



Senate

Paper title	Academic Regulations 2019-20
Outcome requested	The Senate is asked to approve the regulations.
Points to note and further information	<p>Queen Mary articulates the processes for the management of its academic provision through the Academic Regulations. In 2018-19, Queen Mary commissioned a review of the regulations to make them more concise and accessible for readers. Consequently, the document has been rewritten from scratch and there is not a version with tracked changes, this year.</p> <p>There are relatively few policy changes. Most changes are limited to the simplification of language and the removal of unnecessary duplication. The covering document that follows this cover sheet provides greater detail. While the Academic Regulations (necessarily) remain a very substantive document, their length has been cut by a third. Almost half of the remaining pages deal with exceptions to the standard regulations, notably but not exclusively the arrangements for collaborative programmes.</p> <p>The most significant points have been outlined below in bullet points, for the Senate’s specific consideration.</p> <p>The Academic Regulations for Research Programmes and their covering notes were prepared separately, by the Research Degrees Office. They have been presented to the Senate under separate cover, and will be combined with this document prior to publication.</p> <p>The Senate is asked to note that the section on extenuating circumstances has been considerably expanded (without making any changes to the policy) to include more procedural details, possible outcomes, and sources of advice and support. The extenuating circumstances policy itself will be reviewed in 2019-20 by a dedicated group, following a recommendation from the Student Processes Improvement Programme (SPIP).</p>
Questions to consider	<p>Is the Senate satisfied with the new formatting and structure of the Academic Regulations?</p> <p>The Senate is asked to give particular consideration to paragraphs:</p> <ul style="list-style-type: none"> • 2 and 3, on the applicability of regulations to various cohorts. • 9, on delegated authority for concurrent study. • 10, on changes of programme. • 12, on when a student may change modules.

	<ul style="list-style-type: none"> • 15, on delegated authority for revocations. • 19, on integrated foundation programmes. • 21, on compulsory extramural years of study. • 22, on major changes to the LLB regulations. • 25, on a fundamental change to PGT classification. • 26, on condoned failure for LLM (and related) programmes. • 29, on classification for a programme run jointly with UCL.
Regulatory/statutory reference points	UK Quality Code for Higher Education
Strategy and risk	Failure to have approved Academic Regulations that set clear and appropriate academic standards (and mechanisms for their measurement and defence) could cause major reputational damage.
Reporting/consideration route for the paper	The relevant teams have reviewed their sections where there are changes. Considered and recommended for approval by the Senate. Senate to approve.
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Academic Regulations 2019-20

Summary of changes

General

1. The Academic Regulations have been redrafted to make them more concise and accessible. Their length has been reduced by around a third. Regulations have been rewritten into the singular (a student will, rather than students will), and 'shall' has been replaced by 'will' throughout (in addition to many other individual language changes). Terms and processes are described in greater detail, and internal links had been added throughout, to provide more information on concepts and terms to readers. Web links to Queen Mary pages have also been added, where appropriate. The document has been reformatted in accordance with Queen Mary's revised visual style.
2. The applicability of the regulations has changed. Previously sections 1-3 applied to all students irrespective of cohort, while only sections 4-7 (progression and award rules) 'followed' a student throughout their studies. This has been amended, and the regulations that a student signs up to when they first join a programme will in future remain in effect throughout their studies. This has necessitated removal of certain regulations that covered processes that Queen Mary needs scope to update each year, and which apply equally to all students – these have been presented separately as the Interruption of Study Policy, the Appeal Policy, the Academic Misconduct Policy, and the various Admissions policies.
3. The change to the regulations' applicability status meant that special consideration was required for students from previous cohorts. This has been resolved through a regulation (1.5) stating that: "*Parts of the Academic Regulations 2019-20 also apply to students who registered for the first year of a programme prior to 1 August 2019. Specifically, regulations that appeared in sections one, two, or three of older iterations of those regulations are superseded by the equivalent regulations in the current iteration. This follows a change in the format of the regulations.*" This will appear only in the 2019-20 edition and will not be necessary in subsequent years.

Section 1: Framework and Governance

4. This section focuses on the nature and applicability of the regulations, and the major delegations of authority from the Senate. The previous edition included a great deal of detail on the constitution and terms of reference of Subject and Degree Examination Boards, and on external examiners. This has been removed in its entirety other than a single regulation on the devolved powers of SEBs and DEBs. The content is already replicated in the Assessment Handbook, where it sits much better. The roles of other Boards were not clearly defined, and the high-level remits of the Partnerships Board, Taught Programmes Board (and Teaching and Learning Committees), Partnerships Board, and Research Degrees Programmes and Examinations Board are now included.

Section 2: General Regulations

5. This is, and was, a very broad section. It has been reorganised into themes that follow the student lifecycle: admission, student conduct and expectations, enrolment and registration, studying for a programme, studying for a module, and award. Many elements that previously appeared in both sections four and five (UG and PGT progression and award regulations) have been moved here to remove duplication.
6. The regulations on interruption, assessment offences, appeals, and most regulations on admission have been moved to separate policies, so that they are not tied to cohorts as an unintended consequence of the revised regulations. These processes are still referenced, and the policies are linked. One new admission regulation has been added, to make clear that deposits may be charged (2.31).
7. A new regulation has been added stating that: "*A student must check their Queen Mary email account regularly for messages*" (2.10).
8. The regulation on maximum duration of study (2.43) has been amended to make clear that a student who 'will not be able to' complete within the maximum duration is at risk of deregistration, as well as students who have actually reached that limit: "*The maximum duration of study is the normal duration plus one year (excepting the MBBS and BDS programmes, where it is the normal duration plus two years). A student who exceeds this limit will have their registration and enrolment terminated and will cease to be a student. Queen Mary may also deregister a student where it is no longer possible for a student to complete a programme within the remaining period of permitted maximum duration.*"

9. Authority to allow concurrent study has been moved from the relevant Head(s) of School(s) to the Head of Admissions, to increase consistency of approach (2.46).
10. The conditions under which a student may change programme have been fully codified for the first time (2.48):

“When Queen Mary makes an offer to study at Queen Mary, it is for the programme specified in the offer communication. Requests to change programme will only be considered exceptionally, only where places are available, and only where the conditions below are met. A request to change programme requires approval from the relevant Head of School (or nominee) and, for applicants and first-year students, the Head of Admissions (or nominee).

 - i. *“an applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme.*
 - ii. *“a first-year student may only change programme if they meet the published entry requirements for the intended programme and all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.*
 - iii. *“a student in a subsequent year of study may only change programme if they meet all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.”*
11. Following discussions with Student Services, the regulation on the deregistration of students for non-engagement has been amended to include an additional provision for students with mental health disabilities. Though the regulation has been reworded, only the last (underlined) sentence changes the process (2.59): *“Where a student fails to meet the published requirements for engagement, the Head of School/Institute (or nominee) will issue the student with a formal warning in writing, and give a specified period in which to improve one or more of attendance, participation, and submission of assessments. If the student does not satisfactorily improve their engagement then they will be deregistered. Where a student holds a Tier 4 (General) Student Visa, Queen Mary is obliged to report non-engagement to UK Visas and Immigration, and may deregister a student without this formal warning process. Before deregistering a student with a declared mental health disability, the School/Institute must consult with the Mental Health Coordinator (or deputy) in the Disability and Dyslexia Service and hold a meeting with the student under the Fitness to Study Policy with a member of the Disability and Dyslexia Service present.”*
12. A new regulation limits the point at which a student may change module. This is current practice and is part of the module registration process, but was not codified in the regulations (2.63): *“Once a student’s module choices have been confirmed, the student will not normally be permitted to make any further changes. In no circumstances will a student be permitted to change modules more than two weeks into the teaching of a module.”*
13. The ‘College Mark’ has been renamed the ‘Classification Mark’ (2.111) to fit Queen Mary naming conventions.
14. The borderline classification policy (2.112-114) has been included as a regulation (rather than only as a policy in the Assessment Handbook) meaning that it will follow cohorts of students (it has not changed in several years, and there are no current plans to revise it). This will allow ARCS to build the policy into SITS so that exam board reports will apply the rule automatically in future (other than where extenuating circumstances are involved).
15. Delegated authority to revoke awards has been amended from the Principal in all cases to the Principal where revocation would not be in the graduate’s favour, and the Degree Examination Board where it would be in the graduate’s favour (eg where the classification will rise following correction of an administrative issue). In practice, almost all revocations are to the advantage of graduates.

