Where a student is persistently absent, fails to participate, or continually fails to submit assessment by the relevant deadlines without good reason, they may be deregistered from the relevant modules and – potentially – the programme of study. This may impact upon the student's ability to complete the award requirements for the programme, or upon the classification of award.

Module withdrawal and deregistration

- 2.88. Withdrawal of registration or deregistration from one or more modules shall not necessarily lead to the termination of registration and enrolment with QMUL.
- 2.89. Where the module is not replaced by transfer to a suitable alternative, the module shall count towards the requirements for award; a mark shall be awarded, and included in the calculation of the College Mark where applicable. The mark awarded shall be that achieved by the student up to the point of deregistration or withdrawal (weighted as applicable), or else zero (recorded as ODR).
- 2.90. Heads of Schools and Institutes (or nominees) shall deregister a student from a module when one or more of attendance, participation, and submission of assessment fail to meet the School or Institute's published requirements.
- 2.91. Heads of Schools and Institutes (or nominees) must, in accordance with QMUL policy, give a student a formal, written warning and a specified period in which they must improve their attendance, participation, or submission of assessment before deregistration from a module occurs. Warnings shall also caution of the possibility of deregistration from the programme of study, where relevant.
- 2.92. Where a student is deregistered from modules to such an extent that they are unable to meet the award requirements, their registration and enrolment shall be terminated and they shall no longer be a student of QMUL.
- 2.93. A student may appeal against the decision to deregister them from a module, in accordance with the [Appeal Regulations](#).
- 2.94. A student shall not undertake further teaching and learning activities or further assessment for any module from which they have withdrawn or been deregistered.

Deregistration from programmes of study

- 2.95. Heads of Schools and Institutes (or nominees) may deregister a student from a programme of study where one or more of attendance, participation, and submission of assessment fail to meet the School or Institute's published requirements for the programme. Deregistration from a programme of study shall result in the termination of the student's registration and enrolment, and they shall no longer be a student of QMUL.
- 2.96. Heads of Schools and Institutes (or nominees) must, in accordance with the stated procedure, give a student a formal, written warning, and a specified period in which to improve one or more of attendance, participation, and submission of assessment, before deregistering them from a programme of study. In cases where a student holds a Tier 4 (General) Student Visa, QMUL is obliged to report non-engagement to UK Visas and Immigration, and may terminate enrolment and registration without this formal warning process.
- 2.97. A student may appeal against a decision to deregister them from a programme of study, in accordance with the [Appeal Regulations](#).

Exchanges

- 2.98. For certain programmes and awards, a student may be permitted to spend up to one developmental year - excepting the first year and the final semester - at another institution of university status in the United Kingdom or abroad. This study shall replace study at QMUL, and be known as an exchange or study abroad period. Permission to undertake an exchange or study abroad period shall be granted in accordance with procedures approved by Senate, or its delegated authority.
- 2.99. Results achieved for modules taken during an exchange or study abroad period shall count towards the award of the University or QMUL for which a student is registered. The results achieved may be subject to rescaling and weighting to bring them into line with equivalent marks and results awarded by QMUL; scaling and weighting methods shall be approved by Senate, or its delegated authority, and shall be subject to frequent periodic review.

Regulations for Assessment Offences

- 2.100. In these regulations, the term 'Academic Registrar' shall include any member of the Academic Registry and Council Secretariat nominated by the Academic Registrar, either through delegated authority, or for individual cases.
- 2.101. In these regulations, the term 'Heads of Schools' shall include the Vice-Principal and Executive Dean (Health). A Head of School may delegate authority to act on assessment offences to a named member of academic staff within the school.
- 2.102. In these regulations, the term 'invigilator' shall include any member of staff supervising in-class tests. In-class tests shall not be covered by the section of the regulations relating to 'Invigilated examinations' except where the assessment represents 31 per cent or more towards the overall mark for any module.
- 2.103. In these regulations, the term 'Chair of the Assessment Offences Panel' shall include the Deputy Chair of the Assessment Offences Panel.

2.104. There shall be no statute of limitations on applying the *Regulations on Assessment Offences*. The *Regulations on Assessment Offences* shall be applied retrospectively if a graduate of QMUL is alleged to have committed an assessment offence whilst a student of QMUL. Under certain circumstances this may result in the reclassification or revocation of an award.

2.105. The Academic Registrar shall present an annual report to Senate on all assessment offences, however resolved.

Definitions

2.106. Allegations of any of the following shall be dealt with according to the *Regulations for Assessment Offences*:

- i. breach of any section of the Academic Regulations relating to the conduct of assessment;
- ii. offences relating to an invigilated examination:
 - a. unauthorised access to an examination paper before an examination;
 - b. forgery of an examination timetable produced by QMUL;
 - c. removal of an question paper, answer script or other examination stationery from an examination venue;
 - d. causing a disturbance during an examination, either physically, verbally, or through an electronic device;
 - e. refusal to cooperate with an invigilator, or to follow an invigilator's instructions;
 - f. possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including cloakrooms and toilets);
 - g. access, possession or use of unauthorised material on a computer, mobile telephone, or other electronic device during an examination;
 - h. communicating with another candidate while under examination conditions;
 - i. copying, or attempting to copy, the work of another candidate;
 - j. having writing on the body in an examination venue;
- iii. plagiarism;
- iv. the fraudulent reporting of source material;
- v. the fraudulent reporting of experimental results, research, or other investigative work;
- vi. collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted;
- vii. use, or attempted use, of ghost writing services for any part of assessment;
- viii. submission of work, or sections of work, for assessment in more than one module or assignment (including work previously submitted for assessment at another institution);
- ix. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.

2.107. QMUL defines plagiarism as presenting someone else's work as one's own irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at QMUL or at another institution - without properly referencing yourself (known as 'self plagiarism') shall also constitute plagiarism.

Allegations of assessment offences in invigilated examinations (excluding in-class tests)

- 2.108. Invigilators who suspect a student of breaching the regulations shall immediately inform the Academic Registrar, who shall be responsible for investigating the allegation.
- 2.109. A student accused of committing an assessment offence in an invigilated examination shall be invited to attend an interview with the Academic Registrar, and shall be given copies of all evidence submitted in support of the allegation.
- 2.110. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternative arrangements within five working days of notification of the allegation.
- 2.111. Where the Academic Registrar concludes that there is no case to answer, the Academic Registrar shall report this to the Chair of the appropriate examination board and notify the student that the matter is closed.
- 2.112. Where an investigation reveals evidence of a potential assessment offence, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel, and notify the student to this effect.

Allegations of assessment offences in major elements of assessment, and second or subsequent offences

- 2.113. This section relates to elements of assessment that contribute 31 per cent or more towards the overall mark for any module, and to allegations of second, or subsequent, assessment offences.
- 2.114. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of School responsible for the module or programme. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.
- 2.115. Where the Head of School determines that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.
- 2.116. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken or that a corrected version of the assessment shall be submitted. Where the Head of School determines that there is evidence of an assessment offence, the Head of School shall notify the Academic Registrar, who shall be responsible for investigating the case.
- 2.117. As part of an investigation, a student may be tested on subject knowledge by a *viva voce* examination. In such cases, the viva shall be conducted by two members of academic staff who shall submit a report on the viva to the Assessment Offences panel for consideration.
- 2.118. A student accused of committing an assessment offence in a major element of assessment, or of a second or subsequent offence, shall be invited to attend an interview with the Academic Registrar and shall be given copies of all evidence submitted in support of the allegation.

- 2.119. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternate arrangements within five working days of notification of the allegation.
- 2.120. On completion of the investigation, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel and notify the student as to the outcome of the case.

Allegations of assessment offences in other elements of assessment

- 2.121. This section relates to elements of assessment that contribute 30 per cent or less towards the overall mark for any module.
- 2.122. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of the School responsible for the module or programme.
- 2.123. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.
- 2.124. Where the Head of School determines that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.
- 2.125. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken, or that corrected versions of the assessment shall be submitted.
- 2.126. Where an investigation reveals evidence of an assessment offence, the Head of School may either deal with the offence, or report it to the Academic Registrar for referral to the Chair of the Assessment Offences Panel. Where a student has previously been found guilty of an assessment offence, the case must always be reported to the Academic Registrar for referral to the Chair of the Assessment Offences Panel.
- 2.127. Where a Head of School elects to deal with an offence, they shall give the student an opportunity to explain the circumstances and present any circumstances in mitigation. Where the Head of School is then satisfied that an offence has been committed, they shall impose one or more of the following penalties:
- i. a formal reprimand;
 - ii. a requirement for the student to resubmit the relevant element of assessment by a specified deadline, with the maximum mark limited to the minimum pass mark;
 - iii. failure with a mark of zero for the relevant element of assessment, with no right to resubmit.
- 2.128. Where the penalty involves resubmission of an element of assessment, this shall take place during the current academic year. Where a student does not resubmit, a mark of zero shall be given for the element of assessment.
- 2.129. All offences must be reported to the Academic Registrar.

Assessment Offences Panel

- 2.130. There shall be an Assessment Offences Panel with responsibility for determining whether assessment offences have been committed and determining penalties.
- 2.131. The Chair of the Panel shall have authority to act on behalf of the Panel in cases where a student admits or does not deny an offence.
- 2.132. The Chair of the Assessment Offences Panel may, at any point, decide to call a full meeting of the Panel.
- 2.133. The Assessment Offences Panel shall comprise:
- i. a Chair, appointed by Senate from among the academic staff to hold office for a term of three years. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair;
 - ii. a member of the academic staff of a cognate department to that of the student (normally in the same faculty), drawn from the membership of Senate;
 - iii. a member of the academic staff, drawn from the membership of Senate;
 - iv. one student member, normally the President of the Students' Union (or nominee).
- 2.134. The quorum of the Panel shall be 75 per cent (three members).
- 2.135. The Assessment Offences Panel shall follow the procedures approved by Senate.
- 2.136. The student may be assisted or represented by any one person. Both the student and the Academic Registrar may submit written evidence and call witnesses. If the Panel determines that an assessment offence has been committed, the student shall have the right to address the Panel in mitigation.
- 2.137. The Academic Registrar shall nominate a member of staff as Secretary to the Panel. The Secretary is responsible for advising the Panel on the Regulations.
- 2.138. If a student, having been given proper notice, fails to attend a hearing of the Assessment Offence Panel without a reasonable explanation, the hearing shall proceed as planned. In the event that the student is not able to attend a meeting or hearing, for good reason, it shall be rearranged.
- 2.139. In the event of the Panel being divided over a decision to be taken, the Chair shall have a second and casting vote to determine the decision.

Penalties

- 2.140. If it is determined that an offence has been committed, the Chair or the Panel shall impose one or more of the following penalties:
- i. a formal reprimand;
 - ii. failure (a mark of zero) in the element of assessment in which the offence occurred, with a resubmission of that element permitted within the same attempt at the module. This resubmission shall not count as an additional attempt, but the mark for the resubmitted element of assessment shall be capped to the minimum pass mark.
 - iii. failure (a mark of zero) in the module of which the assessment forms a part, with the maximum mark on any resit or retake limited to the minimum pass mark;
 - iv. failure (a mark of zero) in the module which the assessment forms a part, with no permission to resit or retake the module;

- v. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred. Where resit attempts remain, the resit mark shall not be automatically capped to the minimum pass mark, irrespective of the regulations for that programme of study. However, the maximum mark achievable on resit shall be no higher than that achieved at the first attempt (before the penalty mark of zero was applied). If a module was failed at the first attempt then the resit mark shall be capped to the minimum pass mark.
 - vi. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark;
- 2.141. The following penalties may only be applied following a full hearing of the Assessment Offences Panel:
- vii. recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year with all modules taken during the academic year in which the offence occurred recorded with a module result of zero;
 - viii. recommendation to the Principal that the student be expelled from QMUL with all modules taken during the academic year in which the offence occurred recorded with a module result of zero.
- 2.142. Where a penalty involves failure in a module but the student is not prohibited from resitting or retaking the module, any reattempt shall be at the next normally available opportunity.
- 2.143. In all cases, penalties applied for an Assessment Offence shall be reported to the Professional Capability Committee, or other professional body, such as the Law Society.
- 2.144. Where a penalty involves the reworking or resubmission of an element of assessment, this shall take place during the current academic year. If the student does not resubmit, a mark of zero shall be given for the element of assessment.
- 2.145. Where a student is given a penalty that involves failure in one or more modules, with resits permitted, a School/Institute may choose to retain any coursework marks achieved during the academic year of the assessment offence, except in elements where offences occurred. Schools/Institutes may require a student to resubmit some or all of the coursework if this is deemed academically appropriate; this may also be dependent on whether the reassessment is formative or synoptic.

Appeal Regulations

- 2.146. The *Appeal Regulations* provide a single process for students who wish to appeal against outcomes arising from the following procedures:
- i. decisions of examination boards or research degree examination panels on assessment, progression or award (academic appeals);
 - ii. *Regulations for Assessment Offences*;
 - iii. decisions to terminate the registration of a student (including research students);
 - iv. *Professional Capability and Fitness to Practise Procedure*, as detailed in the *Code of Student Discipline*;
 - v. *Student Disciplinary Procedure*, as detailed in the *Code of Student Discipline*;
 - vi. disciplinary actions taken under the Library Regulations;
 - vii. disciplinary actions taken under the Residences Regulations;
 - viii. decisions on student bursaries, scholarships and grants administered by QMUL.

- 2.147. Chairs and Deputy Chairs of Appeal Panels shall be appointed by Senate, normally for a term of three years. Deputy Appeal Chairs shall have the authority to act in situations where the Chair is absent, has a conflict of interest, or requests that the Deputy Chair acts.
- 2.148. Senate shall appoint Chairs and Deputy Chairs to the following categories:
- i. Queen Mary Appeals Panel, including:
 - a. academic appeals;
 - b. decisions to terminate the registration of a student (including research students);
 - c. decisions on student bursaries, scholarships and grants administered by Queen Mary;
 - d. decisions arising from the application of regulations other than those detailed above.
 - ii. Assessment Offences;
 - iii. Professional Capability and Fitness to Practise, for students registered for primary qualifying medical and dental qualifications and Foundation Year One doctors;
 - iv. Student Disciplinary Committee.

Definitions

- 2.149. In the *Appeal Regulations*:
- i. *Outcome of a procedure* refers to a decision, result or other outcome from the relevant procedures and regulations;
 - ii. *Academic appeal* refers to a request for the review of an examination board decision or research degree examination panel on assessment, progression or award;
 - iii. *Completion of Procedures letter* refers to the letter provided at the end of QMUL's internal procedures. The Completion of Procedures letter provides details of the appeal, a summary of the evidence submitted and considered, the decision of QMUL to uphold or reject the appeal, and the reason for the decision.
 - iv. Where the *Academic Registrar* is referred to, this includes the Academic Registrar or their nominee.

Authority and delegations

- 2.150. Senate shall be responsible for the approval of the *Appeal Regulations*.
- 2.151. The Principal shall assume overall responsibility and authority for the operation of QMUL's regulations. The Principal shall normally delegate authority for the operation of the *Appeal Regulations* to the Academic Registrar. The Principal may authorise substitutes to act where any person referred to in these regulations is unable to do so.
- 2.152. The Academic Registrar may delegate authority to a senior member of administrative staff.

Grounds for appeal

- 2.153. A student may appeal on one or more of the following grounds:
- i. procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with QMUL's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure.
 - ii. that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

- 2.154. 'Good reason' requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances shall not count as 'good reason' for the purposes of these regulations.
- 2.155. In all cases, the original outcome is final and not varied until and unless a successful appeal results in an alternative decision. For example, where a student is excluded due to academic failure, the student shall not be reinstated until the appeals process is complete and the outcome of the appeal results in an amendment to the original decision. Similarly, a student issued with notice to quit their room in halls of residence must leave QMUL accommodation on the prescribed date; extensions to the notice period shall not be granted, and the student shall be re-housed only in the event that the notice to quit is revoked as a result of the appeal process.

Submitting an appeal

- 2.156. A student must submit an appeal to the Appeals, Complaints and Conduct Unit in writing by completing the appeal form. In the appeal form, the student must detail the decision being appealed against, present the grounds on which the appeal is made, outline the supporting evidence to be submitted and state whether an interview with the a caseworker from the Appeals, Complaints and Conduct Unit is requested.
- 2.157. An appeal must be received within 14 days of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or else the official publication of results date. The Assistant Academic Registrar (Student Casework) may exercise discretion to consider and allow a late request where a student demonstrates good reason for delay.
- 2.158. Supporting evidence must be submitted by the student together with the appeal request or within seven calendar days of submission of the appeal, and must provide evidence of the points covered in the written request for appeal (for example, medical certification). The Assistant Academic Registrar (Student Casework) may exercise discretion to allow late submission of evidence where a student demonstrates good reason for delay.

Actions on receipt of a request for appeal

- 2.159. On receipt of an appeal request, the Assistant Academic Registrar (Student Casework) shall allocate the request to a caseworker who will determine if the appeal was submitted in time, as specified above.
- 2.160. If an appeal is determined to be out of time then a Completion of Procedures letter shall be issued to reflect this decision. Where an appeal is deemed to be out of time, the substance of an appeal shall not be considered.
- 2.161. Where an appeal is deemed to be submitted in time, the caseworker shall be responsible for investigating the substance of the appeal. These enquiries may involve consulting documentation from the process leading to the original decision, discussions with those responsible for the original decision, interviewing the student, and other relevant enquiries. The details of the investigation will be shared with the student, who will be invited to comment upon the summary report and any additional evidence relating to the case.
- 2.162. The caseworker and the Chair of the relevant Appeal Panel shall consider the appeal to determine whether it should be upheld or rejected based on the grounds for appeal specified above.

- 2.163. Where the caseworker and appropriate Chair cannot agree upon a course of action, or the case is deemed to be more complex, cases shall be referred to the Appeal Panel for consideration.
- 2.164. The caseworker and the Chair shall consider all appeals on their merit; however, the following shall not be deemed legitimate grounds for appeal. Any appeal founded exclusively on one or more of these grounds shall be rejected automatically:
- i. appeals against the academic judgement of internal or external examiners;
 - ii. appeals based upon the informal assessment of a student's work by members of academic staff;
 - iii. retrospective reporting of extenuating circumstances that might reasonably have been made known at the proper time;
 - iv. marginal failure to attain a higher classification of award;
 - v. in the case of disciplinary matters, the provision of an apology by a student for their actions shall not be deemed reason for an appeal to be heard;
 - vi. lack of awareness by a student of the relevant procedure or regulations;
 - vii. vexatious or frivolous appeals.

Notification of outcome of an appeal

- 2.165. A student shall normally be notified of the outcome of their appeal within two calendar months of the date of submission of their appeal. Where a case is likely to take longer than two months, students shall be notified to this effect. The outcome of an appeal shall be contained in the Completion of Procedures letter.

Actions where an appeal is upheld

- 2.166. Where an appeal is upheld, and the grounds of appeal are of either an administrative or regulatory nature, the Assistant Academic Registrar (Student Casework) and appropriate Chair may take action to remedy the situation without referral to the original decision making body.
- 2.167. Where an appeal is upheld and there is substantive evidence that extenuating circumstances were either not considered appropriately, or for good reason could not have been made known at the time of the original decision, the caseworker and appropriate Chair shall refer the case back to the body that made the original decision for reconsideration.
- 2.168. For appeals where the decision is referred back to the examination board, the Chair of the examination board shall consult with the relevant internal examiner and the Assistant Academic Registrar (Student Casework). Chair's action may be employed for this purpose.

Actions where an appeal is not upheld

- 2.169. If the Chair and caseworker are in agreement that there are no grounds for appeal then the appeal shall not be upheld and an outcome letter shall be issued. If the student believes that there are grounds to suggest that the appeal was not handled in an appropriate or fair manner, the student may request a final review of the case. If the student does not have grounds for a final review then the student can request a Completion of Procedures letter. A student whose appeal is not upheld may submit an application to the OIA (see below).

Appeal Panel composition

2.170. The membership of the Appeal Panel shall be as follows:

- i. a Chair, appointed by Senate for the relevant category of appeal. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair;
- ii. a member of academic staff of a cognate department to that of the student (normally in the same faculty), drawn from the membership of Senate;
- iii. a member of the academic staff, drawn from the membership of Senate;
- iv. one student member, normally the President of the Students' Union.

2.171. There shall be a Secretary to the Panel, who shall be present throughout the hearing including the deliberations of the Panel. The Secretary may provide advice to the Panel with regard to the *Academic Regulations*, but the Secretary shall not be involved in the decision making process.

2.172. For appeals against a decision of the Professional Capability and Fitness to Practise Committee, for students undertaking primary medical or dental qualifications including Foundation Year 1, an additional member shall be appointed. This member shall either be drawn from the Postgraduate Deanery, or else be a senior member of staff from another medical or dental school. The additional member shall be a registered practitioner of the profession in question.

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

2.174. Excepting appeals against decisions of the Professional Capability and Fitness to Practice Committee, and excepting all Chairs, Appeal Panels shall be individually constituted for each case or group of cases by Chairs, on the advice of the Academic Registrar, drawing upon the categories of membership identified above.

Appeal Panel terms of reference

2.175. The terms of reference of Appeal Panels are:

- i. to hear the student's submission;
- ii. to hear QMUL's submission;
- iii. to consider and determine whether or not the appeal is upheld or not upheld, based on the permitted grounds of appeal specified above;
- iv. to agree:
 - a. to uphold the original decision; *or*,
 - b. to refer the original decision back to the relevant body for reconsideration; *or*,
 - c. to uphold the appeal and agree an appropriate course of action for the case. Where a range of penalties were available to the original decision making body, Appeal Panels may impose more severe penalties than those that were originally imposed.

Appeal Panel procedure

- 2.176. The student shall receive at least ten calendar days' notice, in writing, of the date, time and location of the Appeal Panel hearing.
- 2.177. The Appeal Panel shall receive the original documentation considered by the decision making committee, and any relevant additional documentation relating to the appeal; this shall include the written appeal request and any response to the request from QMUL.
- 2.178. The student shall receive the same set of documentation as the Appeal Panel.
- 2.179. All papers and proceedings shall be confidential.
- 2.180. The student may be accompanied, or represented, by any one person of their choosing.
- 2.181. A QMUL representative shall put QMUL's case to the Panel, and shall be present throughout the hearing but not during the Panel's deliberations.
- 2.182. Witnesses may be called to the Appeal Panel where permitted by the Chair.
- 2.183. The Appeal Panel meeting shall normally follow the following format:
- i. the members of the panel shall be introduced to those present;
 - ii. the student (or representative) shall be asked to address the Appeal Panel as to the substance of their appeal. The student and the QMUL representative may remain present throughout. The Appeal Panel members shall ask the student questions relevant to the case;
 - iii. the QMUL representative shall put forward QMUL's case. The Appeal Panel shall ask the QMUL representative questions relevant to the case;
 - iv. the Appeal Panel shall meet alone with the Secretary to consider its decision.
- 2.184. The Appeal Panel shall inform the student of its decision and the reasons for it within three working days of the meeting. The decision shall be confirmed in writing within seven days of the meeting, in a Completion of Procedures letter.

Final review

- 2.185. A student dissatisfied with the outcome of an appeal may request a final review by the Principal's nominee within fourteen days of the appeal outcome letter if they believe that their case has not been handled properly or fairly. This request must be submitted on the relevant form to include explicit reasons for requesting the review. The Principal's nominee has discretion to allow and consider late requests where a student is able to demonstrate good reason for the delay.
- 2.186. The final review process will involve a review of the existing case file to determine whether appeal procedures were followed appropriately and whether the outcome was reasonable in the light of the available evidence. New issues or evidence will not be considered at the review stage unless the student is able to demonstrate why this evidence was not made available with the formal request for an appeal.
- 2.187. If the Principal's nominee determines that the case was not handled in accordance with proper procedures, the Principal's nominee has authority to take corrective action where appropriate, or may refer the case back to the Appeals, Complaints and Conduct Unit for reconsideration under the appeal regulations.

2.188. The review by the Principal's nominee is the final stage in QMUL's procedures. The outcome of the final review will be communicated to the student in a Completion of Procedures letter. The final review stage will normally conclude twenty one days after the request has been submitted. QMUL aims to complete all stages of its appeal procedures within ninety days. In cases where it is necessary to exceed ninety days, students will be informed of the reasons for the delay, together with a revised timeframe for the conclusion of the case.

Review by the Office of the Independent Adjudicator for Higher Education

2.189. A student not satisfied with the outcome provided by QMUL following receipt of their Completion of Procedures letter may submit a complaint to the Office of the Independent Adjudicator (OIA).

2.190. Information on submitting a complaint to the OIA shall be contained in the Completion of Procedures letter. Information on how to submit a complaint to the OIA can also be found on their website: www.oiahe.org.uk.

2.191. The OIA will consider whether QMUL followed its policy correctly, and whether the outcome is reasonable in the light of the facts of the case. Please note that the OIA will not normally consider a submission until a student has completed QMUL's internal procedures.

Academic Regulations 2016-17

3: Regulations for the Conduct of Assessment

Scope

- 3.1. These regulations apply to all students enrolled and registered for undergraduate or postgraduate programmes of study of QMUL; they shall not apply to research programmes. These regulations also apply to students registered as associated students of QM; Ordinance C1 designates these individuals as students of QMUL.

Applicability

- 3.2. These regulations take effect from 1 August 2015, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply.