Section 3: Assessment Regulations

16. This section relates principally to the conduct of assessment. There are very few changes to those parts, other than purely administrative points that have been deleted as they sit better (and were already published) in the Assessment Handbook (eg the required ratio of invigilators to students in an examination).
17. The section on extenuating circumstances (3.49-57) has been considerably expanded (without making any changes to the policy) to include more procedural details, possible outcomes, and sources of advice and support.

Section 4: Progression and Award – Undergraduate Programmes

18. As the title indicates, this section details the requirements for progression and for award for UG programmes. General concepts such as resits, retakes, module grades, and aegrotat awards have been moved to section two, so that they do not have to be replicated in both sections four and five. Overarching requirements that apply to every award (meet any programme specific requirements and complete within the maximum permitted duration of study) have been stated once at the start of the section so that they do not have to be repeated under each award. Credit and level requirements have been combined and simplified. Where special regulations apply this is explicitly indicated (other than for collaborative programmes) and links to the special regulations are included. Awards have been reordered by level (from FdCert to MBBS and BDS).
19. A new section covering progression on programmes with an integrated foundation year has been added (4.9-10). This is a significant change and would see students staying on the same regulations throughout their studies; currently, the regulations for the year of the foundation year apply for the foundation year, and the regulations for the year in which the bachelors/integrated masters part of the programme starts apply thereafter. The change will mean that the regulations for the year of entry to the foundation year apply throughout.
20. Regulations for DipHE, FdA, and FdSc awards have been merged, as the requirements are identical (4.13-16).
21. The regulations around compulsory extramural years have been amended in line with the recommendations of the Group that met in 2018-19 (4.27, 4.29, 4.40, 4.42, 4.54, 4.57). In summary: a student must pass all modules and achieve a minimum weighted mark of 60.0 to progress to a year abroad (with no discretion on that requirement); must pass 90 of the 120 credits to pass the extramural year; and will be transferred to the version of the programme with no extramural year if they fail to progress to, or to pass, the extramural year. The extramural year does not count towards the Classification Mark. Separate arrangements apply to SLLF BA Modern Languages programmes.
22. There are considerable changes to the LLB regulations (4.36-51), which bring them more in line with regulations for other bachelors awards. The major changes concern reassessment – for future cohorts: a student will resit only modules that they fail (rather than all modules, where a system of referral cannot apply); a student who misses the May examination attempt without good reason will not automatically resit out of attendance but instead will have a late summer attempt; the number of permitted attempts will be reduced from three to two. Additionally, the maximum duration of study will be reduced from six years to four, and the word ‘normal’ has been removed from the minimum classification profiles to clarify the extent of permitted discretion. Further discussions are planned for 2019-20, with the possibility of fully harmonising the regulations for 2020-21. The changes are still subject to final agreement; the Department of Law has engaged very positively with discussions but a confirmed implementation date has not yet been agreed, and a possibility remains of implementing all changes in 2020-21 rather than phased across 2019-20 and 2020-21. Should that be the case, the attached regulations will be amended to reflect the status quo for 2019-20.
23. The MBBS and BDS regulations have not been amended as detailed discussions would first be required with the relevant institutes. It is recommended that these take place during 2019-20 – a number of these regulations do not relate to progression or award and do not strictly need to be held in the Academic Regulations (rather than programme specifications and handbooks).

Section 5: Progression and Award – Postgraduate Programmes

24. As the title indicates, this section details the requirements for progression and for award for PGT programmes. The same general changes apply as for the UG section, as described in paragraph 18.
25. A major change is recommended for classification of postgraduate awards. For a masters programme, a student must achieve a minimum Classification Mark of 70.0+ *and* a minimum dissertation/project mark of 65.0+ for Distinction, or a minimum Classification Mark of 60.0+ *and* a minimum dissertation/project mark of 60.0+ for Pass. The Education Quality and Standards Board approved the introduction of masters programmes with no dissertation/project earlier in 2019/20, and in doing so agreed that the dissertation/project hurdle in classification would need to be removed for all awards (as it would be unfair to place that hurdle on a student studying one programme and not another leading to the same award). The high credit value of the dissertation/project would still have a major effect on the Classification Mark where it was a key part of the programme. Classification would in future be by the Classification Mark alone (50.0+ for Pass, 60.0+ for Merit, 70.0+ for Distinction). This affects regulations 5.22, 5.29, and 5.33.

26. The LLM and certain other CCLS programmes previously had special regulations around condoned failure (allowing the condoning of more credits but from a higher mark than the standard). These have been withdrawn, meaning that the standard rules now apply and the LLM regulations have been merged with those for the other standard one-year masters programmes (as that was the only remaining difference).

Section 6: Special Regulations

27. This section details exceptions to the standard regulations for individual programmes. The majority relate to progression rules for postgraduate programmes. Many special regulations have been deleted this year, following the work of the extramural year task and finish group – schools previously imposed different hurdles to progress onto extramural years. Several programme-specific regulations for CCLS programmes have also been removed following changes made by the CCLS Teaching and Learning Committee. Otherwise, this section is largely unchanged. There may be further additions or amendments to this section as outcomes of Taught Programmes Board decisions.

Section 7: Special Regulations for Collaborative Programmes

28. This section contains the regulations for programmes that Queen Mary runs collaboratively with other institutions. It is by far the largest section of the regulations. It has been reformatted but no wording has been changed as the regulations are agreed and approved jointly by Queen Mary and the partner organisations. Regulations for new collaborative programmes with Maastricht University, the University of Malta, Padjadjaran University (UNPAD), and the Medical University of Malaysia (IMU) need to be added for 2019/20 but have not yet been agreed with the partner organisations.
29. Should Queen Mary approve the change to classification of postgraduate awards detailed in paragraph 27, discussions will be needed with UCL for the MA in Intellectual History and the History of Political Thought. UCL classifies on the same bases that Queen Mary intends to adopt and if these regulations were left unchanged then students on this programme would be left on stricter regulations than other students at either institution.

Queen Mary University of London Academic Regulations 2019-20

Contents

Contents.....	1
1. Framework and Governance	4
Scope.....	4
Awards.....	4
Undergraduate awards.....	4
Postgraduate awards (taught)	5
Postgraduate awards (research)	5
Delegated authorities	5
Programme and module regulations	6
Exceptions and suspensions of regulations.....	6
Appeals.....	7
2. General Regulations.....	8
Admission.....	8
Accreditation of prior learning	8
Fraudulent admission.....	8
Student conduct and expectations	8
Enrolment and registration	9
Immigration permission permitting study, or exemption from immigration control	9
Personal details	9
Student identity card	10
Medical fitness to study or practise.....	10
University fees and other charges	10
Deregistration and withdrawal.....	11
Studying for a programme	12
Duration of study	12
Concurrent study	12
Change of programme	12
Modes of study	13
Developmental years	13
Attendance and participation	13
Studying for a module	14
Module registration	14
Taking and completing a module.....	15
Passing or failing a module.....	15
Award of academic credit for a module	17
Repeating a module or a year (retakes and first takes)	18
Awards.....	19

Field of study.....	19
Classification Mark.....	19
Borderline classification policy	19
Exit awards.....	20
Aegrotat awards.....	21
Replacement award certificates.....	21
Revocation of awards	21
3. Assessment.....	22
Assessment schemes	22
Setting an assessment	22
Marking an assessment	22
Examination and assessment access arrangements	23
Academic misconduct	23
Assessment types.....	23
Invigilated examinations	23
Assessments other than invigilated examinations	27
Extenuating circumstances	28
Definitions and submission	28
Consideration and possible outcomes	29
4. Progression and Award: Undergraduate Programmes.....	30
Foundation Certificate (FdCert)	30
Programmes with an integrated foundation year	31
Certificate of Higher Education (CertHE)	31
Diploma of Higher Education (DipHE) and Foundation Degree in Arts (FdA) or Science (FdSc)	32
Graduate Certificate (GradCert)	32
Graduate Diploma (GradDip).....	33
Ordinary Degree	33
Bachelor of Arts, Engineering, or Science (BA, BEng, BSc, BSc (Econ), BSc (Eng))	34
Intercalated bachelors awards (BSc, BMedSci)	36
Bachelor of Law (LLB)	37
Master of Engineering and Master in Science (MEng and MSci)	41
Bachelor of Dental Surgery (BDS).....	43
Bachelor of Medicine and Bachelor of Surgery (MBBS)	45
5. Progression and Award: Postgraduate Taught Programmes	51
Postgraduate Certificate (PgCert)	51
Postgraduate Diploma (PgDip).....	52
Master of Arts, Business Administration, Law, Public Administration, Research, or Science (MA, MBA, LLM, MPA, MRes, MSc)	53
Master of Science designated ‘Euromasters’	55
Master of Clinical Dentistry.....	56

6. Special Regulations.....	57
Barts Cancer Institute	57
School of Biological and Chemical Sciences.....	57
Blizard Institute.....	57
Institute of Dentistry	58
Educational Development	58
School of Electronic Engineering and Computer Science	59
School of Engineering and Materials Science	59
Institute of Health Sciences Education	60
School of Languages, Linguistics and Film	61
School of Law: Centre for Commercial Law Studies	62
School of Mathematical Sciences.....	63
School of Physics and Astronomy	63
William Harvey Research Institute	63
7. Special Regulations for Collaborative Programmes.....	64
University of London Institute in Paris (ULIP).....	64
University College London (UCL).....	64
Beijing University of Posts and Telecommunications (BUPT).....	65
Nanchang University (NCU)	77
Northwestern Polytechnical University (NPU).....	87
Singapore Management University	95
Université Paris 1 Panthéon-Sorbonne.....	98
Ateneo de Manila University (AdMU)	105
Queen Mary Online programmes	105
Maastricht University	106
University of Malta	106
Padjadjaran University (UNPAD)	106
International Medical University of Malaysia (IMU)	106
8. Regulations for Postgraduate Research Programmes.....	107
Appendix 1: Glossary.....	108
Appendix 2: Delegations of the Senate	111

1. Framework and Governance

Scope

- 1.1 The Academic Regulations regulate the principal institutional mechanisms for the articulation and management of academic standards at Queen Mary University of London.
- 1.2 The [Senate](#) is the body responsible to Queen Mary's [Council](#) for the management of academic activity, including academic standards and the quality of programmes leading to awards of Queen Mary and of the University of London ([Ordinance A15](#)). The Senate [delegates responsibility](#) for certain matters to other bodies and individuals.
- 1.3 The Academic Regulations will be approved by the Senate, normally in advance of their coming into effect.
- 1.4 The Academic Regulations 2019-20 take effect from 1 August 2019 and apply to programmes and modules leading to awards or academic credit from Queen Mary or the University of London, and to - students (including associate students) registered on those programmes and modules. Specifically, they apply to all students registering for the first year of a programme from 1 August 2019, except for:
 - i a student admitted with accredited prior learning to a subsequent (eg second) developmental year of a programme. The regulations for the cohort joined apply, here.
 - ii a student transferred within Queen Mary to another programme. The regulations for the cohort joined apply, here.
 - iii a student changing programme duration (eg from a four-year to a three-year programme). The regulations for the cohort joined apply, here.
 - iv where a programme has approved [special regulations](#) that deviate from the standard regulations.
 - v where it is otherwise specified in these regulations.
- 1.5 Parts of the Academic Regulations 2019-20 also apply to students who registered for the first year of a programme prior to 1 August 2019. Specifically, regulations that appeared in sections one, two, or three of older iterations of those regulations are superseded by the equivalent regulations in the current iteration. This follows a change in the format of the regulations.
- 1.6 The processes of enrolment and registration confirm a student's acceptance of Queen Mary's Charter, Ordinances, regulations, rules, and other policies and codes of practice. This forms the basis of the contract between Queen Mary and the student.
- 1.7 All references to the 'Academic Regulations' include [programme, module](#), and [special regulations](#).

Awards

- 1.8 Queen Mary holds and exercises independent degree awarding powers, and – under the Ordinances of the University of London – delegated powers to make awards in the name of the University of London. All awards are made in the name of Queen Mary University of London unless [special regulations](#) apply. The awards covered by these regulations are:

Undergraduate awards

- ❖ Foundation Certificate (FdCert) ([level 3](#))
- ❖ Certificate of Higher Education (CertHE) (level 4)
- ❖ Foundation Degree in Arts (FdA) (level 5)
- ❖ Foundation Degree in Science (FdSc) (level 5)

- ❖ Diploma of Higher Education (DipHE) (level 5)
- ❖ Bachelor of Arts (BA) (level 6)
- ❖ Bachelor of Engineering (BEng) (level 6)
- ❖ Bachelor of Laws (LLB) (level 6)
- ❖ Bachelor of Medical Science (BMedSci) (level 6)
- ❖ Bachelor of Science (BSc) (level 6)
- ❖ Bachelor of Science (Economics) (BSc (Econ)) (level 6)
- ❖ Bachelor of Science (Engineering) (BSc (Eng)) (level 6)
- ❖ Graduate Certificate (GradCert) (level 6)
- ❖ Graduate Diploma (GradDip) (level 6)
- ❖ Ordinary Degree (level 6)
- ❖ Master of Engineering (MEng) (level 7)
- ❖ Master in Science (MSci) (level 7)
- ❖ Bachelor of Dental Surgery (BDS) (level 7)
- ❖ Bachelor of Medicine and Bachelor of Surgery (MBBS) (level 7)

Postgraduate awards (taught)

- ❖ Certificate in Learning and Teaching (CILT) (level 7)
- ❖ Postgraduate Certificate (PgCert) (level 7)
- ❖ Postgraduate Diploma (PgDip) (level 7)
- ❖ Master of Arts (MA) (level 7)
- ❖ Master of Business Administration (MBA) (level 7)
- ❖ Master of Clinical Dentistry (MCLinDent) (level 7)
- ❖ Master of Laws (LLM) (level 7)
- ❖ Master of Public Administration (MPA) (level 7)
- ❖ Master of Research (MRes) (level 7)
- ❖ Master of Science (MSc) (level 7)

Postgraduate awards (research)

- ❖ Master of Philosophy (MPhil) (level 7)
- ❖ Doctor of Philosophy (PhD) (level 8)
- ❖ Doctor of Medicine (Research) (MD (Res)) (level 8)
- ❖ Doctor in Professional Studies (DrPS) (level 8)
- ❖ Doctor in Clinical Dentistry (DClinDent) (level 8)
- ❖ Doctor in Clinical Psychology (DPsych) (level 8)

Delegated authorities

- 1.9 The Senate delegates authority for the consideration of achievement, progression, awards, and other related matters for taught programmes to the Subject and Degree Examination Boards. More details are available in the [Assessment Handbook](#), which is approved by the Senate.
- 1.10 The Senate delegates authority for the management of academic quality and standards, including development of academic policy, to the Education Quality and Standards Board. More details are available in the [Education Manual](#), which is approved by the Senate.
- 1.11 The Senate delegates authority for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes, to the Research Degrees Programmes and Examinations Board. More details are available in the [Education Manual](#), which is approved by the Senate.

- 1.12 The Senate delegates authority for the approval, amendment, and withdrawal of taught programmes of study to the Taught Programmes Board. Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Teaching and Learning Committees. More details are available in the [Education Manual](#), which is approved by the Senate.
- 1.13 The Senate delegates authority for the development, approval, management, and review of partnerships and other initiatives with external partners to the Partnerships Board. More details are available in the [Education Manual](#), which is approved by the Senate.

Programme and module regulations

- 1.14 Programme and module regulations provide a greater level of detail and amplify the Academic Regulations. Where programme or module regulations are silent in any regard, default to the Academic Regulations will occur.
- 1.15 Programme regulations specify requirements for admission, curriculum content and outcomes, module diets, methods of assessment, and any further requirements for progression or award. Each programme of study has a [programme specification](#) that includes these regulations.
- 1.16 Module regulations specify the requirements to take complete and pass specific modules. Each module has approved learning outcomes and assessment methods and weightings, detailed in a module proposal or amendment form. Any other requirements that must be met to pass a module will also be detailed in those forms.
- 1.17 The programme and module regulations in place at the time a student starts that programme or module apply for the full duration of that study, though amendments may sometimes be made where the change is to the benefit of the student.
- 1.18 Queen Mary reserves the right to amend any programme or module and to withdraw any module as it deems necessary, at any time. Normally, an amendment will affect only the next cohort of students to join the programme or module. Students will be formally notified and provided with an opportunity to object, should they wish to do so, where an amendment would affect the current cohort.
- 1.19 Once the withdrawal of a programme is approved no further students can be recruited, but the programme will not be formally withdrawn until no students remain registered on it.