General

- 3.3. The structure, learning aims and outcomes, and type and format of assessment and reassessment (including relevant weightings) for each module shall be set out in the approved module specification and regulations approved by Senate, or its delegated authority.
- 3.4. Students shall be informed of the arrangements for teaching and learning, the module syllabus, and the assessment and reassessment requirements at the start of the academic year and in accordance with the approved module specification and regulations.
- 3.5. Where modules are no longer taught, assessment shall normally be offered for only one year after the discontinuation date. Subject Examination Boards may impose alternative forms of assessment beyond that point.
- 3.6. All material submitted for assessment, including formative assessment, shall be the student's own work (except where group work specifically forms part of the assignment). All quotations from the published or unpublished work of other persons must be properly attributed, both at the appropriate point in the text and in the bibliography.
- 3.7. Where an examiner or invigilator suspects a student of committing an assessment offence, the allegation shall be investigated in accordance with the [Regulations for Assessment Offences](#).
- 3.8. Exceptionally, QMUL may use its discretion to use alternative methods to those stated in the module specifications for individual candidates, either when making assessment arrangements for students with registered disabilities (on the advice of the Disability and Dyslexia Service), or when setting a resit or first sit assessment, subject to the following conditions:
- i. The alternative assessment must involve some additional assessment activity that constitutes a justifiable and efficient assessment of the intended learning outcomes;
 - ii. A full statement of the alternative assessment methods and the reasons for their use is made in a Chair's action form from the SEB Chair, submitted to the Academic Secretariat.

Invigilated examinations

Setting examination papers

- 3.9. Senate, or its delegated authority, shall approve minimum prescribed standards for the production and security of examination papers. Examination question papers, including front pages, shall be produced to meet these standards.
- 3.10. Head of Schools and Institutes shall be responsible for ensuring that appropriate mechanisms are in place for the production of examination papers. Procedures for the setting, scrutiny, and security of examination papers shall be the responsibility of the relevant Subject Examination Board Chair. Internal examiners and module organisers shall be responsible for the production of the specific examination papers for their modules.
- 3.11. All examination papers shall be approved by the appropriate internal and external examiners, and by the SEB Chair (or nominee).
- 3.12. The Chair of the appropriate SEB and the individual internal examiner for each examination shall be responsible for ensuring the security of examination papers. Students must not gain access to any examination paper before it is sat. Breaches of this regulation shall be deemed assessment offences, and dealt with under the [Regulations for Assessment Offences](#).

Examination timetable

- 3.13. QMUL shall make individual examination timetables available for students, detailing the dates, times, and venues of all invigilated examinations for their registered modules. QMUL shall publish the full examination timetable for the May/June session at least three weeks before the first examination occurs; any necessary amendments may be made to the published timetable, and shall be published alongside.
- 3.14. Students shall be responsible for: informing themselves of the dates, times, and venues of their examinations; checking the details of their personal timetables and making enquiries on possible errors or omissions; and checking for amendments to the full examination timetable.
- 3.15. Forgery of an examination timetable produced by QMUL is an assessment offence and shall be dealt with under the [Regulations for Assessment Offences](#).
- 3.16. Where an examination clash occurs and cannot be resolved, the affected student shall sit both examinations on the same day; the student shall be quarantined during the interim period.

Invigilation and the presence of internal examiners

- 3.17. One senior invigilator shall be assigned to each examination venue, plus one additional invigilator for every 50 additional students. Students must be under continuous supervision for the duration of each examination.
- 3.18. An internal examiner familiar with the examination subject must normally be present for the first 30 minutes of each invigilated examination to provide any clarifications needed through the senior invigilator. Where no internal examiner is present (including after the first 30 minutes), students must log queries on Student Report Forms, which shall be attached to their answer scripts. Senior invigilators shall also note any queries in their reports.

- 3.19. The clarification of examination questions shall be limited to the correction of misprints or typographical errors, and shall be announced to all students. Under no circumstances shall examiners or invigilators seek to elucidate questions.
- 3.20. All incidents or abnormalities that occur during an examination shall be noted by the senior invigilator, using the appropriate *pro forma*.

Special arrangements

- 3.21. A student may apply to sit their examinations under special arrangements, before the published deadline and in accordance with the stated procedure. All such applications shall be considered by the Disability and Dyslexia Service, which shall agree the arrangements and notify the student, academic school or institute, and Academic Registry. Only students whose applications have been approved by the Disability and Dyslexia Service shall be permitted to sit examinations under special arrangements.

Arrival and departure

- 3.22. Students shall arrive in good time to be able to consult the seating lists displayed outside examination venues. Students shall normally be admitted to venues five minutes before the scheduled start time, so that they can find their desks. Students must only sit at their allocated desks.
- 3.23. Examinations shall begin at the prescribed times. Where this is not possible, the senior invigilator shall record this in their report. Once examinations commence, students shall be under examination conditions until an invigilator terminates the examination or until students complete their attempts and leave the venue.
- 3.24. Students shall be permitted admittance to the examination venue up to 30 minutes after the start of the examination. After this period, a student may only be admitted if no other student for the same examination has left the venue. No additional time shall be given to latecomers.
- 3.25. Students shall not be permitted to leave an examination venue within the first 30 or final 15 minutes of an examination. In exceptional circumstances, an invigilator may permit a student to leave a venue within these periods on the grounds of illness or similar unexpected cause, where they are accompanied by an invigilator. Senior invigilators shall record such cases in their reports.

Equipment and personal items

- 3.26. Excepting writing materials, students shall bring to their examination desks only the equipment authorised in the rubric of the question paper. Bags, coats, jackets and non-religious or medical headwear shall be left in a space within the venue designated by the senior invigilator. Wallets, purses, mobile telephones, electronic watches and other electronic devices may be placed beneath students' desks for the duration of an examination, but may *not* be kept in pockets or worn. Possession of such items shall be investigated under the [Regulations for Assessment Offences](#).
- 3.27. Mobile telephones and other electronic devices, regardless of location, must be switched off and deactivated for the duration of an examination so that they cannot be used or cause disturbances. Devices causing disturbances shall be confiscated by senior invigilators, who shall record the incidents in their reports. Owners shall be informed that such incidents shall be investigated under the [Regulations for Assessment Offences](#).

- 3.28. QMUL shall accept no responsibility for the loss or theft of a student's personal belongings during an examination; students are therefore advised not to bring unnecessary valuable items to examinations.
- 3.29. Students must wear clothing that shows the full head and face, for the purposes of identity checks. There must be no head or face coverings unless these are worn for religious or medical reasons. Where head or face coverings are religious or medical, students still must prove their identity by checking against the student identity card upon request, in an appropriate manner.
- 3.30. Students shall bring with them all writing and drawing materials necessary for an examination. These must be kept loose on desks, or be contained in clear plastic bags or clear pencil cases.
- 3.31. Students may not bring food or drink other than bottled still water into an examination venue, except for medical reasons.
- 3.32. Any items brought into an examination venue may be inspected by an invigilator in the presence of the student. A student may be required to empty their pockets upon the request of an invigilator. Refusal to cooperate shall be recorded by invigilators and treated as an [assessment offence](#).

Start of an examination

- 3.33. At the start of an examination the senior invigilator shall make the required announcements to students, as published by QMUL.

Identification of students

- 3.34. Each student must place their QMUL Student Identity Card face-up on their desk in each examination, as instructed by the senior invigilator, so that identity checks can be conducted and attendance lists checked. Invigilators may check the identity of any student by comparing the photograph on the Student Identity Card with the student's face.
- 3.35. A student unwilling to prove their identity may be prevented from continuing with the examination.
- 3.36. A student not in possession of a QMUL Student Identity Card shall not be permitted to sit an invigilated examination, unless they are issued with a temporary examination permit by Academic Registry on production of alternative photographic identification.
- 3.37. Students are only required to give their Student Identity Numbers, names, and signatures in the appropriate places on answer scripts, and in accordance with the given instructions. Any exceptions shall be clearly stated on answer scripts and shall be announced by senior invigilators at the start of examinations, and repeated when necessary.
- 3.38. During the marking process, only Student Identity Numbers shall be visible to internal examiners.

During the examination

- 3.39. A student may not have in their possession - or make use of - any materials not specifically mentioned in the rubric of the examination paper. A student in possession of, or using, unauthorised materials at any time whilst under examination conditions (even if not physically in the examination venue) shall be considered under the [Regulations for Assessment Offences](#).
- 3.40. Mathematical tables shall be provided where appropriate. The use of electronic calculators may be permitted in certain examinations, and students shall be informed in advance where this applies, as well as on the question paper rubric. Students must comply with any requirements regarding types of calculators that may be used. Examination paper rubrics may specify permitted models; where no specific guidance is given, calculators must be of the hand-held type, quiet in operation and compact, and have their own power supplies. Students shall be responsible for ensuring that machines are in working order, and for providing in advance for alternative means of calculating in the event of calculators failing during examinations. Where students use electronic calculators in examinations, they must state the name and type of machine clearly on their answer scripts. The use or possession of prepared programs and stored information shall not be permitted in examinations, and shall constitute an [assessment offence](#). Any calculator used by or in the possession of a student during an examination must not form part of a communications or electronic entertainment device (e.g., a mobile telephone).
- 3.41. Students must complete all work, including rough work, on the stationery provided. Work that is not intended to be assessed shall be clearly crossed through. Correction fluid shall not be used.
- 3.42. Unless directed by the rubric, students shall not write their answers upon question papers.
- 3.43. Students must write legibly. Illegible handwriting shall not normally be transcribed, nor shall students be permitted to dictate the contents. Any part of a script deemed illegible by an examiner shall normally be awarded no marks.
- 3.44. All answers must be written in English, except where question papers specify otherwise. The use of English-foreign language dictionaries is prohibited, except where specifically authorised in the question paper rubric.
- 3.45. Students must not communicate, or attempt to communicate, with any persons other than invigilators or members of staff invited to do so by invigilators. A student wishing to attract the attention of invigilators must do so without causing a disturbance.
- 3.46. A student who causes an unnecessary disturbance in an examination venue may be required to leave. Such incidents shall be recorded by senior invigilators in their reports, and treated as [assessment offences](#).
- 3.47. Students may not leave their seats without the permission of invigilators. A student who completes their attempt before the end of an examination may leave the venue quietly once their answer script has been collected, but not during the first 30 or final 15 minutes.
- 3.48. A student who wishes to leave an examination venue temporarily may do so with the permission of invigilators, provided they are accompanied.
- 3.49. A student may not remove any examination stationery (used or unused) or question paper from an examination venue.

Emergency evacuation

- 3.50. In the event of the emergency evacuation of an examination venue, students shall remain under examination conditions at all times, to enable the examinations to recommence. Students shall leave their question papers, answer scripts, and any personal items in the examination venue. The examination venue shall be locked by the senior invigilator, and students shall be supervised and escorted by invigilators to the nearest assembly point.
- 3.51. Where disruption lasts for more than 15 minutes, or where 25 per cent or less of the examination duration remains, examinations shall be terminated early. Once deemed safe to do so, invigilators shall collect question papers and answer scripts before permitting students to return to the venue and collect personal belongings. For interruptions of less than 15 minutes, examinations may be resumed. Decisions to resume or end examinations shall be taken by the Chief Invigilator. Decisions to reschedule terminated examinations shall be taken by the Chief Invigilator in consultation with the Academic Registrar.

End of the examination

- 3.52. At the end of an examination students must stop writing promptly when directed, and remain quietly in their seats until all answer scripts and question papers are collected and permission to leave is given.
- 3.53. Students shall be responsible for ensuring:
- i. that all answer scripts are clearly labelled with their Student Identity Number or name (as directed), and firmly tied together;
 - ii. that all answers are clearly labelled with the number of the question;
 - iii. that the required information on the front covers of answer scripts is given in full;
 - iv. that all completed answer scripts are handed to the invigilator: any script or part thereof that is not handed in by the end of the examination shall not normally be marked.

Suspected assessment offences in examinations

- 3.54. Where invigilators suspect a student of committing an assessment offence, they shall inform the student, endorse the student's answer script with their initials, provide a brief note of the circumstances, and impound any prohibited materials. The student shall be permitted to continue with the examination, using a new answer script if necessary. Invigilators shall prepare written reports of such incidents as soon as possible after the end of the examination. Allegations shall be investigated in accordance with the [Regulations for Assessment Offences](#).

Illness and extenuating circumstances for invigilated examinations

- 3.55. A student who is unwell shall not sit an examination. Instead, the student shall submit an extenuating circumstances claim using the appropriate *pro forma* and documentary evidence (such as medical certification). It shall be the responsibility of the student to submit any extenuating circumstances claim at least three working days before the meeting of the appropriate examination board's extenuating circumstances sub-board.
- 3.56. In attending an examination, students declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

- 3.57. Where a student is taken ill during an examination, the senior invigilator shall record this in their report. In such cases, the student must submit an extenuating circumstances claim with supporting documentary evidence in the normal manner if they wish the circumstances to be considered. Such claims shall only be accepted if the student was fit to sit on entering the examination venue, but – for unforeseen reasons - became ill during the examination. Where a student leaves the venue in these circumstances, any work completed up to the point of departure shall become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student shall be treated as if they had never attended the examination.

Invigilated examinations using virtual learning environments (VLE)

- 3.58. All computers used for invigilated examinations must be in 'kiosk mode', so that students cannot access the Internet, or resources on the machine other than the examination itself and any relevant permitted materials. Accessing or using prohibited sources of information shall be considered an assessment offence, and shall be dealt with under the *Regulations for Assessment Offences*.
- 3.59. Internal examiners must provide any necessary instructions for invigilated examinations using a virtual learning environment.
- 3.60. Internal examiners must provide paper copies of question papers, both for students unable to sit examinations at computers, and so that in the event of computer failure examinations may continue using paper.

Other assessments

- 3.61. The design and setting of non-examination assessment shall be the responsibility of the relevant internal examiners and module organisers, in accordance with the approved module specifications and regulations. Where required, these assessments shall also be subject to the approval of the relevant Subject Examination Board, external examiner, and (in the case of professional capability assessments) the relevant professional body. Definitions of coursework, practical assessments (including oral assessments in languages), dissertations and projects, and professional capability assessments are given in the [Definitions](#) of the *Academic Regulations*.
- 3.62. A student must adhere to all published dates and deadlines for assessment.
- 3.63. A student unable to complete an assessment by, or on, the specified date due to medical or other reasons beyond their control, shall submit a claim for extenuating circumstances supported by appropriate documentary evidence.

Coursework

- 3.64. Students shall be informed of the arrangements, dates, and deadlines for coursework assessment at the start of each semester.
- 3.65. The School or Institute responsible for a module shall inform students of any penalties applied to the late submission of coursework and to assignments that go over a specified word limit.
- 3.66. 'Coursework' shall include both assessments that must be submitted by set deadlines (essays, reports, etc), and assessments taken on specific dates (tests, orals excluding language orals, etc). The term 'non-completion' therefore refers both to non-submission and non-attendance.

Practical assessment

- 3.67. Students shall be informed of the arrangements and rules under which practical assessments shall be conducted at least three weeks in advance.

Oral examinations

- 3.68. Oral examinations shall normally only be used where they form part of the formal, approved assessment for modules. They must be conducted by at least two examiners. Students may only bring authorised materials to oral examinations. The possession or use of unauthorised material shall constitute an assessment offence.
- 3.69. In exceptional situations where oral examinations do not form part of the formal assessment for a module, the examination may be conducted by a single examiner.
- 3.70. Oral examinations for research students shall be covered by separate regulations. These may be found in Section 8 of the *Academic Regulations*.

Dissertations and projects

- 3.71. Students shall be informed of the arrangements, dates, and deadlines for dissertation and project assessment at the start of each academic year.

Professional capability

- 3.72. The design and setting of professional capability assessment shall be the responsibility of the relevant internal examiners and module organisers in accordance with the approved module specifications and regulations. Where required, assessment shall also be subject to approval from the relevant Subject Examination Board, external examiners, and professional body. A definition of 'professional capability' is given in the *Definitions* of the *Academic Regulations*.

Extenuating circumstances

- 3.73. Extenuating circumstances are circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.
- 3.74. Students shall be responsible for submitting assessments on time, presenting themselves for examinations at the appropriate times and venues, and submitting information on extenuating circumstances. Events such as misreading timetables, forgetting to set alarm clocks, computer failure, employment commitments, or misjudging the time needed to revise shall not be considered extenuating circumstances.
- 3.75. The occurrence of multiple examinations in close succession shall not be considered an extenuating circumstance; this situation is bound to occur with over 1,000 examinations timetabled over a six week period.
- 3.76. Students must present extenuating circumstances claims - in writing - as soon as possible after the assessment (if not known in advance), and in any case no less than three working days before the relevant meeting of the appropriate examination board's Extenuating Circumstances Sub-board. Submissions by staff or other students cannot be accepted on behalf of a student.

- 3.77. Submissions must be supported by documentary evidence; where evidence is awaited, examination boards may defer decisions, and authorise their Chairs to act.
- 3.78. QMUL operates a 'fit to sit' policy. If an assessment of any type is attempted or submitted, that attempt will be marked and counted as the student is deemed to be fit to sit (or submit). Any subsequent claim for extenuating circumstances shall not normally be considered.
- 3.79. Where a student is taken ill during a timetabled assessment such as an examination or in-class test, the invigilator shall record this in their report. In such cases, the student must submit an extenuating circumstances claim with supporting documentary evidence in the normal manner if they wish the circumstances to be considered. Such claims shall only be accepted if the student was fit to sit on entering the examination venue, but – for unforeseen reasons - became ill during the examination. Where a student leaves the venue in these circumstances, any work completed up to the point of departure shall become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student shall be treated as if they had never attended the examination.
- 3.80. Where an undergraduate student cannot meet their progression requirements due to non-completion of assessment and there are valid, accepted extenuating circumstances, Subject Examination Boards may award first sits in the affected modules, which shall be taken at the next normally available assessment opportunity. Non-completion of assessment refers both to absence from invigilated examinations, practical assessments, coursework assessments and assessments of professional capabilities, and to non-submission of coursework assessments, professional capability assessments, and dissertations and projects.
- 3.81. Where a student cannot meet their award requirements due to non-completion of assessment and there are valid, accepted extenuating circumstances, Subject Examination Boards may award first sits or recommend first takes in the affected modules to be taken at the next available opportunity.
- 3.82. Where a student meets the requirements for award but, due to valid, accepted extenuating circumstances, was unable to sit or submit some or all of the final year assessments, a Subject Examination Board may recommend to the Degree Examination Board that:
- i. the award shall be postponed, and first sits or first takes permitted at the next available opportunity; or,
 - ii. where permitted by the award regulations, the award shall be agreed but the module marks from the affected modules shall be discounted from the calculation of the College Mark; the value of discounted modules must not exceed 30 credits. (SEBs should note that the College Mark displayed at the DEB will not include this discounting, as the decision to discount is only taken at the DEB (on the SEB's recommendation). SEBs are advised to calculate the revised College Mark and classification outside of the SIS and to bring that to the DEB; otherwise, the revised mark will be calculated after the DEB, and the award made by Chair's Action.)
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Academic Regulations 2016-17

4: Regulations for Undergraduate & Graduate Programmes

Scope

- 4.1. These regulations apply to all students enrolled and registered for undergraduate or graduate programmes of study of QMUL. These regulations also apply to students registered as associated students of QMUL; Ordinance C1 designates these individuals as students of QMUL. Undergraduate and graduate programmes shall lead to awards of QMUL or of the University of London.
- 4.2. The processes of enrolment and registration confirm a student's acceptance of QMUL's charter, ordinances, regulations, rules and other policies and codes of practice. This forms the basis of the contract between QMUL and the student.
- 4.3. The awards covered by these regulations are as follows:
 - Foundation Certificate (FdCert)
 - Certificate of Higher Education (CertHE)
 - Diploma of Higher Education (DipHE)
 - Graduate Certificate (GradCert)
 - Graduate Diploma (GradDip)
 - Foundation Degree in Arts (FdA)
 - Foundation Degree in Science (FdSc)
 - Bachelor of Arts (BA)
 - Bachelor of Dental Surgery (BDS)
 - Bachelor of Engineering (BEng)
 - Bachelor of Laws (LLB)
 - Bachelor of Medical Science (BMedSci)
 - Bachelor of Medicine and Bachelor of Surgery (MBBS)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Economics) (BSc (Econ))
 - Bachelor of Science (Engineering) (BSc (Eng))
 - Master of Engineering (MEng)
 - Master in Science (MSci)

Applicability

- 4.4. These regulations apply to all students registering for the first year of an undergraduate or graduate programme from 1 August 2016, with the exception of the following:
 - i. students admitted with advanced standing to a subsequent (for example, second) developmental year of a programme. The regulations for the cohort joined apply;
 - ii. students transferred from other programmes within QMUL to a subsequent (for example, second) year of a different programme. The regulations for the cohort transferred to apply;
 - iii. students changing programme duration (for example, from a four year programme to a three year programme). The regulations for the cohort joined apply;
 - iv. where programmes have existing, approved special regulations;
 - v. where it is otherwise specified in these regulations.

Academic credit

- 4.5. A module worth 15 academic credits represents one eighth of one developmental year for all undergraduate and graduate programmes excepting the Graduate Certificate, for which one 15 credit module represents one quarter of the programme. Normally, dissertation and research project modules shall be valued at 30 academic credits.

General requirements

- 4.6. Students shall be enrolled with QMUL and registered for programmes and modules in accordance with the requirements set out in Section 2 of the *Academic Regulations*. Students shall meet all other general requirements as specified in Section 2 of the *Academic Regulations*.
- 4.7. A student must undertake an approved programme of study under the programme regulations, and meet the compulsory and core elements for progression from one developmental year to the next and for award.
- 4.8. Students who have been awarded qualifications of QMUL or the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.

Normal duration of a programme of study

- 4.9. Each programme of study shall have an approved normal duration related to the modes of study available for the programme. Where a normal duration is not specified at approval, it shall be deemed to be the minimum period of time in which the programme can be completed where full module loads are taken according to the mode of study.

Minimum and maximum registration periods

- 4.10. A student must be registered for a minimum of one third of the normal duration of a programme of study in order to be eligible for award.
- 4.11. A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. First takes, and periods of interruption or intercalation shall not count towards the maximum permitted duration of study. Retakes, and periods spent resitting or first sitting out of attendance shall count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

Developmental years

- 4.12. The term 'developmental year' refers to one year of full-time study, or the equivalent workload where study is not full-time. Where study is not full-time, developmental years may be taken over longer periods than one academic year.
- 4.13. One developmental year comprises modules to the value of 120 academic credits. The progression points within programmes of study shall normally occur at the end of each developmental year.
- 4.14. Students shall take modules to the value of 120 credits in a full-time academic year.

- 4.15. In each developmental year, a student shall take at least 75 per cent of their credits at or above the academic level equivalent to that developmental stage. The final year of an MSci/MEng programme is an exception, in which a student must take 120 credits at level 7. Individual programme regulations may set more stringent requirements.

Compulsory years abroad and compulsory placement years

- 4.16. Where programmes include compulsory years abroad or compulsory placement years, those years shall have values of 120 credits, unless the approved programme regulations state otherwise. The credit awarded shall contribute towards the degree classification, unless the approved programme regulations state otherwise.

Marks and grades for student performance in individual modules

- 4.17. Module marks shall be held to one decimal place.
- 4.18. Module marks shall be awarded for performance in individual modules as follows:

Module Mark	Grade
70.0 to 100.0	A
60.0 to 69.9	B
50.0 to 59.9	C
45.0 to 49.9	D
40.0 to 44.9	E
0.0 to 39.9	F (Fail)

- 4.19. Other grades may be awarded where there are, for example, accepted extenuating circumstances or proven assessment offences.

Requirements to pass a module

- 4.20. The pass mark for all forms of assessment and undergraduate modules shall be 40.0 for all undergraduate awards except the MBBS and BDS, and Level 7 modules taken as part of an MEng or MSci. The pass mark for all forms of assessment and undergraduate modules for the MBBS and BDS, and for Level 7 modules taken as part of an MEng or MSci shall be 50.0.
- 4.21. A module may comprise a number of elements of assessment and requirements that must be completed in order to pass. The module regulations shall specify the elements of assessment that must be passed, those that must be taken, and those that are optional.
- 4.22. In order to pass a module, a student must undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a module mark of 40.0 or more for all undergraduate awards except the MBBS and BDS, or a module mark of 50.0 or more for MBBS and BDS and level 7 MSci/MEng modules.
- 4.23. Where a module comprises multiple elements of assessment, the marks for those elements shall normally be aggregated to one overall module mark, and may be weighted as specified in the approved module regulations. Where a student is required to pass individual elements of assessment, the pass mark shall match that of the module unless the approved module regulations specify otherwise.
- 4.24. A student may not resit, first sit, retake or (normally) first take a module that has been passed.

Number of attempts

- 4.25. The appropriate examination board must always agree failure before any resit occurs.
- For all undergraduate and graduate awards except for the LLB there shall be a maximum of two permitted attempts to pass each module. The two attempts shall comprise one first attempt (or first sit, or first take), and one resit attempt (or retake).
- 4.26. For the LLB there shall be a maximum of three permitted attempts to pass each module. The three attempts shall comprise one first attempt (or first sit) and two resit attempts or referrals.
- 4.27. For the MBBS and BDS, exceptionally, a third attempt may be permitted at the discretion of the Subject Examination Board or Degree Examination Board.

Failure of a module

- 4.28. A student who does not meet the requirements to pass a module shall fail that module (normally because the module mark is lower than the pass mark).
- 4.29. It is possible to achieve a module mark higher than the pass mark but still fail a module, where not all requirements are met (as specified in the approved module regulations). In such cases, the module mark shall be recorded as FQ (qualified fail).
- 4.30. Where a student fails to take an element of assessment required for a module (whatever its form), the mark for that element shall be ONS (non-submission). This mark shall be used and aggregated, according to the prescribed methods, to determine the module mark.
- 4.31. In all cases where award requirements are met, awards shall be made. There shall be no further opportunities for students to resit failed modules in order to attempt to achieve higher marks.

Resits

- 4.32. Resits do not involve attendance at classes and do not count towards the value of academic credit for which a student is registered during the academic year of the resit. Resit module marks count towards the developmental year in which the module was taught, and not the developmental year in which the resit was taken.
- 4.33. Excepting the LLB, where resits result in passes the module marks shall be capped at the minimum pass mark, regardless of the standard achieved by a student. LLB results shall not be capped, and the marks achieved shall stand.
- 4.34. Excepting the LLB, where a student fails on all attempts the highest module mark ('best fail') shall be used. For the LLB, the most recent module mark shall stand.
- 4.35. In the event of failure, the Subject Examination Board may impose alternative forms of assessment for resits. Alternative assessment must test the same learning outcomes and be of comparable complexity to the original assessment.
- 4.36. There shall be two modes of reassessment; standard reassessment, and synoptic reassessment. Each module specification shall state whether standard or synoptic reassessment applies. Where synoptic reassessment is used, students failing the modules shall normally take a single assessment weighted at 100 per cent for the resit (individual module regulations may specify more than one element). Where standard reassessment is used, students shall resit the failed elements of assessment, and the marks for any elements that were passed on the first attempt shall stand unless the programme or module regulations state otherwise.