Exceptions and suspensions of regulations

- 1.20 Programme and module regulations will not diverge from the standard Academic Regulations without exceptionally good reason. Such exceptions are known as special regulations. Special regulations must be approved by the Senate or its delegated authority and, once approved, will be detailed as part of the relevant programme or module regulations. Special regulations will only be considered where:
- i there is a legitimate academic rationale; and/or,
 - ii a specific requirement has been set down by an accrediting professional, statutory or regulatory body (PSRB); and/or,
 - iii it is a requirement for a collaborative programme with another institution.
- 1.21 An exception to the standard application of the approved regulations can only be granted by approval of a suspension of regulations. Such requests are exceptional, and can only be made where:
- i circumstances have arisen that were not foreseen by the regulations; and/or,
 - ii the application of the regulations would be manifestly unfair to one or more students.

- 1.22 A request for suspension of regulations can only be made on the authority of a Degree Examination Board (generally following the recommendation of a Subject Examination Board) or a Head of School, Institute, Directorate, or equivalent. Requests will be considered for approval by a nominee of the Senate but must be submitted to a nominee of the Academic Registrar.
- 1.23 The outcome of a suspension request will be communicated by the nominee of the Academic Registrar to the requesting body, which will communicate the outcome to any student or other party involved.

Appeals

- 1.24 A student may appeal against a decision taken under Queen Mary's regulations, policies, or procedures where they believe they have grounds to do so (as set out in the [Appeal Policy](#)). Any appeal must be made within 14 days of the decision being appealed against, and in accordance with the Appeal Policy.

2. General Regulations

Admission

- 2.1 An application for admission to Queen Mary will be considered in line with the [Admissions policies](#). General and programme-specific requirements for entry to Queen Mary are approved by the Senate, or its delegated authority. Entry requirements may be adjusted as Queen Mary deems appropriate and will be published annually by the start of the relevant admissions cycle.
- 2.2 An applicant who has previously been registered as a student at Queen Mary or elsewhere may not apply for a programme with significant overlap with the previous programme. Applications will be considered in line with the [Policy on Accreditation of Prior Learning](#). The Senate, or its delegated authority, will determine where there is overlap and will be empowered to grant exceptions to this rule on a case-by-case basis.

Accreditation of prior learning

- 2.3 An applicant who has been awarded an exit award from Queen Mary and who wishes to complete their studies will be considered for admission in line with the [Policy on Accreditation of Prior Learning](#). The exit award certificate must be returned to Queen Mary before any higher award can be made.
- 2.4 Minimum and maximum permitted durations of study for a student admitted with Accredited Prior Learning are based upon the time registered on the new programme at Queen Mary, rather than the normal programme duration (eg a student who directly entered year two of a three-year programme would have a maximum permitted duration of three years, rather than four).
- 2.5 Marks for Accredited Prior Learning achieved at other institutions are not used in classification. Instead the weighting of study will be adjusted, as appropriate to the programme, such that classification is based solely on credits taken at Queen Mary
- 2.6 Other than in exceptional circumstances approved by the Head of Admissions a student will not be admitted directly to the final developmental year of an undergraduate programme, unless they are studying 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.

Fraudulent admission

- 2.7 Where a student secures admission to Queen Mary based on qualifications, documents or statements that are found to be false or cancelled, the Senate or its delegated authority will terminate that student's registration.

Student conduct and expectations

- 2.8 Each student must comply with all Queen Mary [policies and procedures](#). These include, but are not limited to:
 - ❖ the Academic Regulations, and programme and module regulations.
 - ❖ health and safety policies.
 - ❖ The Code of Student Discipline.
 - ❖ Fitness to Practise and Professional Capability regulations (where relevant).
 - ❖ information technology policies.
 - ❖ Estates and Environment policies, including policies on smoking and alcohol and drugs.
 - ❖ Local school- or institute-level policies and procedures.

- 2.9 Each student must comply with the [Code of Student Discipline](#). Behaviour must not interfere in any way with the proper functioning or activities of Queen Mary or those who work or study at Queen Mary, and a student must not engage in actions that otherwise damage Queen Mary.
- 2.10 A student must check their Queen Mary email account regularly for messages.

Enrolment and registration

- 2.11 A student of Queen Mary must be registered for a programme of study at Queen Mary, and for the modules associated with that programme.
- 2.12 Before registration, a student must ensure that their programme of study and modules are acceptable to them, and that they can meet the attendance, learning, and assessment requirements. Queen Mary cannot change programme or module regulations, requirements, or scheduling to meet the needs of an individual student.
- 2.13 A student must enrol with Queen Mary at the beginning of their studies and re-enrol at the beginning of each subsequent academic year of their programme, in accordance with instructions and deadlines issued by Queen Mary. A student who does not enrol or re-enrol by the specified deadline will be [deregistered](#) and will cease to be a student.
- 2.14 A student who has not complied with all requirements for enrolment or re-enrolment may be temporarily enrolled for a specified period. During that period the student may attend classes and use Queen Mary facilities. If, at the end of that period, the student has still not met all of the requirements then they will be [deregistered](#) and will cease to be a student.
- 2.15 An individual not registered for a programme of study cannot be an enrolled student of Queen Mary. However, a registered student may not be enrolled (eg on an interruption of studies or while resitting out of attendance). Where a student's registration is terminated, enrolment is also terminated.
- 2.16 An individual who is not enrolled or registered cannot use Queen Mary facilities except where this is expressly approved on the delegated authority of the Senate. A student who is registered but not enrolled (eg on an interruption of studies or while resitting out of attendance) may have limited access to some facilities, such as limited library borrowing rights.
- 2.17 An enrolled student may take a temporary break from their studies, known as an interruption. The procedure and conditions are detailed in the [Interruption of Study Policy](#).

Immigration permission permitting study, or exemption from immigration control

- 2.18 A student who fails to provide the following on request will have their registration and enrolment terminated, and will cease to be a student:
- i evidence that they hold immigration permission with conditions that do not restrict them from undertaking their programme of study in the country or territory where they are studying; or,
 - ii evidence that they are exempt from immigration control in the country or territory where they are studying.

Personal details

- 2.19 A student must provide documentary evidence of identity on initial enrolment; this may be required in advance. A student who enrolls or registers under a false name or identity, or with other information that is subsequently found to be false, will be [deregistered](#) and will cease to be a student.

- 2.20 A student must inform Queen Mary of their personal and term-time addresses on enrolment and inform Queen Mary in writing or by other prescribed means of any subsequent change of address.
- 2.21 All letters, transcripts, certificates and awards will 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. Queen Mary will not issue revised documents where a graduate has changed their name after graduation unless there has been an administrative error, or where the graduate has undergone gender reassignment.

Student identity card

- 2.22 Each student will be issued a student identity card upon enrolment. A student must always carry this when on Queen Mary premises, including the Students' Union, and when participating in Queen Mary or Students' Union activities. Queen Mary reserves the right to exclude from any building or activity a student who cannot produce their current identity card upon demand. If an identity card is lost or stolen, the student is responsible for arranging a replacement; Queen Mary reserves the right to charge a fee for this replacement.
- 2.23 The Queen Mary student identity card includes a photograph showing the full head and face. There must be no head-covering in the photograph unless it is worn for medical or religious reasons. In no circumstances can the face be covered in the photograph. Queen Mary reserves the right to check the identity of any student by comparison of the student's face and the photograph on the identity card.

Medical fitness to study or practise

- 2.24 Queen Mary reserves the right to require any student to undertake a medical examination to determine fitness to study and/or fitness to practice; this may be required as a condition of admission, or at any time in a student's studies. Queen Mary may require full disclosure of any report on a student's fitness to study or practise. Failure to comply with this regulation may result in the student being [deregistered](#) from Queen Mary, or in a recommendation or requirement for the student to interrupt their studies.
- 2.25 A student who has been absent because of illness or an infectious or contagious disease may be required to produce medical certification of fitness to study or practice before being permitted to resume study at Queen Mary.
- 2.26 A student not deemed fit to study or practise after a required medical examination may be deregistered from Queen Mary or may be advised or required to interrupt their studies.
- 2.27 A student on a medical or dental programme must inform the Queen Mary Health Centre if they are, or have reason to believe that they may be, an infectious carrier of any disease or condition specified by the Senate, or its delegated authority, as requiring notification.