- 4.37. A student due to resit must do so at the next available opportunity. Interruption or deferral of resits shall not be permitted. Where a student is abroad as part of their programme at the next available opportunity, the student may resit at the next opportunity upon their return without penalty.
- 4.38. All students shall be automatically registered to take any available resits or first sits at the next normally available assessment opportunity. A student may opt out of one or more of these opportunities by the published deadline and in accordance with the published procedure. In opting out of an opportunity a student shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 4.39. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.
- 4.40. Students shall not be permitted to resit passed elements of assessment. Where a module has been passed but some elements of assessment were failed, a student shall not be permitted to resit any elements of assessment. Synoptic reassessment may sometimes prove an exception to this rule, where specifically approved in a module's regulations.

First sits

- 4.41. Where a student submits evidence of extenuating circumstances that impacted negatively upon their performance, and these are accepted, Subject Examination Boards may grant first sits in the affected assessments. First sit elements of assessment and module marks shall not be capped at the pass mark; the mark achieved shall stand.
- 4.42. Resit attempts may be 'first sit resits'. The standard resit provisions shall apply in such cases, including capped marks where applicable.
- 4.43. A first sit replaces one of the attempts permitted for a module, replacing the attempt discounted due to extenuating circumstances.

Retakes

- 4.44. Subject Examination Boards may require a student to retake a module. Retakes shall only normally be recommended where a module cannot be reattempted by a resit (i.e. where attendance to use, for example, laboratory facilities is required). Retakes involve attendance at classes and completion of all elements of assessment, whether previously failed or not. Where a student retakes a module, this shall count towards the value of academic credit for which the student is registered during the year of the retake.
- 4.45. Approval for a retake shall be given by the relevant Degree Examination Board, on the recommendation of a Subject Examination Board.
- 4.46. Retakes attract pro rata tuition fees.
- 4.47. For the LLB, MBBS, and BDS, permission to retake shall normally require the student to retake an entire academic year.

- 4.48. The mark for a module that has been retaken following failure shall be capped at the pass mark; the LLB is an exception in that its retake marks shall not be capped. Each retake shall count as one of the two attempts permitted for the module.
- 4.49. Where a student fails to retake at the next available opportunity, the missed retake shall count as one of the permitted attempts, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated when the student does not register to retake at the first available opportunity.
- 4.50. Where a retake is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module.
- 4.51. A retake shall count as one of the permitted attempts at a module.
- 4.52. Where a student fails to take a retake at the next available opportunity the missed retake shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 4.53. Transcripts shall list all takes of modules, including both first attempts and retakes.

First takes

- 4.54. Where a student submits a valid and accepted claim for extenuating circumstances that impacted upon their performance and attendance and there is good reason why the student did not interrupt their studies at the time, Subject Examination Boards may recommend a 'first take'. A first take involves attendance at classes and the completion of all elements of assessment, whether previously failed or not. Where a student is granted a first take of a module, this shall count towards the number of modules for which the student is registered in the academic year of the first take.
- 4.55. Approval for a first take shall be given by the relevant Degree Examination Board or the Academic Registrar & Secretary to Council (or nominee), on the recommendation of a Subject Examination Board.
- 4.56. First takes attract pro rata tuition fees.
- 4.57. For the LLB, MBBS, and BDS, permission to first take shall normally require the student to first take an entire academic year.
- 4.58. A first take shall replace one of the two attempts permitted for a module, replacing the attempt discounted due to extenuating circumstances. Marks for first takes shall not be capped.
- 4.59. Where a first take is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module (in which case a core of compulsory module(s) may take precedence over the first take module(s)).

- 4.60. Resit provision for first takes shall operate as though the modules were taken for the first time during the first take.
- 4.61. Where a student fails to take a first take at the next available opportunity the missed first take shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 4.62. Transcripts shall list all takes of modules, including both first attempts and first takes.

Discretion in classification

- 4.63. A Subject Examination Board may recommend to a Degree Examination Board that a small degree of discretion be used in the classification of a student, within the permitted scope of QMUL's borderline classification policy. There is no discretion at the pass/fail borderline.

Aegrotat award

- 4.64. An aegrotat award is an unclassified honours degree.
- 4.65. A Subject Examination Board may recommend an aegrotat award to a student who has taken the full number of modules required for award but was absent from the final assessment for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the assessments but considers that their performance was adversely affected by serious illness or other cause judged sufficient by the Subject Examination Board, or where a student has died. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the programme of study.
- 4.66. A student who meets the requirements for the award for which they are registered cannot be considered for an aegrotat award. Subject Examination Boards shall recommend award classifications for such students in the normal manner, but may use the borderline classification policy to take account of the students' circumstances when doing so (*Academic Regulations*, Section 3: Extenuating Circumstances).
- 4.67. Where a student has not taken the full quota of academic credit, Subject Examination Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for award. Where a Subject Examination Board agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 4.68. Where a student is offered an aegrotat award, the student may accept the offer and the award shall be conferred. Alternatively, the student may decline the offer and take the missed or failed assessments as first sits, where applicable. A student who elects to take the assessments ceases to be eligible for the aegrotat award. A student who accepts the aegrotat ceases to be eligible to take the missed or failed assessments.

Revocation of awards

- 4.69. QMUL may revoke an award made under these regulations, in accordance with the relevant procedures of QMUL or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

Progression and award regulations: BA, BSc, BSc (Econ), BEng, BSc (Eng)

Progression

- 4.70. To progress from one developmental year to the next, a student must:
- i. meet all programme and pathway requirements;
 - ii. fail (after resit) no more than 30 credits in any one developmental year;
 - iii. maintain an average mark of 40.0 or higher, calculated across all credits taken to date and weighted to the appropriate point on the scale 1:3:6 (years one:two:three);
 - iv. take and pass modules as follows:
 - a. foundation year to year one (where applicable): take 120 credits, including a minimum of 90 at level 3. Pass modules to the value of at least 105 credits.
 - b. years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.
 - c. years two to three: take 120 credits, including a minimum of 90 at level 5. Pass modules to the value of at least 195 credits.
- 4.71. For programmes with a compulsory year abroad or compulsory placement year, the progression requirement from the year abroad or placement year to the next developmental year shall be to take and complete modules to the credit value prescribed in the appropriate programme regulations. Individual programme regulations may specify exceptions to this rule.
- 4.72. A student who meets the progression requirements shall be permitted to resit any failed modules at the next available assessment opportunity, where attempts remain.
- 4.73. For programmes with an associated MEng or MSci, the SEB may recommend the transfer of a student to these programmes where the approved requirements have been met.

Failure to meet progression requirements

- 4.74. A student who fails to progress shall be permitted to resit failed modules as approved by the SEB, up to the permitted number of attempts.
- 4.75. A student who passes the required value of academic credits but does not meet the programme or pathway requirements for progression due to failure in core modules may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements.
 - ii. resit the required modules at the next available opportunity, where attempts remain.

Eligibility for awards

- 4.76. To be eligible for award of BA, BSc, BSc (Econ), BEng, or BSc (Eng) a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

- 4.77. To be eligible for the award of BA, BSc, BSc (Econ), BEng, or BSc (Eng), a student must:
- i. take modules to a total value of 360 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 315 credits (excluding modules at level 3)
 - vi. Pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.78. To be eligible for award, a student registered for a BA, BSc, BSc (Econ), BEng, or BSc (Eng) programme with a compulsory year abroad or on placement (except in the Schools of Languages, Linguistics & Film, and Electronic Engineering & Computer Science) must:
- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 420 credits (excluding modules at level 3)
 - vi. pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.79. To be eligible for award, a student registered for a programme with a compulsory year abroad in the School of Languages, Linguistics & Film must:
- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 315 credits (excluding modules at level 3 and the compulsory year abroad module)
 - vi. pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.80. To be eligible for award, a student registered for a programme with a compulsory placement year in the School of Electronic Engineering & Computer Science must:
- i. take modules to a total value of 390 credits, equivalent to 120 credits per developmental year with the exception of the placement year (valued at 30 credits);
 - ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 315 credits (excluding modules at level 3)
 - vi. pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.81. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit shall be reduced accordingly.

Classification of awards

- 4.82. Each student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.
- 4.83. The College Mark shall provide a weighted average across the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 4.84. The College Mark shall be calculated by one of the following methods:

Award	Weighting of each developmental year			
	Year 1	Year 2	Year 3	Year 4
BSc, BA, BEng, BSc (Eng), BSc (Econ)*	1 (10%)	3 (30%)	6 (60%)	-
BEng/BSc programmes in SEECs with a compulsory placement year*	1 (10%)	3 (30%)		6 (60%)
BA programmes in SLLF and History with a compulsory year abroad	1 (9.1%)	3 (27.3%)	1 (9.1%)	6 (54.5%)

- 4.85. Unless specified for a particular programme, the results of a compulsory year abroad or on placement shall not count towards the calculation of the College Mark.
- 4.86. The College Mark shall be calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board in that form.
- 4.87. The classification of honours shall be made according to the following scale:

College Mark	Classification
70.0 - 100.0	First Class Honours
60.0 - 69.9	Second Class Honours, Upper Division
50.0 - 59.9	Second Class Honours, Lower Division
40.0 - 49.9	Third Class Honours
0.0 – 39.9	Fail (no award)

- 4.88. A student who passes the required value of academic credits but does not meet the programme or pathway requirements for award due to failure in core modules may, subject to the approval of the Subject Examination Board:
- i. be awarded the degree for which they meet the requirements;
 - ii. resit the required modules at the next available opportunity, where attempts remain.

Field of study

- 4.89. The field of study or title of award for a given programme (and, where applicable, pathway within that programme), shall be the title approved by Senate or its delegated authority. Alternative arrangements apply to cohorts from 2007-08 and earlier; refer to the relevant iteration of the *Academic Regulations* for details.

Failure to meet award requirements

- 4.90. A student who does not meet the requirements for a BA, BSc, BSc (Econ), BEng or BSc (Eng), but meets the requirements for the lower level award of BSc (Eng), Ordinary Degree, Diploma of Higher Education, Certificate of Higher Education, or Foundation Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

* The year three weighting of 60% for BEng/BSc (Eng) programmes in Electronic Engineering shall comprise 'Project: 20%' and 'other modules: 40%', weighting the project at 20% of the degree.

Award regulations: Intercalated BSc and BMedSci

- 4.91. The award of BMedSci or BSc shall be made to a student who successfully completes an intercalated programme of study.
- 4.92. The programme leading to an intercalated BMedSci or BSc shall only be available to a student currently registered for an MBBS, BDS or BVetMed degree of the University of London (or equivalent programme at another institution in the UK or European Union), where there is no break in studies between the other programme and the intercalated programme. Additional admissions requirements may also apply; these shall be approved by Senate, or its delegated authority. The intercalated BMedSci or BSc may be undertaken at another institution, with approval from QMUL.
- 4.93. To undertake an intercalated BSc or BMedSci, a student must have completed modules to the value of at least 240 credits of the MBBS, BDS or BVetMed (or equivalent).

Eligibility for award

- 4.94. To be eligible for the award of intercalated BSc or BMedSci, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

- 4.95. To be eligible for the award of intercalated BSc or BMedSci, a student must:
- i. take modules to a total value of 120 credits in one developmental year;
 - ii. take modules to a minimum value of 90 credits at level 6;
 - iii. take modules to a maximum value of 30 credits at levels 4 or 5;
 - iv. pass modules to a minimum value of 105 credits;
 - v. pass modules to a minimum value of 90 credits at level 6 or higher.

Classification of award

- 4.96. The classification of award shall be based upon the College Mark. The College Mark provides a weighted average across all modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 4.97. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form.
- 4.98. The classification of honours shall be made according to the following scale:

College Mark	Classification
70.0 – 100.0	First Class Honours
60.0 – 69.9	Second Class Honours (Upper Division)
50.0 – 59.9	Second Class Honours (Lower Division)
40.0 – 49.9	Third Class Honours
0.0 – 39.9	Fail (no award)

Progression and award regulations: MEng and MSci

Progression

4.99. To progress from one developmental year to the next, a student must:

- i. meet all programme and pathway requirements;
- ii. fail (after resit) no more than 15 credits in any one developmental year;
- iii. maintain an average mark as designated in the table below, calculated across all credits taken to date and weighted to the appropriate point on the scale 1:3:6:6 (years one:two:three:four);

School	Foundation to Y1	Y1 to Y2	Y2 to Y3	Y3 to Y4
EECS; SEMS; SMS; SBCS: Pharmaceutical Chemistry with Year in Industry only	40.0+	60.0+	60.0+	60.0+
SBCS; SPA	40.0+	40.0+	60.0+	60.0+
Geography	N/A (nominally 40.0+)	40.0+	60.0+	40.0+

- iv. take and pass modules as follows:
 - a. foundation year to year one (where applicable): take 120 credits, including a minimum of 90 at level 3. Pass modules to the value of at least 105 credits.
 - b. years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 105 credits in year one.
 - c. years two to three: take 120 credits, including a minimum of 90 at level 5. Pass modules to the value of at least 210 credits across years one and two.
 - d. years three to four: take 120 credits, including a minimum of 90 at level 6. Pass modules to the value of at least 315 credits across years one, two, and three.

4.100. A student who meets the progression requirements shall be permitted to resit any failed modules at the next available assessment opportunity, where attempts remain.

4.101. Where a student meets the progression requirements for an associated bachelors programme and transfers to an MEng or MSci, the progression requirements for the programme on which the student was previously registered shall be deemed sufficient up to the point of transfer.

4.102. For programmes with a compulsory year abroad or compulsory placement year, the progression requirement from the year abroad or placement year to the next developmental year shall be to take and complete modules to the credit value prescribed in the appropriate programme regulations. Individual programme regulations may specify exceptions to this rule.

Failure to meet requirements for progression

4.103. A student who fails to progress shall be permitted to resit failed modules as approved by the Subject Examination Board, up to the permitted number of attempts.

4.104. A student who passes the required value of academic credit but does not meet the programme or pathway requirements for progression, due to failure in core modules or failure to meet the threshold requirements for the programme, may, subject to the approval of the Subject Examination Board:

- i. transfer to a pathway or programme for which they meet the requirements;
- ii. resit the required modules at the next available opportunity, where attempts remain.

Transfer to BEng, BSc (Eng), or BSc

4.105. An SEB may recommend transfer to BEng, BSc (Eng) or BSc where a student does not meet the progression requirements for MEng or MSci, but does meet the approved requirements for BEng, BSc (Eng), or BSc. Transfer may result in the discounting of some modules for the purposes of meeting the requirements of the new programme.

Award of BEng, BSc (Eng), or BSc

4.106. SEBs may recommend the award of BEng, BSc (Eng), or BSc to a student who does not meet the requirements for progression from developmental year three to the final developmental year, but does meet the award requirements for BEng, BSc (Eng) or BSc.

4.107. A student in developmental year three may request to exit with BEng, BSc (Eng), or BSc. This may result in the discounting of some modules for the purposes of meeting the requirements of the new programme.

4.108. A student who joins the third year of an MEng or MSci with advanced standing, and who fails to progress at the end of developmental year three shall not be eligible for the award of BEng, BSc (Eng), or BSc.

Eligibility for award

4.109. To be eligible for the award of MEng or MSci a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

4.110. To be eligible for the award of MEng or MSci, a student must:

- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
- iii. take modules to a minimum value of 120 credits at level 7;
- iv. take modules to a maximum value of 150 credits at level 4 or lower;
- v. take modules to a maximum value of 30 credits at level 3;
- vi. pass modules to a minimum value of 420 credits (excluding modules at level 3)
- vii. pass modules to a minimum value of 90 credits at level 7.

4.111. Provision for advanced standing may apply where individual cases allow for it and the advanced standing has been approved. In such cases, the value of academic credit required shall be reduced accordingly.

Classification of awards

4.112. A student shall be classified when the requirements for award are met. The classification of award shall be based on the College Mark.

4.113. The College Mark provides a weighted average across the modules taken by a student. In all cases, the College Mark shall be calculated as though the required value of academic credit was taken.

4.114. The College Mark shall be calculated as follows:

Award	Developmental year weightings (and percentage weightings)			
	Year 1	Year 2	Year 3	Final
MEng, MSci [†]	1 (6.25%)	3 (18.75%)	6 (37.5%)	6 (37.5%)

4.115. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form.

4.116. Unless specified for a particular programme, the results of a compulsory year abroad or on placement shall not count towards the calculation of the College Mark.

4.117. The classification of honours shall be made according to the following scale:

College Mark	Classification
70.0 – 100.0	First Class Honours
60.0 – 69.9	Second Class Honours, Upper Division
50.0 – 59.9	Second Class Honours, Lower Division
40.0 – 49.9	Third Class Honours
0.0 – 39.9	Fail (no award)

Failure to meet award requirements

4.118. A student who does not meet the requirements for MEng or MSci, but does meet the requirements for the lower level award of either BSc, BEng, BSc (Eng), Ordinary Degree, Diploma of Higher Education, or Certificate of Higher Education shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: LLB

4.119. These regulations apply to the following programmes leading to the award of LLB or, in the case of Law and Politics, the award of BA (the 'undergraduate law programmes'):

- LLB in Laws
- LLB in Global Law
- LLB in English and European Law
- LLB in English and Chinese Law
- LLB in Law with a Year in Hong Kong
- LLB in Laws Senior Status
- LLB in Law in Practice
- LLB in Law with History
- BA in Law and Politics

4.120. The Undergraduate Law Examination Board combines the functions of Subject and Degree Examination Board, and is referred to simply as 'the Examination Board' throughout these regulations.

[†]The year four weighting of 37.5% for MEng programmes in Electronic Engineering shall comprise 'project: 20%', and 'other modules: 17.5%', weighting the project at 20% of the degree.

Maximum duration of study

4.121. The maximum permitted duration of study for the undergraduate law programmes shall be twice the normal duration of study, as specified for each of the programmes.

Number of attempts

4.122. For the LLB there shall be a maximum of three permitted attempts to pass each module. The three attempts shall comprise one first attempt (or first sit) and two resit attempts or referrals. Each resit or referral shall count as one attempt.

Resits

4.123. A student who, without good reason (in the view of the Examination Board), has attended none of the examinations of the relevant developmental year in the main examination period shall not be permitted to resit in the following late summer examination period and must resit all modules in the main examination period of the following year.

4.124. Where resits are passed that entitle a student to progress, or which satisfy the criteria for eligibility for award:

- i. module marks shall not be capped at the minimum pass mark;
- ii. previous marks for the modules, whether passed or failed, shall be disregarded for the purposes of classification.

4.125. Where modules are assessed only by a dissertation, 'resit' means resubmission of the dissertation through reworking. The Examination Board may require a student to submit a dissertation on a new topic in exceptional circumstances. In that latter situation, the student must 'retake' the module in the following academic year. These retakes shall be treated as resits for progression and award purposes.

4.126. Where a student is required to resit modules that are assessed partly by examination and partly by in-course assessment, the student may elect to carry forward marks obtained for the in-course assessment elements (whether or not a pass mark was obtained for those elements) to be aggregated with the marks obtained at the second or subsequent attempt at the examination components.

4.127. Where a student achieves a pass in a module which is assessed wholly by in-course assessment, the mark shall stand and there shall be no resit in that module.

Referral

4.128. A 'referral', in relation to the undergraduate law programmes, is an opportunity to resit up to 30 credits of modules at the next available opportunity. Referrals are exceptions to the requirement that all modules taken in a developmental year must be passed in one sitting. A student who fails modules to a maximum value of 30 credits in developmental year one of the LLB Senior Status, or developmental years one or two of the other undergraduate law programmes, may be referred in the failed modules, where:

- i. the mark obtained in the failed module (or where two modules are failed, the average mark) is at least 30.0; and,
- ii. no module mark in the relevant developmental year is below 20.0; and,
- iii. the Examination Board agrees there is sufficient countervailing strength in the passed modules.

4.129. A student who fails one or more modules in which the student has been referred may be referred once more in that module or those modules regardless of the mark or marks achieved on the referral as long as the maximum number of attempts has not been reached.

First sits

- 4.130. First sits in the undergraduate law programmes shall be available in the following circumstances.
- i. where a student does not attempt the prescribed assessment in one or several modules due to valid extenuating circumstances, the Examination Board may grant first sits in only the affected assessments provided that at least 60 credits have been passed in the relevant developmental year;
 - ii. where a student does not attempt the prescribed assessment in modules to a value of more than 60 credits due to valid extenuating circumstances, the Examination Board shall grant first sits in all modules and the student shall be deemed not to have attempted any module at the missed sitting.

Progression

- 4.131. To progress from one developmental year to the next on the undergraduate law programmes, a student must meet any programme requirements, and take and pass modules to the value of 120 credits in each developmental year (135 credits for LLB Senior Status).
- 4.132. All modules assessed wholly or partly by means of examinations taken in a developmental year must be passed in one sitting (subject to the provisions relating to referrals and first sits).
- 4.133. To progress from developmental year three (the year abroad or on placement) to developmental year four of the LLB English and European Law, LLB English and Chinese Law, LLB in Law with a Year in Hong Kong, LLB Global Law, or LLB Law in Practice, a student must pass a programme of study at the exchange institution, approved by that institution and by the Head of the School of Law (or nominee), or (in the case of the LLB Law in Practice) a placement year.
- i. developmental year three of these programme has a value of 120 credits;
 - ii. courses of study and examinations at host institutions shall be governed by the regulations of those institutions rather than the present regulations.
- 4.134. A student who fails the year abroad or the placement year shall automatically be transferred to the final developmental year of the LLB programme.

Eligibility for award

- 4.135. To be eligible for award of an undergraduate law degree (excepting the LLB Senior Status), a student must:
- i. take modules to the value of 360 credits (480 for programmes with a compulsory year abroad or placement year), equivalent to 120 credits per developmental year; and,
 - ii. either:
 - a. pass modules to the value of 360 credits (480 for programmes with a compulsory year abroad or placement year); or,
 - b. pass modules to the value of at least 330 credits (450 credits for programmes with a compulsory year abroad or placement year), and obtain an aggregate mark of no less than 30.0 across the remaining modules with no mark lower than 20.0 in any module, provided that - in the view of the Examination Board - there is sufficient countervailing strength in the passed modules in the final developmental year.

- 4.136. To be eligible for award of LLB Senior Status, a student must:
- i. take modules to the value of 270 credits, equivalent to 135 credits per developmental year; and,
 - ii. either:
 - a. pass modules to the value of 270 credits; or,
 - b. pass modules to the value of at least 240 credits, and obtain an aggregate mark of no less than 30.0 in the remaining modules with no mark lower than 20.0 in any module, provided that - in the view of the Examination Board - there is sufficient countervailing strength in the passed modules in the final developmental year.
- 4.137. Regulation 4.132 shall apply to the final year.
- 4.138. Where a student meets all other requirements for award but, due to valid, accepted extenuating circumstances, was unable to sit or submit and pass some or all of the final year assessments in 30 credits or less, the Undergraduate Law Examination Board may decide that an award should be made. In such a case, the affected modules shall be discounted from the calculation of the College Mark.

Classification of awards

- 4.139. For the purposes of classification module marks shall be considered according to the following scale:

Module mark	Module classification
70.0 – 100.0	First Class
60.0 – 69.9	Second Class (Upper Division)
50.0 – 59.9	Second Class (Lower Division)
40.0 – 49.9	Third Class
0.0 – 39.9	Fail

- 4.140. A student shall be classified when the requirements for award are met.
- 4.141. The classification of award shall be primarily based upon the prevailing quality of a student's performance as reflected in the classes to which relevant module marks belong, and the overall profile of those marks:
- i. for LLB, BA Law and Politics, and LLB Law with History, the classification of the award shall be based upon the modules taken in the second and third developmental years;
 - ii. for LLB with a Year in Hong Kong, LLB in Global Law, LLB in English and Chinese Law, LLB Law in Practice, LLB in Global Law, and LLB in English and European Law the classification of the award shall be based upon the modules taken in the second and third developmental years spent at QMUL (the first year and the year abroad shall not count towards classification);
 - iii. for LLB Senior Status, the classification shall be based upon modules taken in both developmental years;
- 4.142. The College Mark may also be considered. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall be calculated to one decimal place, and presented to the Examination Board in that form.

4.143. The College Mark shall be based on the developmental years specified above, which shall be weighted equally. All other developmental years shall be weighted at zero.

4.144. The minimum profiles of module marks needed to obtain classifications are set out in the following table for students on all undergraduate law programmes except for the LLB Senior Status:

Classification	Normal minimum mark profile
First Class Honours	(i) Firsts in 120 credits, unless there are particularly poor marks in other modules; <i>or</i> , (ii) Firsts in 90 credits, and no mark below 60.0 in any module; <i>or</i> , (iii) Firsts in 90 credits and Upper Seconds in 30 credits in the final developmental year, provided that over the final two developmental years: (a) There are no more than 30 credits below 60.0 ; <i>and</i> , (b) No module mark is below 50.0.
Second Class Honours (Upper Division)	(i) Upper Seconds in 120 credits, unless there are particularly poor marks in other modules; <i>or</i> , (ii) Upper Seconds in 90 credits in the final developmental year and a profile of marks which in the Examination Board's discretion merits the award of Upper Second Class Honours.
Second Class Honours (Lower Division)	(i) Lower Seconds in 120 credits unless there are particularly poor marks in other modules; <i>or</i> , (ii) Lower Seconds in 90 credits in the final developmental year, and a profile of marks which in the Examination Board's discretion merits the award of Lower Second Class Honours.
Third Class Honours	All other cases.

4.145. The minimum profile of module marks needed to obtain classifications is set out in the following table for students on the LLB Senior Status:

Classification	Normal minimum mark profile
First Class Honours	(i) Firsts in 120 credits, unless the student presents a particularly poor performance in other modules; <i>or</i> , (ii) Firsts in 105 credits and no mark below 60.0 in any module; <i>or</i> , (iii) Firsts in 105 credits, and Upper Seconds in 30 credits in the final developmental year, provided that over both developmental years: (a) There are no more than 30 credits below 60.0; <i>and</i> , (b) No module mark is below 50.0.
Second Class Honours, Upper Division	(i) Upper Seconds in 120 credits, unless the student presents a particularly poor performance in other modules; <i>or</i> , (ii) Upper Seconds in 105 credits, 90 of which are in the final developmental year, and a profile of marks which in the Examination Board's discretion merits the award of Upper Second Class Honours.
Second Class Honours, Lower Division	(i) Lower Seconds in 120 credits, unless the student presents a particularly poor performance in other modules; <i>or</i> , (ii) Lower Seconds in 105 credits, 90 of which are in the final developmental year, and a profile of marks which in the Examination Board's discretion merits the award of Lower Second Class Honours.
Third Class Honours	All other cases.

- 4.146. In applying the minimum module profiles, the Examination Board may use its discretion and take into account the following when agreeing classification:
- i. a significant improvement in the module marks achieved in the final developmental year;
 - ii. a College Mark close to, or higher than, the borderline of the class indicated by the module profile;
 - iii. in relation to the LLB English and European Law, a strong performance in the year abroad;
 - iv. that one or more modules (up to 30 credits) were failed in the final developmental year;
 - v. that one or more module marks in the relevant years were obtained on a resit or referral.
- 4.147. The Examination Board may depart from the minimum module profiles when exercising its discretion in cases of extenuating circumstances.

Progression and award regulations: BDS

- 4.148. The BDS degree is awarded by Queen Mary University of London, however it is also governed by the General Dental Council (GDC) to ensure that the graduand meets the criteria for registration. The programme may therefore be amended / altered to reflect changes in the GDC guidelines as well as QMUL expectations of a graduate programme.

Definitions

- 4.149. The following definitions apply to the award of BDS:
- i. *Part*: A constituent part of the examinations and assessment leading to the degree of BDS;
 - ii. *Section*: A component of the Part;
 - iii. *Core studies*: Compulsory elements of the BDS programme, which are organised as modules and threads;
 - iv. *Module*: A discrete portion of the programme;
 - v. *Selected study component and electives (SSCs)*: These provide opportunities for choice of study area, for study in depth and for study periods spent outside the school. The range of SSCs available may vary from year to year. SSCs shall be assessed as part of continuous assessment;
 - vi. *Elective*: A period of up to two weeks of selected study related to the programme;
 - vii. *Continuous assessment*: In-course assessment and assessed coursework.

Maximum duration of study

- 4.150. The maximum permitted duration of study for the BDS shall be seven years (the normal duration, plus two years).

Programme requirements for award

- 4.151. A student must complete and pass all five Parts to be awarded the BDS degree. The programme shall extend over a minimum period of 5 years.

Exemptions

- 4.152. No advanced standing is permitted for the BDS programme.

Attendance and professional attitude and conduct

- 4.153. Students must attend all classes and clinical practice, and must submit work by the prescribed deadlines.
- 4.154. Professional behaviour will be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme, or be referred for counselling or health care, or be required to repeat part of the programme to demonstrate improved performance.
- 4.155. Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.
- 4.156. Clinical performance and experience will be monitored throughout the course. A student whose clinical performance is deemed to be less than satisfactory may be required to attend a specific remedial programme or be required to repeat part of the programme to demonstrate improved performance.
- 4.157. A student whose attendance, professional attitude and conduct, clinical performance or quality of work is considered to be unsatisfactory shall be warned and, if performance does not improve, may have their registration terminated.

Structure of examinations

- 4.158. Examinations for the award of BDS shall be in five Parts. Parts 1 and 2 are divided into 4 modules each; Parts 3, 4 and 5 are each single modules.

Compensation

- 4.159. No compensation is permitted in any elements in any Part.

Requirements to pass a Section, Part and Stage

- 4.160. The requirements to pass a Part shall be set out in the mark scheme for that Part which specifies:
- i. the minimum requirements for satisfactory performance in continuous assessment;
 - ii. the minimum requirements for satisfactory clinical performance
 - iii. the minimum requirements for the written or practical/ clinical examinations
 - iv. the requirements for resit examinations in the event of failure.
- 4.161. Where a student has been unable to complete the required component of the Part due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:
- i. the student having completed sufficient in-course assessments / experience to satisfy the examiners that they have achieved an adequate command of the material; *and*,
 - ii. the quality of the completed in-course assessments being of a satisfactory standard; *and*,
 - iii. the student passing any specified additional course work or written element.

Progression for BDS

- 4.162. A progress review shall be conducted at the end of each Part. The review shall consider individual students in terms of their academic progress, professional standards and clinical practice.
- 4.163. To progress from Part 1 to Part 2, a student must pass all the components that comprise Part 1
- 4.164. To progress from Part 2 to Part 3, a student must pass all the components that comprise Part 2.
- 4.165. To progress from Part 3 to Part 4 a student must pass all the components that comprise Part 3.
- 4.166. To progress from Part 4 to Part 5, a student must pass all the components that comprise Part 4.

Eligibility for award

- 4.167. To be eligible for the award of BDS, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. have fulfilled the requirements for each Part of the award;
 - iv. have met the progression requirements at the end of each Part, and be in Part 5 (the final year).

Classification of award

- 4.168. The Degree Examination Board may recommend the award the BDS degree 'with Honours'.
- 4.169. The award of honours requires that there be no grades lower than a Merit awarded for any Part of the Degree as well as achievement of Distinction in Part 4 and Part 5.
- 4.170. The requirements for the award of Merit or Distinctions in each Part shall be set out in the mark scheme for that Part.

Failure to meet award requirements

- 4.171. A student who does not meet the requirements for BDS, but meets the requirements for the lower level award of BSc (Hons), DipHE, or CertHE shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the BDS programme, the field of study shall be 'Dental Sciences'.
- 4.172. BDS exit awards shall be classified according to the following scale, using a College Mark calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

College Mark	CertHE/DipHE classification	BSc (Hons) classification
70.0+	Pass	First Class
60.0-69.9	Pass	Second Class (Upper Division)
50.0-59.9	Pass	Second Class (Lower Division)
0.0-49.9	Fail (no award)	Fail (no award)

Professional registration

4.173. A student who has been awarded BDS may be recommended for full registration by the General Dental Council provided they successfully meet the criteria for professional development and undergraduate study that both QM and the GDC regards as acceptable.

Progression and award regulations: MBBS

4.174. These regulations shall also be approved by the General Medical Council (GMC).

Definitions

4.175. The following definitions apply to the award of MBBS:

- i. **Stage:** A discrete period of the programme of study. There are four Stages in the programme that leads to MBBS: Stage 1 is Year 1; Stage 2 is Year 2; Stage 3 is Years 3 and 4; and Stage 4 is Year 5 of the programme. Each full year of study has a progression point at the end of the year;
- ii. **Part:** A constituent part of the examinations and assessment leading to MBBS. There are five Parts to the MBBS;
- iii. **Section:** A component of the Part: either Section A, B, C, D or E. Each Section broadly assesses the following:
 - a. Section A: Continuous and in-course assessment, and any other requirements for in-course performance, as specified in the mark schemes;
 - b. Section B: Core knowledge and its application;
 - c. Section C: Data interpretation (including image recognition) and related core knowledge;
 - d. Section D: Clinical, communication and practical skills;
 - e. Section E: The annual hurdle for the successful completion of non-core, Student-Selected Components of the programme;
- iv. **Core studies:** Elements of the MBBS programme studied by all students, which are organised as studies of biomedical systems and of people and populations;
- v. **System:** Subjects and study of clinical medicine and its related disciplines. The five systems are: cardiorespiratory; metabolism; locomotor; human development; and brain and behaviour. Some elements of the programme may combine systems with other subjects or disciplines for integrated study;
- vi. **People and populations:** Subjects or disciplines that relate to individuals and communities. People and population studies may be included within systems modules and/or delivered separately;
- vii. **Student-Selected Components (SSCs):** Short periods of study that are selected by students and provide for in-depth study. SSCs may occupy no more than 30 per cent overall of the five-year curriculum, and SSCs may contribute to each year and Stage. Normally, one specified SSC may comprise up to six weeks of selected study related to the programme, which may be undertaken elsewhere in the UK or abroad;
- viii. **Scheme for selected study:** The guidelines for, and organisation of, SSCs across the whole programme of study;
- ix. **Continuous assessment:** In-course assessment and assessed course work, which may be scored or graded. In addition, continuous assessment shall require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance;

Maximum duration of study

- 4.176. The maximum permitted duration of study for the MBBS shall be seven years (the normal duration, plus two years).

Programme requirements for award

- 4.177. A student must take and complete all four Stages of the programme, and must pass all five Parts of the MBBS degree to be eligible for the award of MBBS.

Programme duration

- 4.178. The programme shall extend over a minimum period of 56 months.

Exemptions

- 4.179. A student who has pursued, in this or another university or institution in the United Kingdom, a programme of study that covers the material contained in the first two academic years (that is, Stages 1 and 2) of the MBBS and has passed the examinations for this, may be admitted directly to the third year at the start of Stage 3.
- 4.180. A dentist with Diploma Membership of the Joint Dental Faculties of the Royal College of Surgeons of England (MJDF), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of England (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Edinburgh and Glasgow (MFDS), or Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Ireland (MFD), may be admitted directly to the third year at the start of Stage 3. Such a student may be required to undertake additional elements of study and assessment, if their prior educational experience deems this necessary.
- 4.181. A graduate at a standard acceptable to QMUL and from an appropriate programme at an overseas university with which QMUL has established a memorandum of understanding may be admitted directly to the third year at the start of Stage 3.

Attendance and professional attitude and conduct

- 4.182. Students are expected to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Students are also required to demonstrate the highest standards of professional attitude and conduct throughout the programme.
- 4.183. Professional behaviour encompasses honesty, integrity, avoidance of plagiarism, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene. The professional conduct of students is expected to be in accordance with the General Medical Council guidance: *Medical Students: professional behaviour and fitness to practice*.
- 4.184. Professional attitude and conduct will be monitored throughout the programme by using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour or compliance with the programme requirements is deemed to be unsatisfactory may be required to attend a specific remedial programme or be recommended to undertake counselling or health care, or be required to repeat a year of the programme to demonstrate improved performance.

4.185. A student whose attendance, professional attitude and conduct and/or quality of work is formally assessed as unsatisfactory, may have their registration and enrolment terminated. A student who fails to comply with any policy put in place by the School that applies to them may have their registration and enrolment terminated.

Structure of examinations

4.186. Examinations for the award of MBBS shall be in five Parts. Each Part shall examine core studies and also require passes in all SSCs covered by the Part.

4.187. Each Part shall normally be in five Sections. Section A, Section B, Section C and Section D assess core studies. Each of Sections A, B, C and D comprises one or more compulsory assessments. Section E is the annual progression hurdle for SSCs.

Compensation

4.188. No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.

4.189. For Section A, which comprises continuous and in-course assessment, the mark scheme shall specify the requirements for a pass, which may be determined by aggregate marks from all assessments, or by separate passes in each and all elements of assessment, or by a combination of aggregate and separate passes. The mark scheme shall further specify which elements of the course or assessments require compliance with requirements rather than a passing score (for example: portfolio work and appraisal; attitude and conduct measures), and shall specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

Requirements to pass a Section, Part and Stage

4.190. The pass mark for the MBBS is 50 per cent, following standard-setting and marks' adjustment.

4.191. The requirements to pass a Part shall be set out in the Mark Scheme for that Part, which shall specify:

- i. the requirements for satisfactory performance in Section A;
- ii. the consequences of failure to meet the requirements for Section A, which may include:
 - a. barring from the first sitting (and failure) in Sections B, C and D and loss of the first attempt;
 - b. a requirement for successful completion of remedial work to complete Section A before taking Sections B, C and D, which may include repeating the year of study;
 - c. a recommendation for deregistration from the programme;
- iii. the nature and number of papers or examinations for Sections B and C;
- iv. any requirements for a pass in Section D in addition to an overall passing score and, if Section D is subdivided into sub-sections, the nature and number of sections and weighting of sections;
- v. the requirements for resit examinations in the event of failure in Sections B, C and D;
- vi. the requirements for the SSC programme. Normally these shall include the successful completion of all SSCs covered in the Part. For successful completion of Section E, SSCs must either be passed outright, or remedial work (or additional assessment) completed by the date of the resit Subject Examination Board.

4.192. Where a student has been unable to complete the requirements for any Section A due to acceptable extenuating circumstances, the Subject Examination Board shall have the discretion to waive the minimum requirement subject to:

- i. The student having completed sufficient in-course assessments to satisfy the examiners that they have achieved an adequate command of the material;
- ii. the quality of the completed in-course assessments being of a satisfactory standard;
and,
- iii. the student passing any specified coursework or written element.

Number of attempts

4.193. On successful completion of Section A, a student shall normally be allowed two attempts at examinations in Sections B, C and D: one first attempt or first sit, and one resit attempt.

Resits

4.194. Failure of any element at resit examinations shall normally lead to deregistration from the programme. Resit marks shall normally be capped at the pass mark.

4.195. The Subject Examination Board may recommend remedial work following any failure at the first sitting. This work must be satisfactorily completed before a student may take any resit. This may mean that a student will have a resit deferred until remediation is completed.

Extenuating circumstances

4.196. The SMD operates the fit to sit policy. Students wishing to claim extenuating circumstances must not sit the examination, and must submit an extenuating circumstances form as described in the *MBBS Extenuating Circumstances Policy*. Where a student submits evidence of extenuating circumstances prior to the examination and these are accepted, the Subject Examination Board may allow the student to preserve their sit status for the next sitting of the examinations in Sections B, C or D. Where a student attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not capped. Where a student attempts an element of assessment as a resit, the mark achieved is capped.

4.197. Extenuating circumstances should normally be considered prior to the Subject Examination Board and late submission will only be considered under exceptional circumstances and at the discretion of the Examination Board Chair and the Dean for Education.

Retakes

4.198. In exceptional circumstances the Subject Examination Board may give further consideration to any student who is to be deregistered, or at risk of deregistration, from the programme, as follows:

- i. where a student, otherwise in good standing, has failed to pass any or all Sections of a Part within the permitted number of attempts and has a well-documented record of severe difficulties during the year, the Board may permit the student to retake the year without penalty with resit provisions operating as if the student is taking the year for the first time. Marks achieved during the retake year shall not be capped;

- ii. in a very limited number of cases, where a student has failed to pass any or all Sections of a Part at the second attempt and does not meet the requirements of (i), above, but is deemed to have sufficient potential to succeed, the Board may permit the student to re-take the year for a third and final attempt with strict conditions imposed by the Subject Examination Board (such conditions shall be to retake all elements [including those passed] in full attendance and take and pass all assessments in Sections A, B, C, D and E as required by the mark scheme). Such students shall be closely monitored and unsatisfactory performance may lead to deregistration at any point in the year. On passing the Part, such students shall not have their marks capped to the pass mark.

4.199. Normally, a student shall be permitted to restart and/or retake a year only once during the programme of study.

Assessment of Student-Selected Components

4.200. Individual SSCs may be assessed either by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. A student who fails to complete the assessment for each SSC by the end of the timetabled period of that SSC shall normally be failed in that SSC.

4.201. Performance in an SSC shall be graded on the scale of A to E, where A to C are passing grades, grade D is a marginal fail, and grade E is a clear fail.

4.202. At the discretion of the Subject Examination Board, a student who fails an SSC may resubmit coursework or repeat the assessment at a subsequent offering, with attendance if required, or may elect to take a different SSC as an alternative - this notwithstanding the requirements to pass Section E (the annual SSC hurdle) given in the *Requirements to pass a Section, Part and Stage* (above).

4.203. Resit examinations shall not normally be held for SSC assessments.

4.204. Where a student submits extenuating circumstances that are accepted, the Subject Examination Board has the discretion to waive the SSC requirements for the purposes of progression only, subject to the student having not more than one SSC outstanding at any point in the programme.

4.205. The examiners may require a student to make use of the six-week SSC, normally undertaken elsewhere in the UK or abroad, to remedy any deficit in other SSCs, or to remedy any deficit in core studies for Part 5.

Progression

4.206. To progress from Stage 1 to Stage 2, a student must pass Sections A, B, C, D and E of Part 1.

4.207. To progress from Stage 2 to Stage 3, a student must pass Sections A, B, C, D and E of Part 2.

4.208. To progress from Stage 3 to Stage 4, a student must pass Sections A, B, C, D and E of Parts 3 and 4. A student must also pass Sections A, B, C, D and E of Part 3 to progress from Year 3 to Year 4 within Stage 3.

Eligibility for award

4.209. To be eligible for the award of MBBS, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the Year, Stage and Part requirements for the award;
- iv. meet the progression requirements at the end of each Stage, and be in Stage 4 (the final year).

Classification of award

4.210. The Subject Examination Board may award passes 'with Distinction', or 'with Merit' at each Part.

4.211. Distinctions shall be cited on the degree certificate, as they may form a part of the University of London award. Merits shall not be cited on the degree certificate, as they do not form a part of the University of London award.

4.212. A student with a failure in any assessment used to calculate the award of Distinction shall not be eligible for that Distinction.

4.213. The criterion for Distinction shall be sustained excellence over a defined period of time. The standards required for the award of Distinctions shall be determined by the Subject Examination Board. The Board shall only use marks obtained at first sittings, and shall apply either a criterion-referencing or ranking system to target the top ten per cent of the cohort for the award.

4.214. The following Distinctions may be awarded to a student:

- i. Distinction in Part 1 MBBS;
- ii. Distinction in Part 2 MBBS;
- iii. Distinction in Part 3 MBBS;
- iv. Distinction in Part 4 MBBS;
- v. Distinction in Part 5 MBBS.

4.215. A Merit may be awarded to a student for any Part (1 to 5) of the MBBS programme. Merits shall be awarded by the Degree Examination Board for the relevant Part of the MBBS degree. The Board shall only use marks obtained at first sittings, and shall apply either a criterion-referencing or ranking system to target the top 15 per cent of the cohort for the award.

Failure to meet award requirements

4.216. A student who does not meet the requirements for MBBS, but meets the requirements for the lower level award of BSc (Hons), DipHE, or CertHE shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the MBBS programme, the field of study shall be 'Medical Sciences'.

4.217. MBBS exit awards shall be classified according to the following scale, using a College Mark calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

College Mark	CertHE/DipHE classification	BSc (Hons) classification
70.0+	Pass	First Class
60.0-69.9	Pass	Second Class (Upper Division)
50.0-59.9	Pass	Second Class (Lower Division)
0.0-49.9	Fail (no award)	Fail (no award)

Progression and award regulations: FdA and FdSc

Progression

4.218. To progress from one developmental year to the next, a student must:

- i. meet all programme and pathway requirements;
- ii. fail (after resit) no more than 30 credits in any one developmental year;
- iii. achieve an average mark of 40.0 or higher, calculated across all credits taken to date);
- iv. take and pass modules as follows:
 - a. Years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.

4.219. A student who fails to progress shall be permitted to resit failed modules as approved by the SEB, up to the permitted number of attempts.

Eligibility for award

4.220. To be eligible for the award of FdA or FdSc a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

4.221. To be eligible for the award of FdA or FdSc, a student must:

- i. take modules to a total value of 240 credits, equivalent to 120 credits per developmental year;
- ii. take modules to a minimum value of 90 credits at each of levels 4 and 5;
- iii. take modules to a maximum value of 150 credits at level 4 or lower;
- iv. take modules to a maximum value of 30 credits at level 3;
- v. pass modules to a minimum value of 210 credits (excluding modules at level 3)
- vi. pass modules to a minimum value of 90 credits at level 5 or higher.

4.222. Provision for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit shall be reduced accordingly.

Classification of award

- 4.223. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.
- 4.224. The College Mark provides a weighted average across all the modules taken by a student. In all cases the College Mark shall be calculated as though the required value of academic credit was taken.
- 4.225. The College Mark shall be calculated by the following weighting:

Award	Weighting of each developmental year (percentage weightings)	
	Year 1	Year 2
FdA, FdSc	1 (25%)	3 (75%)

- 4.226. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 4.227. The foundation degree shall be classified according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

Failure to meet requirements for award

- 4.228. A student who does not meet the requirements for FdA or FdSc, but meets the requirements for the lower level award of Certificate of Higher Education shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression to honours degree programmes

- 4.229. A student who achieves merit or distinction in the FdA or FdSc shall be offered admission to the appropriate developmental year of an associated honours degree programme.

Award regulations: FdCert

Eligibility for award

- 4.230. To be eligible for the award of Foundation Certificate (FdCert), a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher[‡].

[‡] [Special regulations](#) apply to FdCert awards in the School of Medicine and Dentistry, where the minimum pass mark for award is 50.0. Other special provisions also apply.

Academic credit requirements

4.231. To be eligible for the award of Foundation Certificate, a student must:

- i. take modules to a total value of 120 credits in one developmental year;
- ii. take modules to a minimum value of 90 credits at level 3;
- iii. pass modules to a minimum value of 105 credits.

Classification of award

4.232. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

4.233. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

4.234. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.235. The classification of the Foundation Certificate shall be made according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

Progression and award regulations: DipHE and CertHE

4.236. The Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE) shall normally be used as interim (or 'exit') awards. These may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.

4.237. Where a Diploma of Higher Education or Certificate of Higher Education is used as an exit award, the College Mark shall be calculated using the marks from the best 120 (CertHE) or 240 (DipHE) credits of modules across the student's period of registration. Alternative provisions apply to MBBS and BDS exit awards; refer to the relevant regulations for details.

4.238. Students may request to exit from QMUL with a Diploma of Higher Education or Certificate of Higher Education where they do not intend to continue with the degree programme. In such cases, some modules may be discounted for the purpose of meeting the award requirements.

4.239. Where an approved programme leads to the award of Diploma of Higher Education or Certificate in Higher Education as its highest award, the requirements set out below shall apply.

Progression: Diploma of Higher Education

- 4.240. To progress from one developmental year to the next, a student must:
- i. meet all programme and pathway requirements;
 - ii. fail (after resit) no more than 30 credits in any one developmental year;
 - iii. achieve an average mark of 40.0 or higher, calculated across all credits taken to date);
 - iv. take and pass modules as follows:
 - a. Years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.
- 4.241. A student who fails to progress may resit failed modules up to the permitted number of attempts, as approved by the SEB.
- 4.242. A student who passes the required value of academic credit, but does not meet the programme or pathway requirements for progression due to failure in a core module, may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements;
 - ii. resit the required modules at the next available opportunity, where attempts remain;
- 4.243. A student who meets the progression requirement but fails modules up to the value of 30 academic credits shall be permitted to resit those failed modules in order to improve the mark achieved, as approved by the SEB. The maximum module mark achievable shall be the minimum pass mark.

Eligibility for award: Diploma of Higher Education

- 4.244. To be eligible for the award of Diploma of Higher Education, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements: Diploma of Higher Education

- 4.245. To be eligible for the award of Diploma of Higher Education, a student must:
- i. take modules to a total value of 240 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4 and 5;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 210 credits (excluding modules at level 3)
 - vi. pass modules to a minimum value of 90 credits at level 5 or higher.
- 4.246. Provision for advanced standing may apply to Diploma of Higher Education students where individual cases allow for it and the advanced standing has been approved; in such cases, the required value of academic credit shall be reduced accordingly.

Eligibility for award: Certificate of Higher Education

4.247. To be eligible for the award of CertHE, a student must:

- i. Meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below)
- v. not exceed the maximum credit value at the lowest level for the award (see below);
- vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
- vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements: Certificate of Higher Education

4.248. To be eligible for award of Certificate of Higher Education, a student must:

- i. take modules to a total value of 120 credits in one developmental year;
- ii. take modules to a minimum value of 90 credits at level 4;
- iii. take modules to a maximum value of 30 credits at level 3;
- iv. pass modules to a minimum value of 105 credits (excluding modules at level 3)
- v. pass modules to a minimum value of 90 credits at level 4 or higher.

Classification of awards

4.249. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

4.250. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

4.251. For DipHE and CertHE, the developmental years shall be weighted as follows:

Award	Weighting of each developmental year (percentage weightings)	
	Year 1	Year 2
DipHE	1 (25%)	3 (75%)
CertHE	1 (100%)	N/A

4.252. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.253. Classification of the CertHE and DipHE shall be made according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

Failure to meet requirements for award of DipHE

- 4.254. A student who does not meet the requirements for DipHE and who is entitled to resits may elect to exit with the award of CertHE, where the requirements for that award are met. Any such student shall then be ineligible to resit any failed modules in order to meet the requirements for the DipHE.
- 4.255. A student for the DipHE who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for award of CertHE, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: GradCert and GradDip

Progression

- 4.256. The individual programme regulations for Graduate Diploma (GradDip) and Graduate Certificate (GradCert) programmes may specify progression and review points.

Eligibility for award

- 4.257. To be eligible for the award of Graduate Diploma or Graduate Certificate, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. take the required total credit value for the award (see below);
 - iv. meet the minimum credit value at the level of the award (see below)
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vii. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for award: Graduate Certificate

- 4.258. To be eligible for the award of Graduate Certificate, a student must:
- i. take modules to a total value of 60 credits in one developmental year;
 - ii. take modules to the value of 60 credits at level 6;
 - iii. pass modules to the value of 60 credits at level 6;

Academic credit requirements for award: Graduate Diploma

- 4.259. To be eligible for the award of Graduate Diploma, a student must:
- i. take modules to a total value of 120 credits in one developmental year;
 - ii. take modules to a minimum value of 90 credits at level 6;
 - iii. take modules to a maximum value of 30 credits at level 5 or lower;
 - iv. pass modules to a minimum value of 105 credits (excluding modules at level 3)
 - v. pass modules to a minimum value of 90 credits at level 6 or higher.