University fees and other charges

- 2.28 A student must pay all fees, charges, or debts incurred during their registration, enrolment, or residence at Queen Mary promptly on demand.
- 2.29 An individual in debt to Queen Mary from a previous registration will not be permitted to enrol as a new student until the debt is cleared.

- 2.30 Queen Mary will determine a student's fee status and resulting university fees upon application in accordance with the [University Fee Regulations](#). Once determined, a student's fee status cannot change during their period of registration except under conditions specified in those regulations. Queen Mary reserves the right to increase fees at any time and without prior notice, normally for implementation in the next academic year.
- 2.31 Queen Mary may charge an application fee and/or a fee deposit during the process of admission. The provisions governing application fees and fee deposits are published in the [University Fee Regulations](#).
- 2.32 Arrangements and acceptable methods for the payment of university fees are stated in the [University Fee Regulations](#), and are dependent on each student's fee status and programme of study. Exceptionally, Queen Mary may approve arrangements for a self-financing student to pay by instalments; a student who defaults on the agreed instalments will immediately become liable for the full outstanding balance. University fees are not normally refundable.
- 2.33 A student must make arrangements for the payment of their university fees at the beginning of each academic year as a pre-condition of enrolment or re-enrolment. Exceptionally, a student may be temporarily enrolled for a specified period to make arrangements for the payment of fees. If the student has not made satisfactory payment arrangements by the end of that period then they will be [deregistered](#) and will cease to be a student.
- 2.34 University fees include fees for registration and examinations (including [resits](#)), but exclude fees for [retakes or first takes](#) (where a student repeats the teaching for one or modules), or for field trips.
- 2.35 A student with university fee debts is not entitled to receive formal confirmation of results or progression from one year to the next, or any award of Queen Mary or the University of London.

[Deregistration for non-payment of fees or charges](#)

- 2.36 A student who defaults on the payment of university fees will be [deregistered](#) in accordance with [Ordinance C3 – Students and Alumni of Queen Mary](#).
- 2.37 Queen Mary will issue a formal, written notification of the intention to [deregister](#) the student and a specific deadline by which they must pay the relevant fee or charge. Where payment is not received by that deadline, the student's registration and enrolment will be terminated and they will cease to be a student. A student may appeal against deregistration where they believe they have grounds to do so, in accordance with the [Appeal Policy](#).

[Deregistration and withdrawal](#)

- 2.38 A student may leave Queen Mary before completing their programme of study. Where this is an active decision initiated by the student this is known as 'withdrawal'. Where the action is taken by Queen Mary it is known as 'deregistration' (used in situations including where a student has [failed to meet the requirements for engagement](#), exhausted all opportunities to pass or progress in their programme, or reached the maximum permitted [duration of study](#)). Both withdrawal and deregistration lead to the immediate termination of registration and enrolment, upon which the individual ceases to be a student of Queen Mary.
- 2.39 A student will not normally be admitted to a new programme of study until at least 12 months have passed following deregistration or withdrawal. Exceptions will be considered for approval on a case-by-case basis by the Senate, or its delegated nominee (the Head of Admissions).
- 2.40 In accordance with its statutory obligations, Queen Mary will report when an individual ceases to be a registered student to the relevant governmental and other external agencies. These include but are not limited to: UK Visas and Immigration, the Student Loans Company, Local Education Authorities, any other sponsors, and Transport for London.

Studying for a programme

Duration of study

- 2.41 Each programme has a normal duration of study. Where this is not explicitly specified at the point of programme approval it will be set at the minimum period of time in which the programme can be completed where full module loads are taken according to the mode of study.
- 2.42 The minimum duration of study to be eligible for award is one third of the normal duration.
- 2.43 The maximum duration of study is the normal duration plus one year (excepting the MBBS and BDS programmes, where it is the normal duration plus two years). A student who exceeds this limit will have their registration and enrolment terminated and will cease to be a student. Queen Mary may also deregister a student where it is no longer possible for a student to complete a programme within the remaining period of permitted maximum duration.
- 2.44 Interruptions of study, first takes, and years or intercalation do not count towards the duration of study. Retakes, and periods spent resitting (or first sitting) out of attendance do count towards the duration of study.
- 2.45 In exceptional circumstances, Queen Mary extend a student's maximum permitted duration of study. This requires support from the student's school or institute, which will submit a formal request to the Student Records Office for consideration by the Academic Registrar.

Concurrent study

- 2.46 A person cannot simultaneously be registered for a programme of study at Queen Mary and another programme of study (at Queen Mary or elsewhere) without the express permission of the Senate, or its delegated authority (the Head of Admissions, or nominee).
- 2.47 Intercalated medical and dental programmes are an exception to the rule on concurrent study. A student remains registered on their primary programme while undertaking the intercalated programme. There must be no overlap between the intercalated programme and the subsequent year of the primary programme unless the intercalation period is for a one-year masters programme.

Change of programme

- 2.48 When Queen Mary makes an offer to study at Queen Mary, it is for the programme specified in the offer communication. Requests to change programme will only be considered exceptionally, only where places are available, and only where the conditions below are met. A request to change programme requires approval from the relevant Head of School (or nominee) and, for applicants and first-year students, the Head of Admissions (or nominee).
- i an applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme.
 - ii a first-year student may only change programme if they meet the published entry requirements for the intended programme and all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.
 - iii a student in a subsequent year of study may only change programme if they meet all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

Modes of study

- 2.49 Each programme has one or more specified modes of study. These relate to the intensity (full-time, part-time, flexible mode) and the nature of study (on campus, study abroad/on placement, distance learning). Change of mode of study is not permitted unless the programme allows for this (eg some programmes are available in full-time and part-time modes). A programme may include different modes of study in different developmental years; this is normally limited to variation in the nature rather than the intensity of study.
- 2.50 Exceptionally (normally in a case related to severe [extenuating circumstances](#)), a Head of School/Institute may recommend making a part-time mode of study available for an individual student already registered with Queen Mary where there is normally no part-time mode available. This requires approval from the Senate, or its delegated authority (the Academic Registrar, or nominee).
- 2.51 In addition to these modes of study a student may, subject to a decision of an examination board, be registered to resit out of attendance (taking [resit](#) or [first sit](#) assessments without attendance) or to [retake or first take](#) one or more modules (repeating the teaching and assessment in attendance as a consequence of either failure or [extenuating circumstances](#)).

Developmental years

- 2.52 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, a developmental year may extend over more than one academic year. There will normally be a progression point at the end of each developmental year.
- 2.53 At undergraduate level, one developmental year comprises modules to the value of 120 academic credits and normally extends across one academic year, for a full-time programme. At postgraduate level the required volume of credit varies depending on the award (typically 60 credits for a Postgraduate Certificate, 120 credits for a Postgraduate Diploma, and 180 credits for a standard one-year masters award); in the case of a masters programme, one full-time developmental year is normally equivalent to one calendar year, spanning two academic years.
- 2.54 An undergraduate student must take modules to the value of 120 credits in a full-time academic year. A postgraduate (taught) student must take the prescribed volume of credit (typically 60 credits for a Postgraduate Certificate, 120 credits for a Postgraduate Diploma, and 180 credits for a standard one-year masters award) in a full-time developmental year.

Attendance and participation

- 2.55 Queen Mary will set expectations and minimum requirements for a student’s engagement with teaching, learning, and assessment for their programme of study; these will be published by the student’s school/institute. ‘Attendance’ does not always require physical attendance, eg distance-learning students ‘attend’ through participation in teaching, learning and assessment activities. Failure to comply with these requirements may result in [deregistration](#).
- 2.56 Queen Mary will specify [term, semester, and examination dates, and hours of operation](#). Teaching, learning, and assessment will be delivered in these periods. A student must be available to participate in these activities during the published periods and hours of operation. Occasionally, these activities may occur outside of the periods specified as term or semester dates (eg field trips); dates will be published in advance, and students are still expected to attend these activities.
- 2.57 A student must not be absent from Queen Mary during term-time without obtaining written agreement in advance from their Head of School/Institute (or nominee).