Classification of award

- 4.260. A student shall be classified when the award requirements are met. The classification of award shall be based upon the College Mark.
- 4.261. The College Mark provides a weighted average of all modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 4.262. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 4.263. The classification of the Graduate Certificate and Graduate Diploma shall be made according to the following scale:

College Mark	Classification as an intended award	Classification as an exit award
70.0 – 100.0	Distinction	Pass
60.0 – 69.9	Merit	Pass
40.0 – 59.9	Pass	Pass

Failure to meet requirements for award of Graduate Diploma

- 4.264. A student who does not meet the requirements for the award of Graduate Diploma, but meets the requirements for award of Graduate Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.
- 4.265. A student who does not meet the requirements for Graduate Diploma but is entitled to a resit may elect to exit with the award of Graduate Certificate, where the requirements for award have been met. The student shall then be ineligible to resit failed modules in order to meet the requirements for the Graduate Diploma.
- 4.266. Students who do not meet the requirements for Graduate Diploma and have exhausted all attempts, but who meet the requirements for award of Graduate Certificate, shall be conferred the award for which they are qualified.

Award regulations: Ordinary degree

- 4.267. The Ordinary degree exists only as an exit award.

Eligibility for award

- 4.268. To be eligible for the award of Ordinary Degree, a student must:
- i. meet the requirements for the duration of registration;
 - ii. take the required total credit value for the award (see below);
 - iii. meet the minimum credit value at the level of the award (see below)
 - iv. not exceed the maximum credit value at the lowest level for the award (see below);
 - v. meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - vi. achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for award

4.269. To be eligible for the award of Ordinary Degree, a student must:

- i. take modules to a total value of at least 360 credits;
- ii. pass modules to a value of at least 270 credits;
- iii. take modules to the value of 60 credits at level 6;
- iv. pass modules to the value of 60 credits at level 6;

Classification of award

4.270. A student shall be classified when the award requirements are met. The classification of award shall be based upon the College Mark.

4.271. The College Mark for the Ordinary Degree shall be the mean mark of the best 360 credits taken by a student, including at least 60 passed credits at level 6.

4.272. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

4.273. The classification of the Ordinary Degree shall be made according to the following scale:

College Mark	Classification
40.0 – 100.0	Pass

Academic Regulations 2016-17

5: Regulations for Postgraduate Programmes

Scope

- 5.1. These regulations apply to all taught postgraduate programmes of study of QMUL, and to the students registered upon them. These regulations do not apply to postgraduate research programmes or students.
- 5.2. The processes of enrolment and registration confirm a student's acceptance of QMUL's charter, ordinances, regulations, rules and other policies and codes of practice. This forms the basis of the contract between QMUL and the student.
- 5.3. The awards covered by these regulations are as follows:
- Postgraduate Certificate (PGCert)
 - Postgraduate Diploma (PGDip)
 - Master of Arts (MA)
 - Master of Business Administration (MBA)
 - Master of Clinical Dentistry (MCLinDent)
 - Master of Laws (LLM)
 - Master of Public Administration (MPA)
 - Master of Research (MRes)
 - Master of Science (MSc)

Applicability

- 5.4. These regulations shall apply to those students registering for the first year of a programme from 1 August 2016, with the exceptions of the following:
- i. Students entering with advanced standing, and students who have changed duration or interrupted; the regulations for the cohort joined shall apply.
 - ii. Where programmes have existing approved special regulations.

General requirements

- 5.5. Students shall enrol with QMUL, and register for programmes and modules in accordance with the requirements set out in Section 2 of the *Academic Regulations*. Students shall meet all other general requirements as set out in Section 2 of the *Academic Regulations*.
- 5.6. Students must undertake an approved programme of study and meet any compulsory and core elements for progression and award.
- 5.7. Students who have been awarded qualifications of QMUL or the University may not subsequently present themselves for re-examination for that award in the same subject or branch of study.

Normal duration of a programme of study

- 5.8. All programmes of study shall have approved normal durations that relate to the modes of study available. Where a normal duration is not specified at approval, it shall be deemed to be the minimum period of time in which the programme can be completed if a full module load is taken according to the mode of study.

Minimum and maximum registration periods

- 5.9. A student must be registered for a minimum of one third of the normal duration of the programme of study in order to be eligible for the award.
- 5.10. A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. First takes, and periods of interruption or intercalation shall not count towards the maximum permitted duration of study. Retakes, and periods spent resitting or first sitting out of attendance shall count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.
- 5.11. Programmes with a flexible study mode shall specify the minimum and maximum durations of study as part of the programme regulations.

Academic credit

- 5.12. A module worth 15 points of academic credit represents the following:
- i. for an MA, MSc, MRes, MPA, MBA or LLM, one twelfth of the master's degree and one eighth of the taught component; normally, the dissertation or research project comprises 60 credits;
 - ii. one twenty-fourth of the MSc Euromasters;
 - iii. one thirty-sixth of the MCLinDent;
 - iv. one eighth of the Postgraduate Diploma;
 - v. one quarter of the Postgraduate Certificate.

Taught component

- 5.13. The term 'taught component' refers to those elements of postgraduate programmes that comprise approved modules that are not research projects or dissertations. The taught component shall normally comprise modules to the value of 120 credits. The MRes is a specialised or advanced study master's degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research; the proportion of modules forming the taught component may vary for this award.

Research projects and dissertations

- 5.14. The terms 'research project' and 'dissertation' refer to the approved modules of postgraduate programmes that comprise independent study and the production of projects or dissertations. The project or dissertation module shall normally have a value of 60 credits. The MRes is a specialised or advanced study master's degree during which the student develops a deeper understanding of the core principles of research as well as the ability to conduct research; the proportion of modules forming the research project/dissertation component may vary for this award.

Marks and grades for student performance in individual modules

- 5.15. Module marks shall be held to one decimal place.
- 5.16. Module marks shall be awarded for student performance as follows:

Module mark	Module grade
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass
0.0 – 49.9	Fail

Requirements to pass a module

- 5.17. The pass mark for modules for postgraduate programmes shall be 50.0, irrespective of the academic level of the module.
- 5.18. Modules may comprise a number of elements of assessment and requirements that must be completed in order to pass. The pass mark for any element of assessment for a postgraduate module shall be 50.0. The module regulations shall specify those elements of assessment that must be passed, those that must be taken and those that are not compulsory.
- 5.19. To pass a module, a student must undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a mark of 50.0 or more. Where the module comprises more than one element of assessment, these elements of assessment shall normally be aggregated to one overall mark for the module. The elements of assessment may be weighted, as specified in the module regulations.
- 5.20. A student may not resit, first sit, retake or (normally) first take a module that has been passed.

Number of attempts

- 5.21. A maximum of two attempts shall be permitted to pass a module: a first attempt (or first sit, or first take), and one resit attempt (or retake).
- 5.22. Failure must be agreed by the Subject Examination Board before any resit occurs.

Failure of a module

- 5.23. A student who does not achieve the requirements to pass a module shall fail that module. In most cases, this shall be because the module mark is lower than the pass mark of 50.0.
- 5.24. In some cases it may be possible to achieve module marks higher than the pass mark of 50.0, but fail the module where not all of the requirements set out in the approved module regulations are met. In these instances, the module mark shall be recorded as a qualified fail (recorded as FQ).
- 5.25. Where a student fails to complete an element of assessment required for a module (whatever its form), the mark for that element shall be zero (held as ONS). This mark shall be used and aggregated according to the prescribed method to determine the module mark.
- 5.26. In all cases where the requirements for award are met, the award shall be made. There shall be no further opportunity for a student to resit failed modules in an attempt to achieve a higher mark.

Condoned failure

- 5.27. Examination boards may normally condone failure in the taught component of modules up to the value of 30 credits (or 15, for PGCert) where:
- i. the student has achieved a module mark of 40.0 or more; *and*,
 - ii. the average achieved across all modules is 50.0 or greater.
- 5.28. This outcome shall be known as 'fail condoned, academic credit awarded'.
- 5.29. The rules on condoned failure described above shall not apply where the regulations for the award or special regulations do not permit condoned failure, or specify an alternative requirement. This includes the universal rule that core modules (those that must be taken and passed) cannot be condoned. This has implications for progression and award, as students who fail core modules shall not meet the requirements of the programme.
- 5.30. Condoned failure shall not be permitted for core modules, research projects, or dissertations.

Resits

- 5.31. Resits do not involve attendance at classes, and shall not count towards the total value of academic credit for which students are registered during the academic year of the resit.
- 5.32. Where a resit results in a pass, the module mark shall be capped at the minimum pass mark regardless of the standard achieved by the student. The LLM is an exception; LLM resits shall not be capped, and the mark achieved shall stand.
- 5.33. In the event of failure in all attempts, the highest module mark ('best fail') shall stand. The LLM is an exception; for the LLM, the most recent mark shall always stand.
- 5.34. In the event of failure, the Subject Examination Board may determine alternative forms of assessment for resits.
- 5.35. A student due to resit must do so at the next available opportunity. Interruption or deferral of resits shall not be permitted.
- 5.36. All students shall be automatically registered to take any available resits or first sits at the next normally available assessment opportunity. A student may opt out of one or more of these opportunities by the published deadline and in accordance with the published procedure. In opting out of an opportunity a student shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 5.37. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.
- 5.38. A student shall not be permitted to resit elements of assessment that have been passed. Where a module has been passed but some elements of assessment were failed, the student shall not be permitted to resit any element of assessment.

First sits

- 5.39. Where a student submits evidence of extenuating circumstances that impacted negatively upon their performance and these are accepted, the Subject Examination Board may grant a first sit in the affected assessment. Where a student attempts an element of assessment as a first sit, the mark achieved stands (i.e. first sit marks are not capped).
- 5.40. A resit attempt may be a first sit resit. In any such cases, resit provisions shall apply, including capped marks where the regulations require this.
- 5.41. A first sit replaces one of the two attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances.

Retakes

- 5.42. Subject Examination Boards may require a student to retake a module. Retakes shall only normally be recommended where a module cannot be reattempted by a resit (i.e. where attendance to use, for example, laboratory facilities is required). Retakes involve attendance at classes and completion of all elements of assessment, whether previously failed or not. Where a student retakes a module, this shall count towards the value of academic credit for which the student is registered during the year of the retake.
- 5.43. Approval for a retake shall be given by the relevant Degree Examination Board, on the recommendation of a Subject Examination Board.
- 5.44. Retakes attract pro rata tuition fees.
- 5.45. The mark for a module that has been retaken following failure shall be capped at the pass mark; the LLM is an exception in that its retake marks shall not be capped. Each retake shall count as one of the two attempts permitted for the module.
- 5.46. Where a student fails to retake at the next available opportunity, the missed retake shall count as one of the permitted attempts, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated when the student does not register to retake at the first available opportunity.
- 5.47. Where a retake is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module.
- 5.48. A retake shall count as one of the permitted attempts at a module.
- 5.49. Where a student fails to take a retake at the next available opportunity the missed retake shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 5.50. Transcripts shall list all takes of modules, including both first attempts and retakes.

First takes

- 5.51. Where a student submits a valid and accepted claim for extenuating circumstances that impacted upon their performance and attendance and there is good reason why the student did not interrupt their studies at the time, Subject Examination Boards may recommend a 'first take'. A first take involves attendance at classes and the completion of all elements of assessment, whether previously failed or not. Where a student is granted a first take of a module, this shall count towards the number of modules for which the student is registered in the academic year of the first take.
- 5.52. Approval for a retake shall be given by the relevant Degree Examination Board or the Academic Registrar & Secretary to Council (or nominee), on the recommendation of a Subject Examination Board.
- 5.53. First takes attract pro rata tuition fees.
- 5.54. A first take shall replace one of the two attempts permitted for a module, replacing the attempt discounted due to extenuating circumstances. Marks for first takes shall not be capped.
- 5.55. Where a first take is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module (in which case a core of compulsory module(s) may take precedence over the first take module(s)).
- 5.56. Resit provision for first takes shall operate as though the modules were taken for the first time during the first take.
- 5.57. Where a student fails to take a first take at the next available opportunity the missed first take shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 5.58. Transcripts shall list all takes of modules, including both first attempts and first takes.

Discretion in classification

- 5.59. A Subject Examination Board may recommend to a Degree Examination Board that a small degree of discretion be used in the classification of a student, within the permitted scope of QMUL's borderline classification policy. There is no discretion at the Pass/Fail borderline.

Aegrotat award

- 5.60. A Subject Examination Board may recommend an aegrotat award to a student who has taken the full complement of modules required for award, but was absent from the final examinations for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the examinations but whose performance was adversely affected by serious illness or other cause judged to be sufficient by the Subject Examination Board, or where a student has died. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the programme of study.

- 5.61. A student who meets the requirements for the award for which they are registered shall not be considered for an aegrotat award. The Subject Examination Board shall classify the award in the normal manner, but may use its discretion to take account of the circumstances of the student when doing so (*Academic Regulations 2013-14*, Section 3: Extenuating Circumstances).
- 5.62. Where a student has not taken the full complement of modules, the Subject Examination Board may consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for the award. Where the Subject Examination Board agrees that the student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 5.63. Aegrotat awards are unclassified degrees.
- 5.64. Where a student is offered an aegrotat award the student may either accept the offer, upon which the award shall be conferred, or decline the offer and take the missed or failed assessments as first sits where applicable. A student who chooses to take the missed or failed assessments shall cease to be eligible for the aegrotat award. A student who chooses to accept the aegrotat award shall cease to be eligible to take the missed or failed assessments.

Revocation of award

- 5.65. QMUL may revoke an award made under these regulations, in accordance with the relevant procedures of QMUL or the University. Such cases shall be considered on a case-by-case basis by Senate or its delegated authority.

Progression and award regulations: MA, MSc, MRes, MBA, MPA

Progression

- 5.66. In all cases where a formal progression point is a part of the programme regulations, a student who fails to progress may resit or retake failed modules, up to the permitted number of attempts;

Progression from the taught element to the dissertation/project

- 5.67. Individual programme regulations may specify that the taught component must be taken and passed before a student progresses to the dissertation or project (programmes using the hurdle are listed in the *Special Regulations*). Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:
- i. take modules to the value of 120 credits; and,
 - ii. pass modules to the value of at least 90 credits; and,
 - iii. achieve an average mark of at least 50.0 across all taught modules; and,
 - iv. achieve module marks of at least 40.0 in all modules.

5.68. Individual programme regulations may specify that, where the taught component must be taken and passed before a student progresses to the dissertation or project, the following variant scheme shall apply (programmes using the hurdle are listed in the *Special Regulations*). This variant scheme shall normally only be used for programmes with larger than usual dissertation/project modules. Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:

- i. take modules to the value of 60 credits; and,
- ii. pass modules to the value of at least 45 credits; and,
- iii. achieve an average mark of at least 50.0 across all taught modules; and,
- iv. achieve module marks of at least 40.0 in all modules.

Progression to the second developmental year for part-time students

5.69. Individual programme regulations may specify that a progression hurdle must be passed before a part-time student can progress to the second developmental year (programmes using the hurdle are listed in the *Special Regulations*). Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:

- i. take modules to the value of 60 credits; *and*,
- ii. pass modules to the value of at least 30 credits; *and*,
- iii. achieve module marks of at least 40.0 in all modules.

Failure to meet progression requirements

5.70. Where a student meets the requirements for progression based on the value of academic credit taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core module, the student may, subject to the approval of the Subject Examination Board:

- i. transfer to another pathway or programme for which they meet the requirements; or,
- ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.

5.71. Students who meet progression requirements but fail modules up to the value of 30 credits shall be permitted to resit or retake those failed modules at the next available opportunity to improve the mark achieved, where attempts remain, provided that the requirements for award are not met.

Eligibility for award

5.72. To be eligible for the award of MA, MSc, MRes, MBA or MPA a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements, where these exist;
- iv. meet the total credit value for the award (see below);
- v. meet the minimum credit requirements at the level of the award (see below);
- vi. not exceed the maximum credit value at the lowest level for the award (see below);
- vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for awards

- 5.73. To be eligible for the award of MA, MSc, MRes, MBA or MPA, a student must:
- i. take modules to the value of 180 credits - normally comprising a dissertation or project of 60 credits and a taught component of 120 credits (except MRes) - during one developmental year;
 - ii. take modules to a minimum value of 150 credits - including the dissertation or project - at Level 7;
 - iii. take modules to a maximum value of 15 credits at Level 5;
 - iv. pass modules to the value of 180 credits, including the dissertation or project.
- 5.74. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.
- 5.75. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of award

- 5.76. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.
- 5.77. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 5.78. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.79. The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

Failure to meet requirements for award

- 5.80. An MSc, MA, MRes, MPA, or MBA student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for that award are met. Any such student shall then be ineligible to resit or retake the failed modules in order to meet the requirements for the MSc, MA, MRes, MPA or MBA.
- 5.81. An MSc, MA, MRes, MPA, or MBA student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: LLM

Dissertation component

5.82. The dissertation shall normally be one module of a value of 45 credits. The dissertation shall normally be 15,000 words. It may be possible for a student to take more than one dissertation module.

Condoned failure

5.83. The Examination Board may condone failure in modules (including the dissertation) to a maximum total value of 45 credits where:

- i. a student achieves a module mark of 45.0 or greater; and,
- ii. the average mark achieved across all modules is 50.0 or greater.

Eligibility for award

5.84. To be eligible for the award of LLM, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements, where these exist;
- iv. meet the total credit value for the award (see below);
- v. meet the minimum credit requirements at the level of the award (see below);
- vi. not exceed the maximum credit value at the lowest level for the award (see below);
- vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

5.85. To be eligible for the award of LLM, a student must:

- i. take modules to the value of 180 credits during one developmental year;
- ii. take modules to a minimum value of 150 credits at Level 7, including the dissertation;
- iii. take modules to a maximum value of 15 credits at Level 5 or 6;
- iv. pass modules to the value of 180 credits, including the dissertation.

5.86. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

5.87. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of award

5.88. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

5.89. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

- 5.90. Where a student resits or retakes one or more modules, the College Mark shall be calculated using the actual mark achieved in the resit or retake assessments.
- 5.91. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.92. The classification of the degree shall be made according to the following scale:

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

Failure to meet requirements for award

- 5.93. An LLM student who fails to meet the requirements for the award of LLM but is entitled to resits may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for that award are met. Any such student shall then become ineligible to resit any failed modules to meet the requirements for the LLM.
- 5.94. An LLM student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: MCLinDent

Advanced standing

- 5.95. A student who obtains an MSc degree in the same specialist area of dentistry that contains taught and dissertation components equivalent to those for the MCLinDent may be admitted with advanced standing into the second year of the programme.
- 5.96. In other cases considered appropriate by the Dean for Dentistry, advanced standing may be granted for up to 25 per cent of the taught element of the programme.

Period of study

- 5.97. The normal period for full-time study shall be two calendar years, or the equivalent period of part-time study.

Progression

Progression to the second developmental year for full-time students

- 5.98. To progress from developmental year one to developmental year two, a student must meet any programme and pathway requirements, and:
- take modules to the value of at least 90 credits; and,
 - pass modules to the value of at least 90 credits; and,
 - have resit or first sits attempts remaining in any failed modules.

Failure to meet progression requirements

- 5.99. A student who fail to progress may resit or retake failed modules, up to the permitted number of attempts.
- 5.100. Where a student meets the requirements for progression based on the value of academic credits taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core module, the student may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements; *or*,
 - ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.

Eligibility for award

- 5.101. To be eligible for the award of MClintDent, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. meet the total credit value for the award (see below) by passing all modules;
 - iv. meet the minimum credit requirements at the level of the award (see below);
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements (see below);
 - vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

- 5.102. To be eligible for the award of MClintDent, a student must:
- i. take modules to the value of 360 credits;
 - ii. take modules to a minimum value of 330 credits at Level 7;
 - iii. where modules are not at Level 7, take a maximum of 30 credits at Levels 5 or 6;
 - iv. pass modules to the value of 360 credits.
- 5.103. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

Condoned failure

- 5.104. Condoned failure shall not be permitted for the MClintDent; a student must pass all modules in order to be eligible for award.

Classification of award

- 5.105. A student shall be classified when the requirements for award are met. The classification of award shall be based on the College Mark.
- 5.106. The College Mark provides a weighted average across the modules taken by a student, up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

- 5.107. The College Mark for the MClintDent shall not be calculated using year weightings, but rather shall be a flat average of all module marks (weighted by credit value).
- 5.108. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.109. The classification of the degree shall be made according to the following scale:

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

Failure to meet requirements for award

- 5.110. An MClintDent student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma, or Postgraduate Certificate, where the requirements for the award are met. Any such student shall then be ineligible to resit or retake any failed modules in order to meet the requirements for the MClintDent.
- 5.111. An MClintDent student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of MSc, Postgraduate Diploma, or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: MSc designated Euromasters

Period of study

- 5.112. The normal period for full-time study shall be a minimum of two academic years, or the equivalent period of part-time study.

Condoned failure

- 5.113. The examination board may condone failure in the taught component modules up to the value of 30 credits, where:
- a module mark of 40.0 or more is achieved; and,
 - the average achieved across all modules is 50.0 or greater.
- 5.114. This outcome shall be known as 'fail condoned, academic credit awarded'.
- 5.115. Failure in core modules or the dissertation or project shall not be condoned.

Progression

- 5.116. To progress from developmental year one to developmental year two, a student must meet any programme or pathway requirements, take modules to the value of 120 academic credits, pass modules to the value of 90 credits, have no module marks below 30.0 and have an overall average mark of at least 50.0.

Failure to meet progression requirements

- 5.117. A student who fails to progress may resit or retake failed modules, up to the permitted number of attempts.
- 5.118. A student who meets the requirement for progression based on the value of academic credits taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements;
 - ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.
- 5.119. A student who meets the progression requirement but fails modules up to the value of 30 credits may resit or retake those failed modules during the at the next available opportunity, where attempts remain, to improve the mark achieved, provided that the requirements for award have not been met. The maximum module mark achievable shall be the minimum pass mark.

Eligibility for award

- 5.120. To be eligible for the award of Masters Degree designated Euromasters, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. meet the progression requirements, where these exist;
 - iv. meet the total credit value for the award (see below);
 - v. meet the minimum credit requirements at the level of the award (see below);
 - vi. not exceed the maximum credit value at the lowest level for the award (see below);
 - vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

- 5.121. To be eligible for the award of Masters Degree designated Euromasters, a student must:
- i. take modules to the value of 240 credits, normally comprising a research project or dissertation of 90 credits and taught component of 150 credits, during two developmental years;
 - ii. take modules to a minimum value of 210 credits at Level 7, including the dissertation or project;
 - iii. take modules to a maximum value of 15 credits at Level 5;
 - iv. pass modules to the value of 240 credits, including the dissertation or project.
- 5.122. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.
- 5.123. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of award

- 5.124. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.
- 5.125. The College Mark provides a weighted average across all the modules taken by students up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 5.126. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.127. The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

Failure to meet requirements for award

- 5.128. A student for a Masters Degrees designated Euromasters who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for those awards are met. The student shall then be ineligible to resit or retake the failed modules to meet the requirements for the Masters Degree designated Euromasters.
- 5.129. A student for a Masters Degrees designated Euromasters who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: PGCert and PGDip

- 5.130. The Postgraduate Diploma and Postgraduate Certificate shall normally be used as interim (or 'exit') awards that may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.
- 5.131. A student may request to exit QMUL with a Postgraduate Diploma or Postgraduate Certificate where they do not intend to continue with the degree programme. In such cases, some modules may be discounted for the purpose of meeting award requirements.
- 5.132. Where a Postgraduate Diploma or Postgraduate Certificate is offered or conferred as an interim award, only modules to the required value of academic credit shall be considered for meeting the requirements for award and for classification
- 5.133. Where approved programmes lead to Postgraduate Diplomas or Postgraduate Certificates as the highest award, the requirements set out below shall apply.

Taught component and dissertation/project modules

5.134. As an intended award, a Postgraduate Certificate shall normally consist entirely of taught modules, while a Postgraduate Diploma may consist entirely of taught modules, or a combination of taught modules and dissertation/project modules. These restrictions do not apply to exit awards.

Condoned failure

5.135. Examination boards may condone failure in the taught component of modules up to the value of 30 credits (PGDip) or 15 credits (PGCert) where:

- i. a module mark of 40.0 or higher has been achieved; and,
- ii. the average mark over all taught modules is 50.0 or greater.

5.136. This outcome shall be known as 'fail condoned, academic credit awarded'.

Progression

5.137. Individual programme regulations may specify progression and review points.

Eligibility for awards

5.138. To be eligible for the award of Postgraduate Certificate or Postgraduate Diploma, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements where they exist;
- iv. meet the total credit value for the award;
- v. meet the minimum credit requirements at the level of the award;
- vi. not exceed the maximum credit value at the lowest level for the award;
- vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award: Postgraduate Certificate

5.139. To be eligible for the award of Postgraduate Certificate, a student must:

- i. take modules to the value of 60 credits;
- ii. take modules to a minimum value of 45 credits at Level 7;
- iii. take modules to a maximum value of 15 credits at Levels 5 or 6;
- iv. pass modules to the value of 60 credits.

5.140. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

5.141. Any modules not at Level 7 must be at Levels 5 or 6.

Academic credit requirements for award: Postgraduate Diploma

5.142. To be eligible for the award of Postgraduate Diploma, a student must:

- i. take modules to the value of 120 credits;
- ii. take modules to a minimum value of 90 credits at Level 7;
- iii. take modules to a maximum value of 15 credits at Level 5;
- iv. pass modules to the value of 120 credits.

5.143. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

5.144. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of awards

5.145. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

5.146. The College Mark provides a weighted average across all modules taken by a student. The College Mark is always calculated as though all modules were taken.

5.147. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

5.148. The classification of Postgraduate Diploma and Postgraduate Certificate shall be made according to the following scale.

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

Failure to meet requirements for award of Postgraduate Diploma

5.149. A student who does not meet the requirements for the award of Postgraduate Diploma but is entitled to resits or retakes may elect to exit with the award of Postgraduate Certificate, where the requirements for that award are met. The student shall then be ineligible to resit or retake the failed modules in order to meet the requirements for the Postgraduate Diploma.

5.150. A student who does not meet the requirements for the award of Postgraduate Diploma and has exhausted all attempts, but who meets the requirements for award of Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Academic Regulations 2016-17 6: Special Regulations

Scope

- 6.1 These Special Regulations detail those individual programmes regulations that diverge from the standard *Academic Regulations*.
- 6.2 In all cases, only the elements of the regulations that are different shall be recorded as special regulations; all other regulatory requirements for the programmes shall follow those detailed in the *Academic Regulations*.
- 6.3 Collaborative programmes between QMUL and other institutions shall normally have approved special regulations. These shall generally be rather fuller and more detailed than the differences detailed in this section, and may be found in Section 7 of the *Academic Regulations* – the *Special Regulations for Collaborative Programmes*.

Faculty of Humanities and Social Sciences

School of Business and Management

All taught postgraduate programmes

Progression to dissertation or project

- 6.4 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

School of Law

BA in Law and Politics

- 6.5 The LLB award and progression regulations shall apply to the BA in Law and Politics.

LLB in English and European Law

LLB in English and Chinese Law

LLB in Global Law

LLB with a Year in Hong Kong

Period of study at an overseas university

- 6.6 The third year of each of these LLB programmes shall be spent at an overseas university. During this period students shall follow courses of study approved by the host institutions and by the Head of the School of Law at QMUL. Students may not select subjects that correspond to, or substantially overlap with, subjects offered at the Intermediate or Part I examinations.

- 6.7 The courses of study overseas shall be governed by the regulations of the host institutions.
- 6.8 Students must satisfy the examiners of the host institutions in the examinations that form part of the year overseas in order to proceed with the LLB with a year overseas. Notwithstanding this provision, students may be permitted to provisionally embark upon the programme leading to the Part II examinations pending completion of the examinations of the European host institutions by no later than 30 November of the year in question.
- 6.9 A student who satisfactorily completes Part I of the LLB, but who either fails to progress to the year overseas or fails the year overseas, shall be permitted to transfer to the third year of the programme for the award of LLB Laws.

MA in Law by Research

Condoned failure

- 6.10 The examination board may condone failure in modules to a maximum value of 45 credits, where:
- the student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules.

School of Law: Centre for Commercial Law Studies

LLM/PGDip/PGCert Computer & Communications Law (Distance Learning)

Duration of study

- 6.11 The normal and maximum permitted durations of study for the Computer and Communications Law by Distance Learning programmes shall be as detailed below. All study shall normally be part time.

	Normal duration (years)	Maximum duration (years)
LLM	3	6
PGDip	2	6
PGCert	1	2

Study load

- 6.12 Students may progress through the degree at their own pace, but it is expected that each student will normally attempt modules or dissertations to the value of at least 30 credits in each year of study.

Condoned failure

- 6.13 The examination board may condone failure in modules (including dissertations) to a maximum value of 30 credits (LLM/PGDip) or 15 credits (PGCert), where:
- a student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules at the date of the examination board.

Resits

- 6.14 A student who fails a module or dissertation at the second attempt and whose failure is not condoned may carry that failure and take additional modules or dissertations to achieve the credits required for the award of the LLM or PGDip, provided that the total credit value of all modules or dissertations failed by that student (not including condoned failures) does not exceed 30 credits. A student who fails modules or dissertations in excess of 30 credits shall fail the programme.

MSc in Management of Intellectual Property Law

Condoned failure

- 6.15 The examination board may condone failure in modules to a maximum value of 45 credits, including dissertation modules, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGDip programmes in CCLS (except International Commercial Arbitration/International Mediation)

Condoned failure

- 6.16 The examination board may condone failure in modules (including dissertations) to a maximum value of 45 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGCert programmes in CCLS (except Intellectual Property Law)

Condoned failure

- 6.17 The examination board may condone failure in modules (including dissertations) to a maximum value of 22.5 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGCert in Intellectual Property Law

- 6.18 There are two pathways leading to the award of Postgraduate Certificate in Intellectual Property Law, with separate examination boards:
- i. Pathway A: Students follow a full programme of study and complete all assessments;
 - ii. Pathway B: Students do not follow a programme, and take a special examination.

Pathway A (programme of study and examinations)

Additional entry qualifications

- 6.19 Applicants shall be eligible to sit the Trade Mark, Patent and/or Common Foundation papers relating to the Register of Patent Agents and the Register of Trade Mark Agents, as specified in the current regulations of those bodies. Persons with previous experience deemed an equivalent preparation for the programme may also be admitted.

Assessment

6.20 For the purpose of classification, the Paper A and Paper B marks for modules IPLC021 (Trade Mark Law) and IPLC023 (Patent Law) shall be treated as a single module mark by dividing each paper mark between two and adding both paper A and paper B marks together. The two modules are each valued at 15 academic credits.

Condoned failure

6.21 The examination board may condone failure in modules (including dissertations) to a maximum value of 15 credits, where:

- i. a student achieves a module mark of 45.0 or higher; and,
- ii. the student achieves an average mark of 50.0 or higher across all modules.

Pathway B (special examination)

Eligibility

6.22 Those who hold, or have been recommended for award of, the University of London's MSc Management of Intellectual Property following study at QMUL and who, as part of the MSc, achieved passes in *Law of Trade Marks and Unfair Competition I and II* and *Patent Law I and II* shall be eligible for the special examination.

Condoned failure

6.23 The examination board may condone failure in modules (including dissertations) to a maximum value of 30 credits, where:

- i. a student achieves a module mark of 45.0 or higher; and,
- ii. the student achieves an average mark of 50.0 or higher across all modules.

Classification

6.24 The PGCert in Intellectual Property Law (Pathway B) shall be classified as follows (there is no classification of merit or distinction for Pathway B):

College Mark	Other requirements	Classification
50.0 or higher	N/A	Pass

Faculty of Science and Engineering

School of Biological and Chemical Sciences

PGDip in Chemical Research

Condoned failure

6.25 The examination board may condone failure in modules to a maximum value of 15 credits, where:

- i. a student achieves a module mark of 40.0 or higher; and,
- ii. the student achieves an average mark across all modules of 50.0 or higher.

MSc in Chemical Research

Timing of resits

6.26 The timetabling of reassessment shall be at the discretion of the SEB, but in no case shall this be more than 12 months after the initial failed attempt.

Condoned failure

6.27 The examination board may condone failure in modules to a maximum value of 15 credits, where:

- i. a student achieves a module mark of 40.0 or higher; and,
- ii. the student achieves an average mark across all modules of 50.0 or higher.

School of Electronic Engineering and Computer Science

MSc programmes with a period in industry

Eligibility for award

- 6.28 To be eligible for the award of MSc with a period in industry, a student must:
- i. take modules to the value of 210 credits - normally comprising a project of 60 credits, a taught component of 120 credits (except MRes) - during one developmental year, and a 30 credit industrial placement;
 - ii. take modules to a minimum value of 180 credits - including the project and the placement - at Level 7;
 - iii. take modules to a maximum value of 15 credits at Level 5;
 - iv. pass modules to the value of 210 credits, including the dissertation or project and the industrial placement;
 - v. a student who fails the industrial placement but meets all other requirements shall be considered for the award of the standard MSc, without the period in industry.

School of Engineering and Materials Science

BEng programmes with Industrial Experience

Progression

6.29 To progress to developmental year two, students on these programmes must meet the standard BEng progression requirements and achieve a year one average mark of 55.0 or higher.

MEng programmes

Progression

6.30 To progress from year three to four, a student must (in addition to meeting the requirements specified in the MEng progression rules) pass the core module DEN318 (for Engineering programmes) or MAT500 (for Materials programmes). Failure to meet this requirement shall result in automatic consideration for the award of BSc (Eng), where the requirements are met, with no right of resit in DEN318/MAT500.

All taught postgraduate programmes

Progression to dissertation or project

- 6.31 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Progression for part-time students

- 6.32 To progress to the second developmental year, a part-time student must:
- i. take modules to the value of 60 credits; *and*,
 - ii. pass modules to the value of at least 30 credits; *and*,
 - iii. achieve module marks of at least 40.0 in all modules.

School of Mathematical Sciences

MSc in Mathematics (not applicable to other PGT programmes in SMS)

Condoned failure

- 6.33 The examination board may condone failure in the taught component of modules up to a maximum value of 30 credits, where:
- i. A student achieves a module mark of 0.0 or higher; *and*,
 - ii. The student achieves an average mark of 50.0 or higher across all modules.

Academic credit requirements for award

- 6.34 A student may take a maximum of 30 credits of taught modules at Levels 4, 5, or 6. These shall be selected from a list of modules approved by the Head of School.

Resits

- 6.35 Where a student resits modules or elements of assessment, the resit mark shall not be capped; the mark achieved shall stand.

Degree title

- 6.36 Exceptionally, and at the discretion of the examination board, a student may request an alternative degree title that reflects the content of the taught modules and dissertation or project undertaken. The title shall be selected from a list approved by the Programme Director, and the student must make the request in writing to the Programme Director at the time of entry to the examinations.

School of Physics and Astronomy

MSc in Astrophysics

Condoned failure

- 6.37 The examination board may condone failure in the taught component of modules up to a maximum value of 30 credits, where:
- i. A student achieves a module mark of 0.0 or higher; and,
 - ii. The student achieves an average mark of 50.0 or higher across all modules.

MSci programmes

Pass mark for level 7 modules

- 6.38 The pass mark for level 7 modules on MSci programmes in Physics shall be 50.0 (applicable to all cohorts, rather than only cohorts from 2012/13 and later as elsewhere).

Foundation programmes

Postponement of award to meet QMUL admission or progression requirements (FGHZ and FGHY variants of the SEFP, and the FdCert Humanities and Social Sciences)

- 6.39 A student who has met the conditions for the award after the May examinations may opt to defer the award and then take resits in any failed modules (or first sits if appropriate) during the late summer examination period, provided they submit a written request for deferment of the award to the Academic Director (or nominee) by no later than 24 hours before the scheduled start of the Undergraduate Science and Engineering DEB meeting.
- 6.40 Where a student elects to accept the award of Foundation Certificate in these circumstances, the student shall become ineligible to resit or retake the failed modules in order to meet the specified progression or admission requirements.

Faculty of Medicine and Dentistry

Barts Cancer Institute

All taught postgraduate programmes

Progression to dissertation or project

- 6.41 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Blizard Institute

MSc in Trauma Science and MSc in Trauma (Military and Austere)

Progression to second developmental year and project

- 6.42 The MSc programmes in Trauma Science and Trauma (Military and Austere) run over two developmental years. To progress to developmental year two and take the project module, a student must:
- i. take modules to the value of 120 credits in developmental year one; *and*,
 - ii. pass modules to the value of at least 90 credits in developmental year one; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

MSc in Gastroenterology

Progression to dissertation or project

- 6.43 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Alternative pathways

- 6.44 The MSc in Gastroenterology permits differently named pathways (and degree awards). All students shall register initially for the MSc in Gastroenterology. However, where a student achieves at least a pass in the relevant module (neurogastroenterology, hepatology, or paediatric gastroenterology), they may change their pathway (and therefore the name of their final degree) to either:
- i. MSc Gastroenterology (Neurogastroenterology)
 - ii. MSc Gastroenterology (Hepatology)
 - iii. MSc Gastroenterology (Paediatric)

MRes/PGDip/PGCert in Clinical Research

Transfer to higher programmes

- 6.45 PGCert Clinical Research students wishing to transfer to the PGDip or MRes must complete two modules (for PGDip) or three modules (MRes) in order to be considered. The PGCert must not have been awarded prior to the transfer.

MSc in Regenerative Medicine

Progression to project (applicable to 2016/17 entrants, only)

- 6.46 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 60 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Institute of Dentistry

DipHE in Dental Hygiene and Therapy

Pass mark

6.47 The pass mark for assessments, modules and award shall be 50.0.

William Harvey Research Institute

MSc in Endocrinology and Diabetes

Progression to dissertation or project

- 6.48 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Institute of Health Sciences Education

MA in Education for Clinical Contexts

Normal duration of study

6.49 The normal duration of study for the part-time MA in Education for Clinical Contexts shall be three years.

Progression to the second year for part-time students

- 6.50 To progress to the second developmental year, a part-time student must:
- i. take modules to the value of 60 credits; *and*,
 - ii. pass modules to the value of at least 30 credits; *and*,
 - iii. achieve module marks of at least 40.0 in all modules.

Progression to the dissertation/project (and third year) for part-time students

- 6.51 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

MBBS Graduate Entry Programme (GEP)

Entry requirements and exemptions

6.52 The minimum entry qualification for entry to Stage 1 of the GEP shall be a Second Class (Upper Division) Honours Degree in a science-based discipline.

Programme of study

- 6.53 The Graduate Entry Programme of study for the award of MBBS shall extend over a minimum period of 48 months, and shall comprise four stages:
- i. GEP Stage 1: Systems in Health and Disease (39 weeks);
 - ii. GEP Stage 2: Integrated Clinical Studies (41 weeks);
 - iii. GEP Stage 3: Specialities (41 weeks);
 - iv. GEP Stage 4 (39 weeks): Preparation for Clinical Practice.

Structure of examinations

- 6.54 The examinations for the award shall be in five Parts. GEP Parts 1 and 2 shall assess core MBBS studies and inter-professional learning (Stage 1). Parts 2, 3 and 4 shall examine core MBBS studies only (Stages 2 to 4).

Classification of the award

- 6.55 The criteria for distinctions and merits are as per the MBBS programmes, with the exception below.
- 6.56 The following distinctions may be awarded to students:
- i. Distinction in Part 1 & 2 MBBS;
 - ii. Distinction in Part 3 MBBS;
 - iii. Distinction in Part 4 MBBS;
 - iv. Distinction in Part 5 MBBS.

FdCert in Clinical Foundation Studies

Requirements for award and for progression to the clinical programmes

- 6.57 To pass the programme and meet the requirements for progression to Year 1 of the MBBS or BDS programme, a student must:
- i. Pass 120 credits, with a minimum College Mark of 50.0; and,
 - ii. Achieve a mark of 50.0 or higher in all modules; and,
 - iii. Achieve a mark of 60.0 or higher in the module Practical Skills for Professionals 1 (15 credits). The pass mark of 60.0 is equivalent to attaining IELTS score of 7.0 or above, to be eligible for progression to BDS/MBBS Year 1. Students are required to pass the module rather than simply obtain the IELTS score of 7.0; and,
 - iv. Achieve a pass mark in UKCAT moderated to a level appropriate to entry to the undergraduate programme.

Exit award

- 6.58 A student who does not meet the requirements for progression to the clinical programme, but does meet the requirements for the award of Foundation Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.
- 6.59 The minimum pass mark for the Clinical Foundation Studies FdCert exit award for shall be 50.0. The FdCert shall be classified on a pass/fail basis.

Professional Services

Centre for Academic and Professional Development

Certificate in Learning and Teaching

6.60 The Certificate in Learning and Teaching (CILT) is a 30 credit programme with a unique award.

Advanced standing

6.61 Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

Eligibility for award

6.62 To be eligible for the award of Certificate in Learning and Teaching, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the total credit value for the award;
- iv. meet the minimum credit requirements at the level of the award;
- v. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

6.63 To be eligible for the award of Certificate in Learning and Teaching, a student must:

- i. take modules to the value of 30 credits, all at Level 7;
- ii. pass modules to the value of 30 credits.

Condoned failure

6.64 Condoned failure is not permitted for the Certificate in Learning and Teaching.

Classification of awards

6.65 A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.

6.66 The College Mark provides a weighted average across all modules taken by a student. The College Mark is always calculated as though all modules were taken.

6.67 The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

6.68 The classification of the Certificate in Learning and Teaching shall be made according to the following scale:

College Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

PGCert in Academic Practice
PGCert in Teaching and Learning in Higher Education

Advanced standing

6.69 Students may be admitted to these programmes with up to 30 credits of advanced standing, rather than the standard 15 credits.

Academic Regulations 2016-17

7: Special Regulations for Collaborative Programmes

Scope

7.1 The *Special Regulations for Collaborative Programmes* individual regulations for collaborative programmes that diverge from the standard *Academic Regulations*. The regulatory procedures for the (non-collaborative) programmes run by the University of London Institute in Paris (ULIP) are also detailed in this section.

7.2 The following collaborative programmes have approved special regulations:

Programme	School	Partner
MA in History of Political Thought and Intellectual History	History	UCL
MA in Global Shakespeare	SED	Warwick
BSc (Eng) in Telecommunications Engineering with Management BSc (Eng) in E-Commerce Engineering with Law BSc (Eng) in Internet of Things Engineering	EECS	BUPT
BSc Biomedical Sciences	SBSCS	NCU
BEng in Materials Science and Engineering BEng in Polymer Materials Science and Engineering	SEMS	NPU
LLM in Commercial Law: Singapore and London	CCLS	SMU
Sorbonne Law School - QMUL Double LLM	CCLS	Sorbonne

University of London Institute in Paris

7.3 The programmes delivered by the University of London Institute in Paris (ULIP) shall follow the standard QMUL regulations in all respects except that students meeting the requirements for award shall receive awards of the University of London rather than awards of QMUL.

7.4 Any continuing student who commenced their studies prior to 2015/16 shall follow the progression and award regulations of Royal Holloway, University of London from the year in which that student began the programme (rather than QMUL's *Regulations for Undergraduate and Graduate Programmes* and/or *Regulations for Postgraduate Programmes*).

MA in History of Political Thought and Intellectual History

Partner institution: University College London

7.5 The MA in History of Political Thought and Intellectual History shall follow the standard QMUL regulations except in the following particulars.

Classification

7.6 The MA in History of Political Thought and Intellectual History shall be classified as follows:

College Mark	Dissertation mark	Other criteria	Classification
70.0 – 100.0	70.0 or higher	No condoned failure or resits	Distinction
60.0 or higher	65.0 or higher	No condoned failure or resits	Merit
50.0 or higher	N/A	N/A	Pass

MA in Global Shakespeare

Partner institution: University of Warwick

- 7.7 The MA in Global Shakespeare shall follow the standard QMUL regulations in all respects except that in instances of complaints, appeals, or academic misconduct the regulations and policies of the institution concerned shall apply.

BSc (Eng) in Telecommunications Engineering with Management BSc (Eng) in E-Commerce Engineering with Law BSc (Eng) in Internet of Things Engineering

Partner institution: Beijing University of Posts and Telecommunications (BUPT)

- 7.8 The following regulations shall apply to the collaborative BSc (Eng) programmes with BUPT (updated July 2014).

1. Introduction

- 1.1. These regulations apply to students enrolled on the programmes of study leading to the degrees of BSc(Eng) Telecommunications Engineering with Management, BSc (Eng) E- Commerce Engineering with Law, and BSc(Eng) Internet of Things Engineering. The programmes are offered jointly by Beijing University of Posts and Telecommunications [BUPT] and Queen Mary University of London [QMUL].
- 1.2. The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the contract between BUPT and QMUL. The day-to-day management of the programme shall be the responsibility of the Programme Director.
- 1.3. The programme consists of two phases:
 - a. Year 1 is equivalent to a Foundation Year in the United Kingdom;
 - b. Years 2-4 are equivalent to Years 1-3 of a BEng degree in the United Kingdom.

2. Definition of Terms

- 2.1. **Technical modules:** modules prescribed as constituting the core technical knowledge for that Programme (including transferable skills, Business, and Law).
- 2.2. **Minor programme modules:** technical modules taken from another programme to form an additional strand of study outside the core requirements of the degree. These modules do not count towards the QMUL degree but marks are recorded and used towards the BUPT degree.
- 2.3. **English Language modules:** modules teaching English.
- 2.4. **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.
- 2.5. **Optional modules:** modules that are not related directly to the programme, but are required for students to be awarded a BUPT degree (a minimum of ten Chinese credits (2011/12 and earlier cohorts), or six credits (2012/13 and later cohorts)).
- 2.6. **Engineering Environment modules:** modules that combine to form the Engineering Environment component of the UK Honours marks; these exclude technical modules.

- 2.7. **Project:** the independent technical project carried out in the final year. This is a technical module but is treated differently in the UK Honours calculation.
- 2.8. **Taught technical modules:** technical modules excluding the Project.
- 2.9. **Credit:** a measure of load that is related to the contact hours in the Chinese system.
- 2.10. **Take:** the first attempt at a module.
- 2.11. **First take:** where a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.12. **Retake:** where a student fails to progress and must attempt the failed modules again, including attending lectures and attending laboratories where necessary. Marks for retakes are capped.
- 2.13. **Resit:** where a student may attempt the failed module again without attending lectures and laboratories again. Marks for resits are capped.
- 2.14. **Reattempt:** second and subsequent attempts at a module by either a resit or retake student.
- 2.15. **Coursework hurdle:** the requirement for students to obtain at least 30% (UK scale; 45% CN scale) in the overall mark for assessed coursework in order to pass the module.
- 2.16. **Jie Ye Zhengshu:** a certificate awarded by BUPT that allows a student to subsequently complete the degree.
- 2.17. **Yi Ye Zhengshu:** a certificate of incompleteness awarded by BUPT.
- 2.18. **Cap on marks** (marks are capped): the module mark on retake/resit is “capped” at the minimum pass mark for the UK transcript and calculation of Honours; the Chinese retake/resit mark is shown separately and is not capped.
- 2.19. **Year:** study years on the JP are numbered 1-4 to follow Chinese practice; these correspond to years 0-3 at QMUL.

3. Admission

- 3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities.
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

4. Programme of Study

- 4.1. The minimum period of study shall be four academic years. The period of study shall normally be continuous.
- 4.2. The maximum period of study is six years.
- 4.3. Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.

4.4. Composition of the Programme of Study

- a. The programme of study will consist of a list of modules published by the Academic Committee and approved by the Chinese Ministry of Education.
- b. The list of modules will show the number of credits allocated to each module.

5. Enrolment and Attendance

- 5.1. Students are required to enrol at the beginning of their programme of study at both BUPT and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study.
- 5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.
- 5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.
- 5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

6. Assessment

- 6.1. The Programme Director (in consultation with the Academic Affairs Office of BUPT or with the Academic Registrar for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.2. Different marking scales are used by BUPT and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module descriptor. The relationship between the marks is:
 - a. A pass mark at BUPT is 60% and for QMUL modules at all levels on the programme it is 40%.
 - b. The mark showing distinction performance at BUPT is 85% and QMUL is 70%.
 - c. Marks above the pass mark are mapped as⁴: $9cn = -0.05uk^2 + 13uk + 100$
 - d. Marks below the pass mark are mapped as⁵: $1cn = 1.5uk$
 - e. Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
 - f. The implementation of the mapping between scales is through a lookup table (Section 15) with marks specified as integers. A separate mapping table is used for each direction.
 - g. Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.

⁴ Where cn is the mark on the BUPT scale and uk is the mark on the QMUL Scale.

⁵ Where cn is the mark on the BUPT scale and uk is the mark on the QMUL Scale.

- 6.3. Where a student has failed a module, s/he can reattempt only the parts that have been failed (synoptic reassessment may be used in some cases). Students shall not be permitted to reattempt passed elements of assessment. This applies to both resit and retake students.
- a. overall module mark attainable for any reattempt shall be capped at the minimum pass mark [2.18].
 - b. Where a student is required to only reattempt the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall mark, and this is capped [2.18].
 - c. Where a student is required to only reattempt the coursework component, the highest existing examination mark for that module will be combined with the new coursework mark, to produce a new overall mark, and this is capped [2.18].
 - d. The final overall module mark shall be the highest overall mark of all attempts.
- 6.4. Where a student is required to retake the year (due to academic failure), the overall module marks are capped. Where a student is granted a first take (due to extenuating circumstances), the marks are not capped.
- 6.5. Reattempts shall be taken at the next available opportunity except that, in extenuating circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her reattempt(s) by not more than one academic year.
- 6.6. The “next available opportunity” for reattempting examinations will follow the schedule shown in Appendix I.
- 6.7. Number of reattempts:
- a. Students will be permitted three reattempts before the end of Year 4, except for modules first taken in semester 6 and 7 where there will be two reattempts.
 - b. Students who fail to graduate at the end of semester 8 will be permitted to take further re--attempts as available up until the end of the maximum period of 6 years.
- 6.8. Format of reattempt examinations:
- a. The first resit examination will be on the syllabus as taught to the student for their first sit.
 - b. Subsequent resit and retake examinations will be on the syllabus as taught to first-sit students during that year, but all lecture material will be made available to resit and retake students.
- 6.9. Where a module is withdrawn, examinations will be set to give students three resit attempts.
- 6.10. For all technical modules students must pass the coursework hurdle [2.15] in order to pass the module.
- a. Students who fail the coursework hurdle are required to reattempt the coursework.
 - b. Students who fail the module overall but achieve a pass mark in the coursework are not permitted to reattempt the coursework.
 - c. Students who fail the module with overall coursework mark between 30% and 40%, can choose to take the next opportunity to reattempt the coursework.

- 6.11. Reattempts in English Language modules are implemented as the national Chinese examination CET4. A pass in CET4 will be taken as a capped pass in any English Language module previously failed.
- 6.12. Extenuating circumstances:
- a. A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
 - b. Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy, and the decisions reported to the examination board.
 - i. For modules taught by BUPT requests will be considered by the Programme Director.
 - ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker⁶.
 - c. All requests must be made at least five working days before the examination board (for examinations) and within one week of the student's return from being ill (or other cause) for coursework.
- 6.13. The organisation of assessments for each module on the programme shall be governed by the regulations of the institution responsible for teaching that module.
- 6.14. The conduct of assessments for each module on the programme shall be governed by the regulations of the institution responsible for conducting that assessment.
- 6.15. The consideration of any allegation of an examination offence is specified in [].

7. Progression

- 7.1. To progress, a student must have an accumulated failure of fewer than 20 Chinese credits outstanding from technical or Chinese compulsory modules.
- 7.2. In addition to [7.1], a student must have passed 6 technical modules in Year 2 and have accumulated 12 technical modules from Years 2 and 3 by the end of Year 3 in order to progress.
- 7.3. A student who has an accumulated failure of 20 Chinese credits or more from technical or Chinese compulsory modules must retake failed modules in attendance. If that student subsequently reaches an accumulated failure of 20 Chinese credits or more from technical or Chinese compulsory modules they are required to withdraw.
- 7.4. A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules is required to withdraw.