Deregistration as a result of non-engagement

- 2.58 A student who does not meet the published requirements for engagement through one or more of persistent absence, failure to participate, or failure to submit assessments by the relevant deadlines without good reason may be [deregistered](#) from the programme of study.
- 2.59 Where a student fails to meet the published requirements for engagement, the Head of School/Institute (or nominee) will issue the student with a formal warning in writing, and give a specified period in which to improve one or more of attendance, participation, and submission of assessments. If the student does not satisfactorily improve their engagement then they will be deregistered. Where a student holds a Tier 4 (General) Student Visa, Queen Mary is obliged to report non-engagement to UK Visas and Immigration, and may deregister a student without this formal warning process. Before deregistering a student with a declared mental health disability, the School/Institute must consult with the Mental Health Coordinator (or deputy) in the Disability and Dyslexia Service and hold a meeting with the student under the [Fitness to Study Policy](#) with a member of the Disability and Dyslexia Service present.
- 2.60 A student may appeal against a deregistration decision if they believe they have grounds to do so, in accordance with the [Appeal Policy](#).

Studying for a module

Module registration

- 2.61 A student must register for modules each year in accordance with instructions from their school or institute and the specified requirements of their programme of study by the specified deadline. A student who does not register for a module is not permitted to undertake teaching, learning, or assessment for that module.
- 2.62 An enrolled student who fails to complete module registration by the specified deadline will not be able to make their own selections. The student's school or institute will make selections for the student, including where there would normally be an element of choice.
- 2.63 Once a student's module choices have been confirmed, the student will not normally be permitted to make any further changes. In no circumstances will a student be permitted to change modules more than two weeks into the teaching of a module.
- 2.64 Many programmes of study include modules designated as 'compulsory' (must be taken) and 'core' (must be taken and must be passed). Rarely, a student may have taken the same module or a directly equivalent module previously, at Queen Mary or elsewhere. In these circumstances a Head of School/Institute (or nominee) may seek approval from the Senate or its delegated authority (the Academic Registrar) 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 up to the required credit load for award.
- 2.65 Each module has an 'academic level' indicating its relative complexity, intellectual challenge, depth of learning, and expected level of learner autonomy. A minimum 75 per cent of credits taken by a student in any developmental year must be at, or higher than, the academic level corresponding to that developmental year. Individual programmes and awards may specify higher requirements (eg, all modules taken in the final year of an MSci or MEng programme must be at level 7).

Intercollegiate module registration

- 2.66 A student may take up to 60 credits of modules from other institutions within the University of London in place of Queen Mary elective modules across their programme of study (core and compulsory modules cannot be substituted). This requires permission from the student's Head of School/Institute (or nominee) and the Academic Registrar (or nominee), as well as the host institution.

Study abroad

- 2.67 Some programmes of study include a compulsory year of study overseas; these have specific regulations that are detailed in [Section 4](#) of these regulations. Other programmes do not include a compulsory year of study overseas but a student may spend one semester studying overseas at another institution of university status with whom Queen Mary has an approved exchange agreement. In those cases the regulations below apply.
- 2.68 A student who wishes to study for a semester abroad must complete an application process, following procedures managed by the [Global Opportunities Office](#).
- 2.69 To be eligible to study for a semester overseas, a student must pass all modules from developmental years prior to the period abroad and achieve a weighted average mark of 60.0 or higher up to the relevant point in the weightings 1:3:6:6 (for years 1:2:3:4).
- 2.70 A student cannot study abroad in the first year or in the final semester of a programme of study.
- 2.71 Module results from a semester abroad count towards a student's programme in the same way as modules studied at Queen Mary. However, there will normally be a rescaling and/or reweighting process to bring credits and marks into line with Queen Mary standards. These conversion arrangements will be approved by the Senate or its delegated authority (the Education Quality and Standards Board) and subject to periodic review.
- 2.72 While studying for a semester abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer [resits](#), and in those cases a student will have only one attempt to pass the modules.

Taking and completing a module

- 2.73 Once registered for a module, a student is deemed to be taking it or to have taken it even if they subsequently withdraw or are deregistered. Where a student changes to a new module the original module will be replaced by the new module.
- 2.74 When a student [withdraws or is deregistered](#) they will receive marks for any assessment(s) completed up to that point, or else marks of zero. A student is not entitled to [resit](#) if they have withdrawn or have been deregistered.
- 2.75 A student does not need to pass a module to complete it (although 'successful' completion of the module does require a pass). A module is completed when a student passes, fails, or withdraws from the module or programme of study, or is deregistered from the programme of study.

Passing or failing a module

- 2.76 To pass a module, a student must undertake the approved assessment for the module and meet all specified requirements for a pass in the module. In most cases this is a requirement to achieve an overall module average mark above the module pass mark, but some modules specify additional conditions (eg a requirement to pass every element of assessment outright, or to achieve a minimum mark in some or all elements of assessment).
- 2.77 A student who does not meet the requirements to pass a module will fail that module. This will normally be because the module mark achieved is lower than the module pass mark, but it is possible to fail with a module mark above the module pass mark. This is known as 'qualified failure' and occurs when a student fails to meet additional conditions for passing the module, as specified in the module regulations. Qualified failure is recorded with a grade of 'FQ', and the mark will be reduced to 39.0 (where the module pass mark is 40.0) or 49.0 (where the module pass mark is 50.0).

- 2.78 The module pass mark for all postgraduate taught modules and for level 7 undergraduate modules is 50.0. The module pass mark for other undergraduate taught modules is normally 40.0. Special regulations detail any exceptions to these rules; notably, the MBBS, BDS, BSc Oral Health, and FdCert Clinical Foundation Studies (undergraduate awards) have module pass marks of 50.0.
- 2.79 A student will receive a mark of zero if they fail to attempt an assessment (recorded as 0NS, to indicate non-submission). This will be used in the calculation of the module mark.
- 2.80 The module mark is held to one decimal place. It is calculated using the marks for each summative element of assessment for the module, using the approved weightings from the module specification.
- 2.81 Module marks have associated grades, as shown below. Other grades may also be used, to reflect outcomes including but not limited to [extenuating circumstances](#), [late submission penalties](#), [academic misconduct](#), and [withdrawal](#).

Module mark	Module grade (undergraduate) ¹	Module grade (postgraduate)
70.0 – 100.0	A	D (Distinction)
60.0 – 69.9	B	M (Merit)
50.0 – 59.9	C	P (Pass)
45.0 – 49.9	D	F (Fail)
40.0 – 44.9	E	F (Fail)
0.0 – 39.9	F (Fail)	F (Fail)

Resits

- 2.82 A student has a maximum of two attempts to pass a module – the first attempt, and one resit. In rare circumstances the resit may be replaced by a [retake](#). The MBBS and BDS programmes are exceptions to this rule; students have two attempts but may, under prescribed circumstances and at the discretion of the examination boards, be granted an exceptional third attempt.
- 2.83 A resit is a second or subsequent attempt to pass a module, by reassessment. A resit does not allow or require attendance at classes. Marks and credit achieved for a resit count towards the developmental year in which the module was taught, not the year in which the resit occurs (where this differs).
- 2.84 A student cannot resit a module that has been passed. This includes circumstances where a student has passed a module overall but has failed one or more elements of assessment. Additionally, a student who meets the requirements for an award is not entitled to take any remaining resit opportunities; where the minimum award requirements are met, the award will be made.
- 2.85 Where a student resits one or more assessments for a module, the mark for the module will be capped to the minimum pass mark. The LLB award is an exception, where resits are not capped.
- 2.86 If a student fails a module at both the first attempt and resit then the higher module mark (calculated using the best of the two marks for each element of assessment) will stand; this is known as the ‘best fail’. The LLB award is an exception, where the results of the most recent attempt will stand.

¹ As noted above, level 7 undergraduate modules and all modules on certain undergraduate programmes have a module pass mark of 50.0. In those cases, any mark below 50.0 will have a grade of F (Fail).

- 2.87 Resits can take two forms: 'standard' or 'synoptic'. The module specification will state which form applies. Where standard reassessment is used, the marks for any assessments passed at the first attempt will stand; a student will only resit the failed elements, the results of which will then be combined with those from the elements passed previously. Where synoptic reassessment is used, the results from the first attempt are set aside and the student will resit one or more new elements of assessment that, together, will count for 100 per cent of the module mark (normally, but not always, a single assessment).
- 2.88 A student due to resit (or [first sit](#)) must do so at the next available opportunity; deferral is not permitted. However, if a student is abroad as part of their programme of study at the next available opportunity they will be permitted to resit at the next opportunity after their return, without penalty.
- 2.89 There are normally two assessment opportunities for each module each year. The appropriate Subject Examination Board must agree failure in the module (not just the assessment) before any resit can take place. Queen Mary has a system of semester-based examinations for most modules; the first attempt will occur at the end of the semester in which teaching ended, and the resit opportunity in the late summer examination period (ie a student who fails an examination at the end of semester one will not resit it at the end of semester two, but will resit in the standard late summer resit period).
- 2.90 A student will be automatically registered to take any available resits (or [first sits](#)) at the next normally available assessment opportunity. The student may opt out of an assessment opportunity by following the published procedure, but in doing so will forfeit any remaining attempts to pass the module. In circumstances where this would leave the student unable to achieve the intended award outcome this may result in their [deregistration](#).
- 2.91 If a student does not attempt a resit (or [first sit](#)) assessment for which they are registered, it will count as one of their permitted attempts at the module and the student will receive a mark of zero for the assessment (recorded as 0NS, to indicate non-submission). This mark will be used in the calculation of the module mark. In circumstances where this would leave the student unable to achieve the intended award outcome this may result in their [deregistration](#).
- 2.92 Visiting associate students are subject to the same provisions as Queen Mary students, except for the timing of the next available assessment opportunity after the first attempt.
- i for semester one-only associate students this will occur by the end of the main examination period, with the results approved at the June meeting of the Subject Examination Board.
 - ii for full-year and semester two-only associate students this will occur by the end of the late-summer examination period, with the results approved at the August Subject Examination Board.

Award of academic credit for a module

- 2.93 The award of academic credit relates to achievement in individual modules. A student who passes a module will receive academic credit.
- 2.94 Each module has a specified credit value agreed at the point of approval. The volume of credit awarded when a module is passed is fixed and does not vary in accordance with the level of achievement (which is reflected in the module mark).
- 2.95 Certain programmes (normally leading to postgraduate taught awards) allow for the award of credit where a module is failed, subject to certain conditions. This is known as 'condoned failure'.

Repeating a module or a year (retakes and first takes)

- 2.96 A student cannot normally repeat the teaching for a module. In the limited circumstances where this is permitted it is known as a 'retake' (or, where it was awarded based on extenuating circumstances, a 'first take'). Retakes and first takes are distinct from '[resits](#)' and '[first sits](#)'; in the latter cases a student will repeat only the assessment for a module and not the teaching.
- 2.97 A retake/first take involves attendance at classes and completion of all elements of assessment, whether previously failed or not. A student cannot retake a module that was passed and cannot normally first take a module that was passed.
- 2.98 A retake/first take attracts additional pro rata university fees.
- 2.99 Where a student is granted a retake or first take they must attempt the same module(s) that they attempted in the original year of study. Substitutions will only be permitted where:
- i the original module has been withdrawn; or,
 - ii the original module has had its code or title amended (in which case the student will normally take the amended version); or,
 - iii the original module is not running in the year of the retake/first take; or,
 - iv there is an unavoidable clash with another module (in which case core /compulsory modules take precedence over elective modules).
- 2.100 A student's transcript will list all attempts at a module (ie both the original attempt and any retake/first take).
- 2.101 A retake or first take can only be awarded on the recommendation of a Subject Examination Board and with the approval of the associated Degree Examination Board.
- 2.102 A retake or first take must be taken at the next available opportunity. If a student fails to do so, the missed retake/first take will count as one permitted attempt at the module irrespective of whether the student actually registered for the attempt.

Retakes

- 2.103 A retake will only normally be recommended where it is not practically possible to resit a module (ie where assessment requires regular attendance, eg in laboratory facilities).
- 2.104 A retake counts as one of the permitted attempts at a module and is awarded instead of a resit opportunity. Module results are capped to minimum pass mark unless special regulations apply.

First takes

- 2.105 A first take may be recommended where extenuating circumstances impacted meaningfully upon a student's attendance and performed for one or more modules and where there is good reason why the student did not interrupt their studies at the proper time.
- 2.106 A first take replaces the original teaching and does not count as an additional attempt. The results for the first take are not capped, and normal resit provision will apply. A student on the MBBS or BDS programmes will normally need to first take a full year, rather than individual affected modules.

Awards

- 2.107 Eligibility requirements for individual awards are detailed in later sections of the Academic Regulations. This section details policies common to all awards.
- 2.108 Awards of Queen Mary are conferred by the approval of a Degree Examination Board, on the recommendation of Subject Examination Board.
- 2.109 An award will be made once a student meets the minimum requirements for award. A student who meets the minimum award requirements but has [resit](#) or [first sit](#) attempts remaining will not be eligible to take those resits or first sits (though a Degree Examination Board may approve an [exception, for first sits](#) only).

Field of study

- 2.110 The 'field of study' (the degree title, for example 'English') for an award will be the title approved by the Senate or its delegated authority.

Classification Mark

- 2.111 The Classification Mark is an aggregate mark that reflects a student's overall performance across their programme of study. The Classification Mark always factors in weightings from modules of different credit values, and normally also factors in year weightings. It is held to one decimal place and is always calculated as if the required volume of academic credit was taken. In most cases the Classification Mark will determine the classification of a student's award. The means of classification and the means of calculating the Classification Mark are detailed in the Academic Regulations specific to each award.

Borderline classification policy

- 2.112 The borderline classification policy can be used to recommend a higher award classification than that indicated by a student's [Classification Mark](#) where specified criteria are met and the Subject Examination Board agrees, with collective academic judgement, that the higher classification better reflects the student's overall performance. The policy does not apply to awards that do not classify using the Classification Mark (notably the BDS, LLB, and MBBS awards).
- 2.113 The borderline classification policy can only be used to recommend a higher classification where the following conditions are met. There is no discretion at the pass/fail border, as this represents a minimum standard of achievement for the award.
- i a student with a Classification Mark within one per cent of a borderline (except at the pass/fail border) is determined to fall within the 'zone of consideration';
 - ii a student with a Classification Mark within 1.5 per cent of a borderline and with significant extenuating circumstances in the final year not taken into account elsewhere may be determined to fall within the zone of consideration. However, if this approach is taken then the extenuating circumstances may not also be used as a reason to raise the classification itself;
 - iii all students falling within a zone of consideration will be considered as possible cases for application of the borderline policy;
 - iv a student falling within the zone of consideration and with at least half of their final year credits (half of 'all' credits for postgraduate taught awards) with marks at the level of the upper classification (or higher), will be raised to the higher classification. The credits at the higher level may include the dissertation or project, but this is not a requirement. Where a student studies on a part-time basis, all modules comprising the full-time equivalent final year will be used in the borderline policy.

- v a student falling within the one per cent zone of consideration and not meeting the requirements of point iv, but with significant extenuating circumstances in the final year not taken into account elsewhere will be raised to the higher classification provided the SEB is confident that – without the effect of the extenuating circumstances – the student would have achieved the higher classification.

2.114 The borderline policy is applied after the initial award and classification calculations. Where an award has specific requirements for marks in particular modules (eg a minimum dissertation/project mark for Merit or Distinction level, those rules take precedence over the borderline policy (ie if a student meets the borderline policy requirements but does not meet the dissertation/project requirement, the classification will not be raised).

Exit awards

2.115 An exit award is an award at a lower level than that for which a student initially registered. An exit award may be recommended where a student meets the requirements for the lower level award and where the student has either withdrawn or been [deregistered](#). Where a student has been deregistered the nature of the deregistration will be considered when determining whether or not to recommend an exit award. Certain programmes do not permit exit awards or attach special conditions to exit awards (eg alternative fields of study).