⁶ Medical and other evidence will generally be in Chinese.

8. Degree requirements and consideration for Honours

- 8.1. To be admitted to a degree a student must have:
- been registered on the programme for a minimum period of four academic years;
 - completed all requirements within a maximum period of 6 years (subject to 4.3);
 - passed all English Language modules (a pass in the Chinese national examination CET4 counts as having met all requirements on passing English Language);
 - achieved credit for all technical modules, up to two of which may be compensated;
 - passed all Chinese compulsory modules; and,
 - passed the Year 4 Project module.
- 8.2. The Honours board may recommend the award of the degree with up to two QMUL taught compensated technical modules, where:
- the overall mark for each failed module is between 30 -39% on the UK scale;
 - the honours weighted average mark is at least 40% on the UK scale;
 - the Year 4 Project module mark is at least 40% on the UK scale;
- 8.3. Students have the option of resitting compensated modules if they choose to, in which case, they will be considered at the following academic year's Honours board.
- 8.4. For compensated modules, the transcript provided by QMUL will show the original marks; while the transcript provided by BUPT will show pass marks at 60% CN scale.
- 8.5. Students who fail to pass all units within the six years maximum period may be issued a Yi Ye Zhengshu by BUPT, but this will not entitle them to a degree from either university.
- 8.6. A student who is awarded a Jie Ye Zhengshu by BUPT may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student meets the requirements in 8.1 he/she will be awarded a degree from both BUPT and QMUL.
- 8.7. The transcript provided by BUPT will show all modules with marks on the BUPT scale.
- 8.8. The transcript provided by QMUL will show all technical and English Language modules with marks on the QMUL UK scale plus an overall Honours classification; it will also show that the student has passed the BUPT requirements and the Engineering Environment modules.
- 8.9. The Honours weighted average shall be calculated as a weighted sum with:
- 20% for project
 - 5% for Engineering Environment
 - 75% for taught technical modules in Years 2-4 with weighting between years as shown below in order to achieve an approximate weighting of 1:3:6 between levels 4, 5 and 6+7:
 - 0.18 * average % mark for Year 2 modules
 - 0.33 * average % mark for Year 3 modules
 - 0.24 * average % mark for Year 4 modules

- 8.10. Honours shall be awarded based on the Honours weighted average as follows:
- a. 2012/13 and earlier cohorts
 - i. 1st Class $\geq 70\%$
 - ii. Upper second class $\geq 60\%$ and $< 70\%$
 - iii. Lower second class $\geq 50\%$ and $< 60\%$
 - iv. Third class $\geq 45\%$ and $< 50\%$
 - v. Pass $\geq 40\%$ and $< 45\%$
 - b. 2013/14 and later cohorts
 - i. 1st Class $\geq 70\%$
 - ii. Upper second class $\geq 60\%$ and $< 70\%$
 - iii. Lower second class $\geq 50\%$ and $< 60\%$
 - iv. Third class $\geq 40\%$ and $< 50\%$
- 8.11. The Honours Board may recommend the award of a higher classification of degree in line with the QMUL Borderline Classification Policy.
- 8.12. A student with tuition fee debts to either institution shall not be entitled to receive the QMUL award.
- 8.13. A candidate who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the relevant Subject Examination Board, may apply to the Programme Director, for consideration at the Subject Examination Board, to be considered for a degree under the aegrotat provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within two weeks from the last examination to which the application refers.
- 8.14. In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of the candidate's performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the degree. If the board is so satisfied, it shall recommend the award of an aegrotat degree.
- 8.15. On receipt of the offer of an aegrotat degree, the candidate may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations 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 the examinations shall cease to be eligible for an aegrotat degree in respect of the examinations on which the original application was based.
- 8.16. Request for a review of a module result or for a degree classification:
- a. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days or 14 calendar days whichever is later, of the results being released to students using the standard form for JP students.
 - b. This form must be completed in English for modules taught by QMUL and in Chinese for modules taught by BUPT. The form will be dealt with by the university teaching the module using its normal procedures.

- c. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
- d. A decision on the review will normally be communicated to the student and the other university within 10 working days or 14 calendar days whichever is later, of the request being received. This may exceptionally be extended where QMUL teaching staff are in Beijing and the relevant examination material is in London.
- e. If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

9. Interruption of Enrolment

- 9.1. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of the Programme Director under the procedures specified by BUPT and in line with the Chinese Ministry of Education regulations. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of the JP Steering Committee. A student who interrupts enrolment remains registered for their programme of study.
- 9.1 Periods of interruption shall count towards student's maximum period of study, except where permission is given by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.
- 9.2 A student resitting out of attendance shall not be entitled to an interruption of enrolment as defined in this section, and shall remain registered for their programme of study.
- 9.3 A student may not interrupt and return from interruption during the same academic year (for example, a student cannot interrupt for the autumn semester only, returning in semester two).
- 9.4 A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules, or for none of them.
- 9.5 Where a student's registration is continuous, the Academic Regulations in place at the time of initial registration for the programme shall continue to apply where it is specifically stated that this is the case.
- 9.6 Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar.

10. Data Protection

- 10.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal BUPT practice and comply with the relevant Chinese law.

11. Minor Programmes

- 11.1. Minor Programmes are designed to broaden students' knowledge by allowing them to take additional modules apart from their Major Programme.
- 11.2. A Minor Programme comprises no more than 30 credits in total from a list prescribed by the Academic Committee.

- 11.3. Students who have passed all technical and English Language modules and achieved good results at the end of Year 1 can apply to register for a Minor Programme at the beginning of Year 2.
- 11.4. When there is a timetable clash between a major and minor module, students are required to apply for approval from the lecturer of the minor module to allow them to take the module with no attendance. Once approved by the lecturer, students must study the module in their own time and take the exam.
- 11.5. When there is a clash between a major and minor module examination, students must attend the major module examination first, and then attend the resit examination of the minor module without penalty.
- 11.6. Students will not be allowed to continue their Minor Programme study if:
 - a. they have failed ONE resit attempt at a minor module; or,
 - b. they have failed two or more technical modules in their Major at their first attempt; or,
 - c. they study their final year in EECS at QMUL.
- 11.7. To be awarded a Minor Programme Diploma, students must pass all modules of the Minor Programme within the duration of their Major Programme as well as passing the Major.
- 11.8. BUPT will award a Minor Programme Diploma to successful candidates as well as a separate transcript for the Minor Programme.
- 11.9. QMUL will not list the Minor Programme modules on the standard transcript.

12. Assessment offences , appeals, and disciplinary matters

12.1 Disciplinary Procedures

- a. Each university has its own discipline and appeals procedures, which are not repeated here.
- b. The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in [d] below) and the normal procedures of that university apply, but any penalty applied will be from the “harmonised penalties” in 12.5. The penalty will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.
- c. CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- d. Offences during an invigilated examination will be dealt with by the university providing the invigilation with penalties from the harmonised list.
- e. Non-academic disciplinary matters will be dealt with by BUPT under Chinese Law for students committing offences in China.
- f. Students spending part of the degree in Queen Mary will be treated exactly the same as any other Queen Mary student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

12.2 Request for a review of a module result or for a degree classification

For any request for review a student can only go through the procedure of one institution as follows:

- a. For individual modules, the university teaching.
- b. QMUL for review requests on Honours classification⁷.

Students may request a review of an examination board decision using the standard form from either university, which will be copied to the other university. The form must be submitted to the appropriate university within 14 days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS. Students are expected to check their results in a timely manner and the 14 day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures. A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QM teaching staff are in Beijing and the relevant examination material is in London.

If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

12.3 Appeals

Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for BUPT.

12.4 Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated⁸ and both universities will be bound by that decision subject to Chinese Law⁹.

12.5 Harmonised Penalties for assessment offences

QM penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) but the mark recorded by BUPT will be the uncapped mark as BUPT does not use capping of marks.

Where the penalty involves failure in the module the student may reattempt but, unless specified in the harmonised penalties, must miss the next opportunity except for students spending the final year in London where examinations are held annually.

⁷ Since BUPT does not award Honours.

⁸ E.g. the OIA in the UK.

⁹ QMUL may only award degrees in China under license from the Ministry of Education and must comply with Chinese law.

Penalties:

- i.* A formal warning
- ii.* A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with no cap on the mark that may be obtained.
- iii.* A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with the resubmission mark capped at the minimum pass mark.
- iv.* A mark of 0 for the relevant piece(s) of assessment, but if the module is failed the student may reattempt at the next opportunity.
- v.* A mark of 0 in the module of which the assessment forms a part, with the module mark capped on any reattempt at the minimum pass mark.
- vi.* The overall classification of Honours to be reduced by one grade with an explanation to be provided as to why the calculated mark does not match the Honours awarded.
- vii.* Recommendation to the JP Steering Committee¹⁰ that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled.

Penalty vii. will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by BUPT as the students cannot fail more than 30 credits under BUPT regulations.

13. Student complaints

- 13.1. Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.
- 13.2. Notwithstanding 13.1 a student may complain about teaching in any module under the procedures of either university.
- 13.3. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 13.5.
- 13.4. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
- 13.5. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

14. External Examiners

- 14.1. Each university shall appoint an external examiner, subject to the approval of the other.
- 14.2. Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

¹⁰ The contract between QMUL and BUPT states that this level of disciplinary action should go through the Steering Committee.

15. Marks conversion

15.1. Conversion from QMUL to BUPT marks.

QMUL	BUPT	QMUL	BUPT		QMUL	BUPT	QMUL	BUPT
0	0							
1	2	26	39		51	70	76	89
2	3	27	41		52	71	77	89
3	5	28	42		53	72	78	90
4	6	29	44		54	73	79	91
5	8	30	45		55	74	80	91
6	9	31	47		56	75	81	92
7	11	32	48		57	75	82	92
8	12	33	50		58	76	83	93
9	14	34	51		59	77	84	93
10	15	35	53		60	78	85	94
11	17	36	54		61	79	86	94
12	18	37	56		62	79	87	95
13	20	38	57		63	80	88	95
14	21	39	59		64	81	89	96
15	23	40	60		65	82	90	96
16	24	41	61		66	82	91	97
17	26	42	62		67	83	92	97
18	27	43	63		68	84	93	97
19	29	44	64		69	84	94	98
20	30	45	65		70	85	95	98
21	32	46	66		71	86	96	99
22	33	47	67		72	86	97	99
23	35	48	68		73	87	98	99
24	36	49	69		74	88	99	100
25	38	50	69		75	88	100	100

15.2. Conversion from BUPT to QMUL marks

BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

Appendix I JP Resit arrangements

This document describes the JP resit arrangements.

- Students get 2 resit attempts for every module before the May Examinations Committee at BUPT.
- There is a set of catch-up examinations for Sem 1-5 exams in year 4 (giving 3 resit attempts in total).

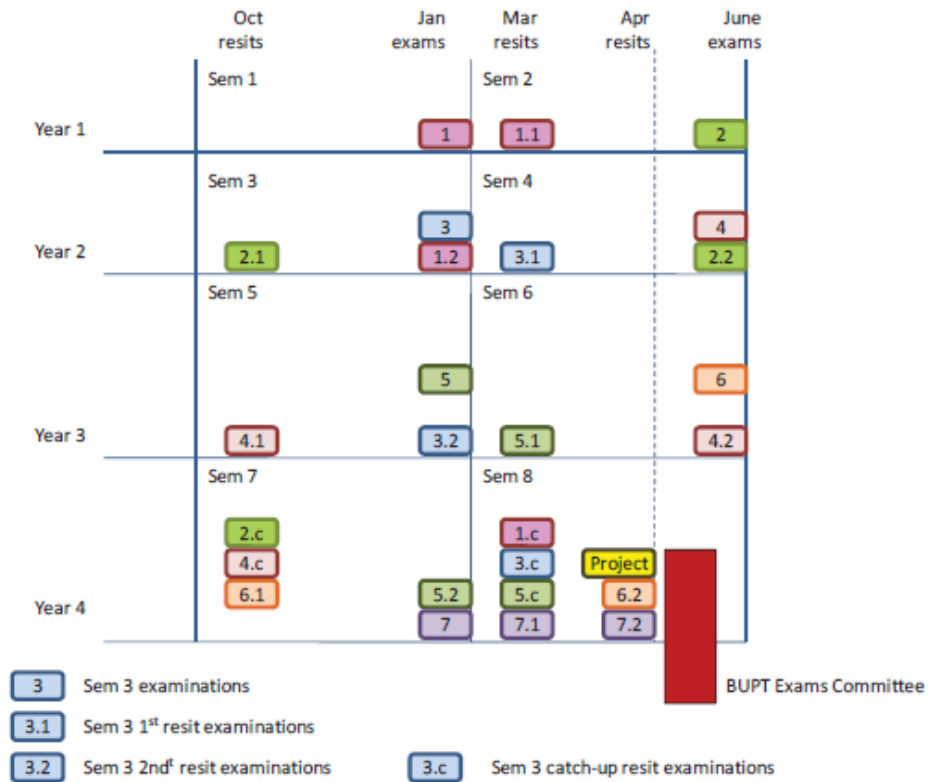


Figure 1 JP resit arrangement

BSc Biomedical Sciences

Partner institution: Nanchang University (NCU)

7.9 The following regulations shall apply to the collaborative BSc programme with NCU.

1. Introduction

- 1.1 These Regulations apply to students enrolled on the programmes of study leading to the Degrees of BSc in Biomedical Sciences and Bachelor of Medicine in Medicine. The programmes are offered jointly by Nanchang University [NCU] and Queen Mary, University of London [QMUL]. The programmes run concurrently, with elements of the BSc in Biomedical Sciences [QMUL] contributing to the Bachelor of Medicine offered by NCU.
- 1.2 The BSc in Biomedical Sciences is the award offered by QMUL. The duration of the programme extends to five years, in parallel with the medical degree offered by Nanchang University. It is not possible for students to complete one award without the other; by enrolling on the programme students are registered for two programmes of study which, if the requirements of each are successfully completed, will lead to both awards being made at the end of the five year period.
- 1.3 These regulations pertain to the requirements of the BSc in Biomedical Sciences award; however, the relationship to the Bachelor of Medicine offered by NCU is also described where appropriate.
- 1.4 The general management of the programmes, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Contract between NCU and QMUL. The day-to-day management of the programmes is the responsibility of the Programme Director. The Programme Director will oversee both the BSc Biomedical Sciences (QMUL) and the Bachelor of Medicine (NCU), based in Nanchang; however, both awards are governed by the individual regulations of the awarding institution.

2. Definition of Terms

- 2.1 **Compulsory modules:** modules prescribed as core to the programme of study.
- 2.2 **English Language modules:** modules teaching English.
- 2.3 **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the BSc degree.
- 2.4 **Technical modules:** modules that are prescribed as constituting the core technical knowledge for the programme, which are those modules compulsory for award of the B.Sc in Biomedical Sciences and the Bachelor of Medicine, excluding the Chinese compulsory modules.
- 2.5 **Credit:** a measure of load that is related to the contact hours in the Chinese system.
- 2.6 **Take:** the first attempt at a module.
- 2.7 **First take:** a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.8 **Retake:** where a student fails to progress and must attempt the failed modules again, including attending lectures and laboratories. Marks for retakes are capped.
- 2.9 **Resit:** where a student may attempt the assessment again for a module, but may not attend lectures and laboratories again, unless attendance at laboratories is specified as being necessary to resit a failed module.

- 2.10 **First sit:** where a student may attempt the failed module again due to extenuating circumstances without attending lectures and laboratories again. Marks for first sits are uncapped.
- 2.11 **Jie Ye Zhengshu:** a certificate awarded by NCU to students who have taken all modules in both programmes, but failed some modules. They can complete the degree if they pass the resit within one year after graduation.
- 2.12 **Yi Ye Zhengshu:** a certificate of incompleteness awarded by NCU to students who are in the program for more than one year but decide to withdraw.
- 2.13 **Cap on marks (marks are capped):** the module mark on resit and retakes is “capped” at the minimum pass mark for the transcripts of both universities and in the calculation of Honours for the BSc degree.
- 2.14 **Year:** study years on the JP are numbered 1-5 to follow Chinese practice.

3. Admission

- 3.1 In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities i.e. to take the National Higher Education Examinations and pass the admission score line set for NCU
- 3.2 Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

4. Programme of Study

4.1 The minimum period of study shall be:

- a. Five academic years for the BSc in Biomedical Sciences.
- b. Five academic years for the Bachelor of Medicine in Medicine.
- c. The period of study shall normally be continuous.

4.2 The maximum period of study shall be:

- a. Six academic years for the BSc in Biomedical Sciences.
- b. Six academic years for the Bachelor of Medicine in Medicine.

4.3 Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Teaching Affairs Office of NCU to have the interruption excluded from the period of study.

4.4 Composition of the Programmes of Study

- a. The programmes of study will consist of programme-specific lists of compulsory modules published by the Academic Committee and approved by the Chinese Ministry of Education.
- b. The list of modules will show the number of credits allocated to each module.

5. Enrolment and Attendance

5.1 Students are required to enrol at the beginning of their programme of study at both NCU and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, may be required to withdraw from the programme of study.

5.2 Students may not be absent during term-time without the agreement in advance of the Programme Director.

5.3 A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.

5.4 Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

6. Assessment

6.1 The Programme Director (in consultation with the Teaching Affairs Office of NCU, or with the Academic Registrar of QMUL for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.

6.2 Different marking scales are used by NCU and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module specification. The relationship between the marks is:

- a. A pass mark at NCU is 60% and at QMUL is 40% for modules at all levels.
- b. The mark showing distinction performance at NCU is 85% and first class at QMUL is 70%.
- c. Marks above the pass mark are mapped as^{*}: $cn = (-0.05uk^2 + 13uk + 100) / 9$
- d. Marks below the pass mark are mapped as: $cn = 1.5uk$
- e. Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
- f. The implementation of the mapping between scales is through a lookup table (§13) with marks specified as integers. A separate mapping table is used for each direction.
- g. Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.

6.3 A student who has passed a module may not repeat any part of the assessment for that module unless, exceptionally, this is specifically permitted by the examination board.

6.4 Where a student has failed a module, the examination board may require him/her either to undertake a synoptic reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark [2.13].

6.5 Resits shall be taken at the next appropriate opportunity except that, in exceptional circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her resit(s).

6.6 Where a student is required to only resit the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall mark, and this is capped.

6.7 The “next appropriate opportunity” for resit examinations will be determined by the SEB and is informed by the teaching timetable.

^{*} Where cn is the mark on the NCU scale and uk is the mark on the QMUL scale.

6.8 Number of resit attempts:

- a. Three resit attempts are permitted within the normal study period
- b. Students who fail to graduate will be permitted to take further resit attempts up until the end of the maximum period of 5.5 years. A further resit attempt is permitted in the 12 months period after the normal study period.

6.9 Resits in English Language are implemented as the national Chinese examination CET4. A pass in CET4 will be taken as a capped resit pass in any English Language module previously.

6.10 Format of resit examination:

- a. The first resit examination will be on the syllabus as taught to the student for their first sit.
- b. Subsequent resit examinations will be on the syllabus as taught to first-sit students during that year, but all lecture material will be made available to resit students.

6.11 Where a module is withdrawn, examinations will be set to give students a maximum of 3 resit attempts.

6.12 Extenuating circumstances:

- a. A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
- b. Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to the examination board.
 - i. For modules taught by NCU requests will be considered by the Programme Director.
 - ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker[†].
- c. All requests must be made at least one week before the examination board (for examinations) and within one week of the student's return from absence for coursework.

6.13 The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.

6.14 The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.

6.15 The consideration of any allegation of an assessment offence is specified in 10.1.

7. Progression

7.1 To progress from the first and second years of study in the Joint programme, a student must have an accumulated failure of less than 20 Chinese credits outstanding from technical or Chinese compulsory modules. For the remainder of the programme, and for the Bachelor of Medicine at NCU, there is no progression requirement and students may carry forward resits provided that they meet the conditions of §8 before the end of the normal study period.

[†] Medical and other evidence will generally be in Chinese.

7.2 A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules is required to withdraw.

8. Degree Requirements and Consideration for Honours

8.1 To be awarded the BSc degree in Biomedical Sciences and the Bachelor of Medicine, a student must have:

- a. been registered on the programmes for a minimum period of five academic years;
- b. completed all requirements within a maximum period of six years (subject to 4.3);
- c. passed all English Language modules;
- d. achieved credit for all technical modules, up to two of which may be compensated.
- e. passed all compulsory modules for the BSc Biomedical Sciences (with the exception of 8.1d);
- f. passed all compulsory modules for the Bachelor of Medicine;
- g. passed all Chinese compulsory modules.

8.2 The Honours board may recommend the award of the degree with compensated failures in up to two technical modules, where:

- a. the overall mark for each failed module is between 30 -39% on the UK scale
- b. the honours weighted average mark is at least 40% on the UK scale;
- c. the Year 3 Project module mark is at least 40% on the UK scale;

8.3 A student who withdraws (or quits) the program after one year of study may be issued a Yi Ye Zhengshu by NCU, but this will not entitle them to a degree from either university.

8.4 A student who is awarded a Jie Ye Zhengshu by NCU may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student then meets the requirements in 8.1 he/she will be awarded a degree from both NCU and QMUL.

8.5 The transcript provided by NCU will show all the Bachelor of Medicine modules with marks on the NCU scale.

8.6 The transcript provided by QMUL will show BSc Biomedical Sciences modules with marks on the QMUL UK scale plus an overall BSc Honours classification; it will also show that the student has passed the NCU requirements for the Bachelor of Medicine.

8.7 The BSc Honours weighted average shall be calculated (to one decimal place) as a weighted sum with:

- a. 0.1 * average % mark for Year 1 modules
- b. 0.3 * average % mark for Year 2 modules
- c. 0.6 * average % mark for Year 3 modules

8.8 The BSc Honours shall be awarded based on the BSc Honours weighted average as follows:

- a. 1st Class $\geq 70.0\%$
- b. Upper second class : 60.0 – 69.9%
- c. Lower second class : 50.0 – 59.9%
- d. Third class : 40.0 – 49.9%

8.9 A student who is in academic debt to either institution shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award.

8.10 The QMUL provisions for Aegrotat degrees shall not apply.

8.11 Request for a review of a module result or for a degree classification:

- a. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days of the results being released to students, using an NCU JP standard form.
- b. A request for review shall only be on the grounds of procedural error; there can be no review of academic judgement.
- c. The form must be completed in English for modules taught by QMUL and in Chinese for modules taught by NCU. The form will be dealt with by the university teaching the module using its normal procedures.
- d. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
- e. A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in Nanchang and the relevant examination material is in London.
- f. If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

9. Data Protection

9.1 Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal NCU practice and comply with the relevant Chinese law.

10. Assessment Offences and Appeals

10.1 Assessment offences

- a. Where a student commits an assessment offence on an individual module, that offence shall be dealt with by the university teaching that module under its normal code of assessment offences.
- b. CET-4 and CET-6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- c. Where a student commits a more serious examination offence the Programme Director will consult the relevant authorities of the two universities to determine which university shall deal with the offence. The university investigating the offence shall do so in accordance with its approved regulations and procedures and the university that is not investigating shall accept the decision of the other and any punishment will be applied by both.

10.2 Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China, and by QMUL under UK Law for students committing offences in London.

10.3 Appeals

- a. Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.
- b. Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.
- c. Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at QMUL and Chinese for NCU.

10.4 Appeals to a higher body: A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated and both universities will be bound by that decision, subject to the provisions of Chinese Law.

10.5 Harmonised Penalties: Offences will be dealt with using the normal procedures of the university concerned but penalties must be taken from the agreed set of harmonised penalties.

11. Student complaints

11.1 Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.

11.2 Notwithstanding 11.1 a student may complain about teaching in any module under the procedures of either university.

11.3 Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 11.5.

11.4 The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.

11.5 Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

12. External Examiners

12.1 Each university shall appoint an external examiner subject to the approval of the other.

12.2 Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

13. Marks conversion

13.1 Conversion from QMUL to NCU marks:

QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

13.2 Conversion from NCU to QMUL marks:

NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

QMUL-NCU Joint Programme Disciplinary and Appeals Procedures

Disciplinary Procedures

- 1) Each university has its own discipline and appeals procedures, which are not repeated here.
- 2) The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in (4) below) and the normal procedures of that university apply, but any penalty applied will be from the “harmonised penalties” in the appendix. The penalty will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.
- 3) CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- 4) Offences during an invigilated examination will be dealt with by the university providing the teaching, and penalties imposed from the harmonised list.
- 5) Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China.
- 6) Students spending part of the degree in Queen Mary will be treated exactly the same as any other Queen Mary student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

Request for a review of a module result or for a degree classification

For any request for review a student can only go through the procedure of one institution as follows:

- (i) For individual modules the university teaching
- (ii) QMUL for review requests on Honours classification¹

Students may request a review of an examination board decision using the standard form produced by each university, which will be copied to the other university. The form must be submitted to the appropriate university[‡] within 10 working days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS for QMUL modules and the NCU system for NCU modules. Students are expected to check their results in a timely manner and the 10 working day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures.

A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in China and the relevant examination material is in London.

[‡] Since NCU does not award Honours

If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

Appeals

Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for NCU.

Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated[§] and both universities will be bound by that decision subject to Chinese Law**.

Harmonised Penalties for assessment offences

In general, the penalties at both universities are broadly similar and both universities require penalties to be proportionate. However, because the Regulations of the Joint Programme are different from those at either university some standard penalties are not appropriate.

Two QMUL penalties that cannot be used are:

- "Failure in the module which the assessment forms a part, with no permission to resit or retake the module" – this would mean the student would never graduate as they need to pass everything.
- Failure in the diet of examinations as NCU regulations would mean the student would be immediately expelled as they would not be allowed to progress with that many failures.

QMUL penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) and the mark recorded by NCU will also be a capped mark.

Where the penalty involves failure in the module the student may resit but, unless specified in the harmonised penalties, must miss the next opportunity except for students spending the final year in London where examinations are held annually.

[§] E.g. the OIA in the UK

^{**} QMUL may only award degrees in China under licence from the Chinese Ministry of Education and must comply with Chinese Law

Penalties:

- i. A formal warning
- ii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with no cap on the mark that may be obtained.
- iii. A requirement that the student resubmit the relevant piece(s) of assessment by a Specified deadline with the resubmission mark capped at the minimum pass mark.
- iv. A mark of 0 for the relevant piece(s) of assessment, but if the module is failed the student may resit at the next opportunity.
- v. A mark of 0 in the module of which the assessment forms a part, with the module mark capped on any resit at the minimum pass mark.
- vi. The overall classification of Honours to be reduced by one grade with an explanation to be provided as to why the calculated mark does not match the Honours awarded.
- vii. Recommendation to the JP Steering Committee^{††} that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled

Penalty vi will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by NCU as the students cannot fail more than 30 credits under NCU regulations.

^{††} Under the contract between QMUL and NCU, section 9.8(f) states that this level of disciplinary action should go through the SC

BEng in Materials Sciences and Engineering BEng in Polymer Materials Science and Engineering

Partner institution: Northwestern Polytechnical University (NPU)

7.10 The following regulations shall apply to the collaborative BEng programmes with NPU.

1. Introduction

- 1.1. These Regulations apply to students enrolled on the dual programmes in Materials Science and Engineering, and in Polymer Materials Science and Engineering, between the two institutions, Queen Mary, University of London [QMUL] and Northwestern Polytechnical University [NPU] leading to the award of a dual degree: BEng from QMUL and BEng from NPU.
- 1.2. The normal duration of the programme is four years.
- 1.3. It is not possible for students to complete one award without the other; by enrolling on the programme students are registered for a model of study which, if the requirements of each are successfully completed, will lead to the dual award being made at the end of the four year period.
- 1.4. The general management of the programme, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Contract between NPU and QMUL. The day-to-day management of the programme is the responsibility of the Programme Director.

2. Definition of Terms

- 2.1. Core modules: modules that must be taken and passed in the programme of study.
- 2.2. English Language modules: modules teaching English.
- 2.3. Chinese compulsory modules: modules that are required by the Chinese Ministry of Education but do not form part of the BEng degree.
- 2.4. Technical modules: modules that are prescribed as constituting the necessary technical knowledge for the programme, which are those modules compulsory for award of the BEng in Materials Science and Engineering, excluding the Chinese compulsory modules.
- 2.5. Credits: measures of load that are related to the contact hours in the Chinese and UK systems.
- 2.6. Take: an attempt at a module.
- 2.7. First take: a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.8. Retake: where a student must attempt a failed module again, including attending lectures and laboratories. Marks for retakes are capped.

- 2.9. Resit: where a student may attempt the assessment again for a module, but may not attend lectures and laboratories again, unless attendance at laboratories is specifically approved as being necessary to reattempt a failed module. Marks for resits are capped.
- 2.10. First sit: where a student may attempt the missed module examination due to extenuating circumstances without attending lectures and laboratories again. Marks for first sits are uncapped.
- 2.11. Jie Ye Zhengshu: a certificate awarded by NPU to students who have taken all modules in both programmes, but failed some modules. They can complete the degree if they pass the resit within six years after first registration.
- 2.12. Cap on marks (marks are capped): the module mark on resit and retakes is “capped” at the minimum pass mark for the transcripts of both universities and in the calculation of Honours for the BEng degree.
- 2.13. Year: study years on the JP are numbered 1-4 to follow Chinese practice.

3. Admission

- 3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities i.e. to take the National Higher Education Examinations and pass the admission score line set for NPU.
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

4. Programme of Study

- 4.1. The minimum period of study shall be four academic years.
- 4.2. The maximum period of study shall be six academic years.
- 4.3. Periods of study shall include periods of interruption.
- 4.4. Composition of the Programmes of Study
 - a) The programmes of study will consist of programme-specific lists of compulsory modules published by the Academic Committee and approved by the Chinese Ministry of Education.
 - b) The list of modules will show the number of credits allocated to each module.

5. Enrolment and Attendance

- 5.1. Students are required to enrol at the beginning of their programme of study at both NPU and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study.

- 5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.
- 5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.
- 5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

6. Assessment

- 6.1. The Programme Director (in consultation with the Teaching Affairs Office of NPU, or with the Academic Registrar of QMUL for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.2. Different marking scales are used by NPU and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module specification. The relationship between the marks is:
 - a) A pass mark at NPU is 60% and at QMUL is 40% for modules at all levels.
 - b) The mark showing distinction performance at NPU is 85% and first class at QMUL is 70%.
 - c) Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
 - d) Marks above the pass mark are mapped by using a quadratic equation to give the fit at points 40=60, 70=85 and 100=100.
 - e) Marks below the pass mark are mapped using linear relationship between 0=0 and 40=60.
 - f) The implementation of the mapping between scales is through a lookup table (§0) with marks specified as integers. A separate mapping table is used for each direction.
 - g) Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.
- 6.3. Where a student has failed a module, the examination board may require him/her either to undertake a synoptic reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark on the transcripts for both universities.
- 6.4. Resits shall be taken at the next available opportunity except that, in exceptional circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her resit(s). Reasons may include, for example, military service or inaccessible industrial placements.

- 6.5. Where a student is required to only resit the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall module mark, and this is capped.
- 6.6. The “next available opportunity” for resit examinations will be determined by the SEB and is informed by the teaching timetable but not be earlier than seven weeks after the start of the next semester.
- 6.7. Resit attempts:
 - a) A student may have only one resit attempt at a module.
 - b) If the resit attempt is failed the student will be required to retake the module in the following academic year; such a retake will be capped.
- 6.8. Where a module is withdrawn, an examination will be set to give students a second resit attempt.
- 6.9. A student who falls into one of the categories below will not be allowed to take the examination for the corresponding module and will have his/her first attempt at the resit opportunity and a pass will be capped. The deficiency in [d], [e] or [f] must be rectified before the student is allowed to sit the examination.
 - a) does not attend two-thirds of lectures for a module without permission;
 - b) does not attend two-thirds of the laboratory hours for a module;
 - c) misses three lectures where random checks on attendance are carried out;
 - d) does not submit two-thirds of the laboratory reports for a module;
 - e) does not submit two-thirds of the coursework for a module without permission;
 - f) fails the practical component of a module.
- 6.10. Extenuating circumstances:
 - a) A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
 - b) A student who attends an examination will be deemed fit to take that assessment and will not subsequently be allowed to claim extenuating circumstances.
 - c) Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to the examination board.
 - i. For modules taught by NPU requests will be considered by the Programme Director.
 - ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker.

- d) All requests must be made at least one week before the examination board (for examinations) and within one week of the student's return from absence for coursework.
- 6.11. The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.
- 6.12. The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.
- 6.13. The consideration of any allegation of an assessment offence is specified in 10.1.

7. Progression and withdrawal

- 7.1. Students who fall into one of the categories below will be deregistered from the programme of study:
- a) does not achieve 50% of the credits in a semester without permission;
 - b) who is absent for a continuous period of two weeks without permission;. or
 - c) who accumulates 30 credits worth of first-sit failures in technical or Chinese compulsory modules. (For the avoidance of doubt, subsequent passing of a module at a resit or retake examination does not reduce the accumulated first-sit failures.)
- 7.2. Exceptionally the examination board may allow a student who falls into a category under 7.1 to retake the year, but only those modules that have been failed. Such a student will be required to pay full tuition fees for that year and all modules retaken will be capped.

8. Degree Requirements and Consideration for Honours

- 8.1. To be awarded the dual degree in Materials Science and Engineering or Polymer Materials Science and Engineering, a student must have:
- a) been registered on the programmes for a minimum period of four academic years;
 - b) completed all requirements within a maximum period of six years;
 - c) passed all English Language modules;
 - d) passed all technical modules required for the programme;
 - e) passed all Chinese compulsory modules.
- 8.2. The Honours board may recommend the award of the degree with compensated failures in up to two technical modules where:
- a) The overall mark for each failed module is between 30-39 per cent on the UK scale; and,
 - b) The honours weighted average mark is at least 40 per cent on the UK scale; and,
 - c) The Year 4 Project module mark is at least 40 per cent on the UK scale.

- 8.3. For compensated modules the transcript provided by QMUL will show the original marks, while the transcript provided by NPU will show pass marks at 60 per cent on the CN scale (40 per cent on the UK scale).
- 8.4. A student who is awarded a Jie Ye Zhengshu by NPU may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student then meets the requirements in 8.1 he/she will be awarded degrees from both NPU and QMUL.
- 8.5. The transcript provided by NPU will show all marks on the NPU Chinese scale.
- 8.6. The transcript provided by QMUL will all marks on the QMUL UK scale plus an overall BEng Honours classification.
- 8.7. The BEng Honours weighted average shall be calculated (to one decimal place) as a weighted sum with:
 - a) $0 \times$ average % mark for Year 1 modules
 - b) $0.1 \times$ average % mark for Year 2 modules
 - c) $0.3 \times$ average % mark for Year 3 modules
 - d) $0.6 \times$ average % mark for Year 4 modules
- 8.8. The BEng Honours shall be awarded based on the BEng Honours weighted average as follows:
 - a) 1st Class $\geq 70.0\%$
 - b) Upper second class : 60.0 – 69.9%
 - c) Lower second class : 50.0 – 59.9%
 - d) Third class : 40.0 – 49.9%
- 8.9. Request for a review of a module result or for a degree classification:
 - a) Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days of the results being released to students, using an NPU JP standard form. A request for review shall only be on the grounds of procedural error or when exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account; there can be no review of academic judgement.
 - b) The form must be completed in English for modules taught by QMUL and in Chinese for modules taught by NPU. The form will be dealt with by the university teaching the module using its normal procedures.
 - c) Reviews of module results will be conducted under the procedures of the university responsible for that module. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.

- d) A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in Xi'an and the relevant examination material is in London.
- e) If marks have to be changed as a result of the review they will be reported through Chair's Action to the two universities so the records can be updated.

9. Data Protection

- 9.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal NPU practice and comply with the relevant Chinese law.

10. Assessment Offences and Appeals

10.1. Assessment offences

- a) Where a student commits an assessment offence on an individual module, that offence shall be dealt with by the university teaching that module under its normal code of assessment offences.
- b) CET-4 and CET-6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- c) If a student is found to have breached the assessment regulations of both institutions, the matter will be referred to the Academic Committee which will have oversight of the investigation process at both QMUL and NPU and may make recommendations with regard to the resulting penalty (ies).

10.2. Non- academic Appeals

- a) Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.
- b) Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.
- c) Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at QMUL and Chinese for NPU.

10.3. Appeals to a higher body

- a) A student may appeal against the decision of a university, once the internal procedures of that university have been exhausted, to an external appeals body for the country in which that university is situated and both universities will be bound by that decision, subject to the provisions of Chinese Law.

10.4. Harmonised Penalties

- 10.5. Offences will be dealt with using the normal procedures of the institution concerned but penalties must be taken from the agreed set of harmonised penalties.

11. Student complaints

- 11.1. Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.
- 11.2. Notwithstanding 11.1 a student may complain about teaching in any module under the procedures of either university.
- 11.3. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 11.5.
- 11.4. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
- 11.5. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

12. External examiners

- 12.1. Each university shall appoint an external examiner subject to the approval of the other.
- 12.2. Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

13. Marks conversion

- 13.1. Conversion from QMUL to NPU marks.

QMUL	NPU	QMUL	NPU	QMUL	NPU	QMUL	NPU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

13.2. Conversion from NPU to QMUL marks

NPU	QMUL	NPU	QMUL	NPU	QMUL	NPU	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

LLM in Commercial Law: Singapore and London

Partner institution: Singapore Management University

7.11 The following regulations shall apply to the LLM in Commercial Law: Singapore and London.

1. Dual award and programme specific information

1.1 The LLM in Commercial Law: Singapore and London is a dual degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions.

1.2 For the purposes of the QMUL degree, the LLM in Commercial Law: Singapore and London shall follow the standard QMUL regulations as supplemented here.

1.3 For the purposes of the SMU degree, SMU LLM Regulations shall apply.

1.4 The programme shall comprise 270 academic credits. 135 credits shall be taken at QMUL, and 135 credits shall be taken at SMU.

1.5 The QMUL award shall be valued at 180 academic credits. This shall comprise the 135 credits delivered at QMUL, plus 45 credits of prescribed modules delivered at SMU in accordance with 4 below.

2. Admission

2.1 Applicants shall apply directly to QMUL.

2.2 If an applicant satisfies QMUL's LLM admissions criteria, and is shortlisted, the applicant shall then go through SMU's admissions process.

3. Duration of study

3.1 The normal duration of study for the entire programme shall be 15 months: six months in Singapore and nine months in London. The maximum permitted duration of study shall be 27 months.

4. Recognised modules

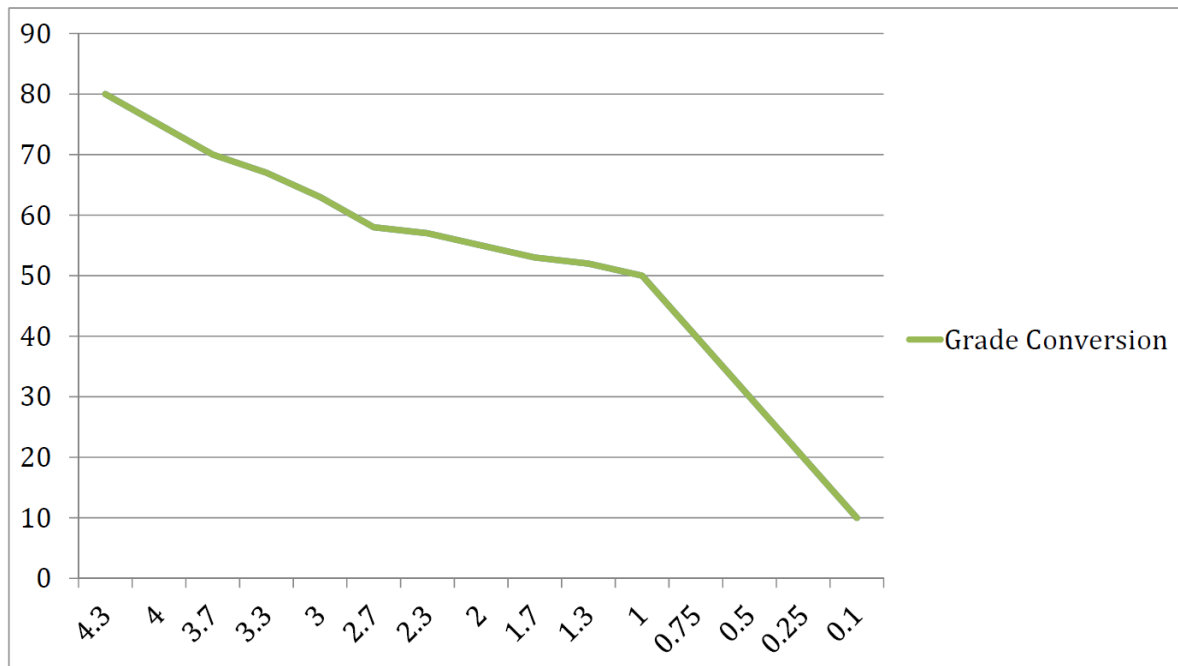
4.1 QMUL shall recognise two modules taught and assessed by SMU as core modules for the QMUL award. Each of the recognised modules is equivalent to two 22.5 credit modules in the QMUL modular scheme. Students complete the assessment for these modules while at SMU, and in the event of failure have one resit opportunity before the QMUL part of the programme commences.

4.2 The assessment for the recognised modules includes an examination or other form of written assessment which comprises 50% of the total mark for the module. QMUL shall second mark this piece of assessment and the QMUL-appointed external examiner shall review work for these modules.

5. Mark conversion

5.1 The following conversions shall be used to translate SMU marks to the QMUL scale, and vice versa.

SMU Mark Range	SMU Grade Point	SMU Grade	QM Mark Range	QM Graph Mark
86-100	4.3	A+	78-100	80
83-85	4	A	73-77.9	75
80-82	3.7	A-	70-72.9	70
77-79	3.3	B+	65-69.9	67
74-76	3	B	60-64.9	63
70-73	2.7	B-	58-59.9	58
66-69	2.3	C+	56-57.9	57
63-65	2	C	54-55.9	55
60-62	1.7	C-	52.5-53.9	53
53-59	1.3	D+	51-52.4	52
50-52	1	D	50-50.9	50
	(notional) 0.75	F	35-49.9	40
	(notional) 0.5	F	25-34.9	30
	(notional) 0.25	F	15-24.9	20
	(notional) 0.1	F	1-14.9	10
0-49	0.0	F	0	0



6. Progression from SMU to QMUL

6.1 Students who fail one or both of the recognised modules after the resit attempt may not progress to the QMUL part of the dual degree programme.

6.2 Students who have failed only one of the other SMU modules (but passed the recognised modules) and have passed all other SMU modules with a minimum Grade Point Average (GPA) of 2.5 may progress onto the QMUL part of the programme.

7. Assessment offences

7.1 Each institution's standard regulations on the treatment of assessment offences shall apply to the element of the programme completed at that institution.

7.2 A student who has their registration at SMU terminated as a result of an assessment offence at SMU will not be permitted to proceed to the QMUL element of the programme.

7.3 A student who has his/her registration at QMUL terminated as a result of an assessment offence at QMUL will not be conferred the SMU degree.

8. Eligibility for awards

8.1 SMU Regulations shall apply to the conferment of the SMU award.

8.2 To receive the award of LLM from QMUL, a student must:

- i. Progress from SMU to QMUL as indicated in 6 above;
- ii. Meet the standard requirements for the award of LLM as defined in section five of the QMUL Academic Regulations.

8.3 A student who fails to meet the requirements for the award of one institution shall not be eligible for an award from the other institution. The only exception that may be made to

this requirement relates to difficulties in obtaining appropriate visas to study, as detailed in 9 below.

9. Visa issues

9.1 The movement of students between Singapore and London is contingent on the issue of appropriate visas, a factor which is out of the control of both SMU and QMUL. In order to mitigate visa difficulties, the following shall apply where students are able to demonstrate problems with visas as follows:

9.2 If a student is unable to obtain a visa for Singapore which covers the duration of the SMU programme, having regard to the reasons, the parties shall make reasonable adjustments to permit the student to proceed with at least the part of the programme necessary to obtaining the QMUL degree, subject to the student obtaining a UK visa. The fees paid by the student to SMU will be in proportion to the number of SMU credits taken.

9.3 If a student is unable to obtain a visa to study in the UK, and is able to provide documentary evidence relating to this difficulty, then the student may either:

- i. transfer his or her registration to the SMU LLM programme, or
- ii. complete 135 credits at SMU followed by the dissertation element at QMUL (with remote supervision) for a further 45 credits, paying one-third of the QMUL fees.
- iii. as a result of these adjustments to mitigate problems in obtaining a UK visa, the student shall be able to complete and be eligible to obtain the SMU LLM only.

10. Complaints

10.1 Students wishing to submit a complaint about any aspect of the part of the programme taken at QMUL shall do so under the QMUL Student Complaints Policy.

10.2 Students wishing to submit a complaint about any aspect of the part of the programme taken at SMU shall submit the complaint directly to SMU.

10.3 The Course Management Group (with responsibility for oversight of the programme) will monitor student complaints and will determine the appropriate procedure for any complaint which spans both parties.

11. Academic appeals

11.1 Students wishing to submit an academic appeal regarding their studies at QMUL shall do so under the QMUL academic regulations, noting that appeals regarding the SMU modules must be made to SMU in advance of the commencement of the QMUL programme.

Academic Regulations 2016-17

8: Regulations for Research Programmes

To be considered under separate cover.

Academic Regulations 2016-17 Appendix: Delegations of Senate

Note on delegations from Section 8, the Regulations for Research Programmes

In this delegation framework, a Dean for Research may nominate a named individual to whom they delegate their authority for decisions, typically a faculty lead for postgraduate research studies. In such situations, the delegation cannot be transferred further to another individual.

In this delegation framework, a Director for Research may nominate a named individual to whom they delegate their authority for decisions, typically a School/Institute Director of Graduate Studies. In such situations, the delegation cannot be transferred further to another individual.

Regulation:	1.12
Authority:	Approval of the <i>Academic Regulations</i> .
Delegated to:	Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.12
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.13
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.15
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.16
Authority:	Approval of special regulations in respect of programmes.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.17
Authority:	Approval of module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.18
Authority:	Approval of special regulations in respect of modules.
Delegated to:	Taught Programmes Board (or nominees).
Process:	Programme and module approval processes.

Regulation:	1.19
Authority:	Approval of special regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.22
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB/Head of School/Institute and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via ARCS. Informed by past decisions.

Regulation:	1.27
Authority:	Establishment of examination boards with combined SEB and DEB roles.
Delegated to:	Senate (not delegated).
Process:	Formal recommendation from the relevant school or institute.

Regulation:	1.28
Authority:	Consideration of students' achievement, progression and awards.
Delegated to:	Subject and Degree Examination Boards.
Process:	Examination board procedures and processes.

Regulation:	1.28
Authority:	Approval of the <i>Assessment Guide</i> .
Delegated to:	Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.29xii
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via the Academic Secretariat. Informed by past decisions.

Regulation:	1.30
Authority:	Establishment of examination board sub-boards.
Delegated to:	Head of School or Institute.
Process:	Nomination to the Academic Secretariat.

Regulation:	1.31 (i and ii)
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.38
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.45i
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the appropriate Faculty Dean for Taught Programmes.

Regulation:	1.45iii
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.

Regulation:	1.49
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Formal nomination from the Academic Secretariat, following endorsement from the Faculty Dean for Taught Programmes.

Regulation:	1.51
Authority:	Appointment of external examiners to Subject Examination Boards.
Delegated to:	Faculty Dean for Taught Programmes (H&SS, S&E) or Dean for Education Quality (SMD) in all cases; Vice-Principal (Student Experience, Teaching & Learning), in addition, in cases where there is a potential conflict with the appointment criteria.
Process:	External examiner appointment process.

Regulation:	1.54
Authority:	Work to be considered by external examiners and participation in oral and other examinations by external examiners.
Delegated to:	Head of School or Institute.
Process:	Agreed through discussion with the external examiner, the SEB Chair, and the Programme Organiser.

Regulation:	1.54
Authority:	Approval of the <i>Guidance for External Examiners</i> .
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.58
Authority:	Termination of external examiner contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	1.59
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.

Regulation:	1.63
Authority:	Termination of external member contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	2.10
Authority:	Deregistration or interruption of a student who is unfit to study.
Delegated to:	Head of School/Director of Institute, or equivalent.
Process:	Written confirmation.

Regulation:	2.11
Authority:	Identification of health conditions to be reported to QMUL by SMD students.
Delegated to:	Vice-Principal (Health).
Process:	Approval and communication (through student handbooks) of a policy on this issue.

Regulation:	2.13
Authority:	Approval of the general entrance requirements for admission to QMUL.
Delegated to:	Senate (not delegated).
Process:	Approval of recommendations for this purpose from the Vice-Principal (Student Experience, Teaching & Learning).

Regulation:	2.13
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Taught Programmes Board (PMAB) (ii) Vice-Principal (Student Experience, Teaching & Learning)
Process:	(i) Approval of the type and subject of qualifications required, through the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.

Regulation:	2.16
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.18
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.20
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.22
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.24
Authority:	Termination of enrolment where a student is found to have falsified information in the admissions process.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the Head of School or Institute. Consideration on a

	case-by-case basis, on the recommendation of the Head of School or Institute. This may also involve QMUL disciplinary procedures.
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Regulation:	
Authority:	Approval of concurrent study elsewhere, or at QMUL.
Delegated to:	Head of School(s) or Institute(s).
Process:	Consideration on a case-by-case basis.

Regulation:	2.25
Authority:	Permission for an individual student's request to change modes of study.
Delegated to:	Head of School or Institute.
Process:	Consideration on a case-by-case basis.

Regulation:	2.32
Authority:	Permit part-time study on a programme where this is not normally available.
Delegated to:	Academic Registrar
Process:	Formal request from Head of School/Institute (or nominee) to Registry.

Regulation:	2.35
Authority:	Permission for an individual not enrolled with QMUL to use QMUL facilities.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Consideration on a case-by-case basis, on the recommendation of the Head of School or Institute.

Regulation:	2.45
Authority:	Replacement of a core or compulsory module with an alternative.
Delegated to:	Academic Registrar
Process:	Formal request from Head of School/Institute (or nominee) to Registry.

Regulation:	2.76
Authority:	Permission for an individual student to interrupt their studies for a period of up to two years.
Delegated to:	Head of School or Institute, or Programme Organiser.
Process:	Consideration on a case-by-case basis.

Regulation:	2.76
Authority:	Permission for an individual student to interrupt their studies for a period longer than two years.
Delegated to:	Academic Registrar.
Process:	Consideration on a case-by-case basis.

Regulation:	2.85
Authority:	Approval of exceptions to the rule preventing a withdrawn/deregistered student from reapplying within 12 months.
Delegated to:	Head of Admissions and Recruitment.
Process:	Consideration on a case-by-case basis.

Regulation:	2.98
Authority:	Approval of procedures for study abroad and exchange periods.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)

Process:	Consideration of recommendations made for these purposes.
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Regulation:	2.99
Authority:	Approval of procedures for scaling and weighting results from assessments taken during a study abroad or exchange period, in order to align them with QMUL's standards.
Delegated to:	Taught Programmes Board
Process:	Module and programme approval processes.

Regulation:	3.3
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board
Process:	Programme and module approval processes.

Regulation:	3.9
Authority:	Approval of minimum prescribed standards for the production and security of examination papers.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration of recommendations developed for this purpose.

Regulation:	4.11
Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	4.69
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

Regulation:	4.89
Authority:	Approval of field of study.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval process.

Regulation:	4.92
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Taught Programmes Board (PMAB). (ii) Vice-Principal (Student Experience, Teaching & Learning).
Process:	(i) Approval of the type and subject of qualifications required, through the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.

Regulation:	5.10
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Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	5.65
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.