2.116 Exit awards for postgraduate programmes have the following hierarchy. A student will be awarded the highest linked award for which they meet all requirements:

- i Master of Clinical Dentistry (MCLinDent) (the next highest award is the MSc).
- ii Master of Science (Euromasters) (MSc (Euromasters)) (the next highest award is the MSc).
- iii Master of Arts (MA), Business Administration (MBA), Laws (LLM), Research (MRes), Public Administration (MPA), or Science (MSc).
- iv Postgraduate Diploma (PgDip).
- v Postgraduate Certificate (PgCert).
- vi Certificate in Learning and Teaching (as an exit award from the PgCert Academic Practice, only).

2.117 Exit awards for postgraduate programmes have the following hierarchy. A student will be awarded the highest linked award for which they meet all requirements:

- i Bachelor of Dental Surgery (BDS), Bachelor of Medicine and Bachelor of Surgery (MBBS) (the next highest award for the BDS and the MBBS is the BSc).
- ii Master in Science (MSci) (the next highest award is the BSc), Master of Engineering (MEng) (the next highest award is the BEng or BSc (Eng))
- iii Bachelor of Arts (BA), Engineering (BEng), Laws (LLB), Medical Science (BMedSci), Science (BSc) Science (Economics) (BSc (Econ)), or Science (Engineering) (BSc (Eng)).
- iv Ordinary Degree (only used as an exit award).
- v Graduate Diploma (GradDip) (not used as an exit award).
- vi Graduate Certificate (GradCert) (only used as an exit award for the GradDip).
- vii Foundation Degrees in Arts (FdA) and Science (FdSc) (not in use as intended or exit awards).
- viii Diploma of Higher Education (DipHE).
- ix Certificate of Higher Education (CertHE).
- x Foundation Certificate (FdCert)

- 2.118 If a student has passed more than the minimum required volume of academic credit for the exit award then the best of those credits will be used to calculate the Classification Mark, to the volume of credit required for that award.
- 2.119 A postgraduate exit award will be classified according to the standard classification conventions for the relevant award. This also applies to undergraduate exit awards where the exit award can be an intended award in its own right at Queen Mary; these are all of the listed awards except for the Ordinary Degree, GradCert, DipHE, and CertHE.
- 2.120 An undergraduate exit award that is not available as an intended award in its own right (Ordinary Degree, GradCert, DipHE, and CertHE) at Queen Mary will be classified as a Pass, using a Classification Mark that is a flat average of the marks for the modules used towards the exit award rather than the algorithm specified in the progression and award regulations.

Aegrotat awards

- 2.121 An aegrotat is an unclassified award. It may be recommended for a student who has taken all modules required for award but who 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 completed the assessments but whose performance was adversely affected by serious illness or another cause judged sufficient by the Subject Examination Board, or where a student has died. An aegrotat award will only be made where there is no reasonable prospect of a student being able to return to complete the programme. Where the intended award would have been made with Honours, the aegrotat will also be issued with Honours.
- 2.122 A student who meets the requirements for the award for which they are registered cannot be considered for an aegrotat award.
- 2.123 Where a student has not taken the full required quota of academic credit, the Subject Examination Board will consider evidence available from other assessments to determine the likelihood of the student achieving the required standard for award. If the Board agrees that this is the case, it may make a recommendation for an aegrotat award.
- 2.124 A student may accept or decline the offer of an aegrotat award. If they accept, the award will be conferred and the student will cease to be eligible for any remaining assessments. If they decline, the student may take the missed or failed assessments as [first sits](#), where applicable, and will cease to be eligible for the aegrotat award.

Replacement award certificates

- 2.125 A graduate who requests a duplicate award certificate must confirm that the original certificate has been lost. Only one copy of each award certificate can be in circulation at any time.

Revocation of awards

- 2.126 The Senate, or its delegated authority, may revoke an award made under these regulations. A revocation made in a graduate's favour (eg to replace an award with one with a higher classification) requires approval from the relevant Degree Examination Board (or Chair). Where it would not be in the graduate's favour, approval from the Principal (or nominee) is required.

3. Assessment

- 3.1 The Academic Regulations on assessment cover core requirements and rights for students in relation to assessment. Further assessment policies and procedures are detailed in the [Assessment Handbook](#), while the [Assessment Strategy](#) informs the design of assessments.
- 3.2 This section of the regulations does not apply to postgraduate research students, to whom [separate regulations](#) apply.

Assessment schemes

- 3.3 Each module will have an approved scheme for assessment and reassessment, designed to test specified module aims and learning outcomes. This will be detailed in the module specification. A student will be informed of the approved assessment scheme at the start of the academic year.
- 3.4 Exceptionally, Queen Mary may use its discretion to use assessment methods other than those detailed in the module specification for an individual student. This may occur as an adjustment for a student with a registered disability (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; and,
 - ii a full statement of the alternative assessment methods, and the justification for their use, is approved by the Subject Examination Board Chair and submitted to the Academic Registry and Council Secretariat (ARCS).
- 3.5 Where a module has been withdrawn, the standard assessment scheme will normally be offered for only one year after the discontinuation date. A Subject Examination Board may impose an alternative assessment scheme beyond that date.

Setting an assessment

- 3.6 The design and setting of assessment is the responsibility of the relevant module organisers and internal examiners, in accordance with the approved module regulations, [Assessment Handbook](#), and [Assessment Strategy](#). In some cases (eg examinations) assessments are also subject to approval from the relevant Subject Examination Board and external examiner(s). In other cases (eg some professional capability assessments) approval from the relevant professional body may be required.

Marking an assessment

- 3.7 Marking is conducted in line with the policies detailed in the [Assessment Handbook](#). Each element of assessment has a marking scheme or set of assessment criteria that will be used to determine the mark and/or grade awarded. The range of marks and grades available for an assessment normally matches [that in use for the associated module](#); exceptions include elements of assessment that are assessed on a pass/fail basis, and schemes that only use certain marks/grades within the range.

Examination and assessment access arrangements

- 3.8 A student may apply to complete their assessments with access arrangements if they have grounds and do so before the published deadline and in accordance with the stated procedure. All applications will be considered by the [Disability and Dyslexia Service \(DDS\)](#). Where the DDS agrees special arrangements, it will notify the student, the student's school/institute and (for examination arrangements) the Academic Registry and Council Secretariat (ARCS). Examples of access arrangements include additional time in examinations, provision of assistive technology, separate seating arrangements, and consideration of conditions such as dyslexia and dyspraxia in the marking process. While all possible efforts will be made, Queen Mary cannot guarantee to provide access arrangements where an otherwise valid application is not submitted by the deadline; the student may submit a claim for extenuating circumstances to take the assessment at the following assessment opportunity without penalty and with the special arrangements in place.

Academic misconduct

- 3.9 Academic misconduct is cheating (or attempted cheating) that occurs in relation to an assessment. It includes, but is not limited to, plagiarism, examination offences, falsification of data, collusion, use of a ghost-writing service, impersonation, and breach of any of the Academic Regulations on Assessment. Queen Mary takes any allegation of academic misconduct seriously, and will investigate it in accordance with the [Academic Misconduct Policy](#). Penalties for academic misconduct can be severe, including failure with no right of resit, and expulsion from Queen Mary.

Assessment types

- 3.10 Queen Mary recognises five categories of assessment, within each of which is a wide variety of assessment types. These are primarily administrative divisions, but there are policies and regulations specific to certain categories, especially examinations. Those that relate to students are detailed below. The high-level assessment categories are:
- i invigilated examination (coded as EXM (when centrally administered) or EXN (when administered by a school/institute)).
 - ii coursework (CWK).
 - iii practical assessment (PRA).
 - iv dissertation or project (DIS).
 - v professional capability assessment (CAP).

Invigilated examinations

Examination timetable

- 3.11 Queen Mary will generate an individual examination timetable for each student, giving the dates, times, and venues for all invigilated examinations for their registered modules. Forgery of an examination timetable is an offence and will be investigated under the [Academic Misconduct Policy](#).
- 3.12 The full examination timetable for the main May/June examinations session will be published at least three weeks before the date of the first examination. Amendments to the timetable may be necessary, and will be published alongside the main timetable.
- 3.13 Each student is responsible for informing themselves of the dates, times, and venues of their examinations, for checking their personal timetable and querying possible errors or omissions, and for checking for any amendments to the full examination timetable.

- 3.14 If a timetabling clash between two examinations cannot be resolved, the affected student will sit both examinations on the same day and will be quarantined for the period between the examinations. The student's school/institute will be responsible for the quarantine arrangements.

Arriving at an examination

- 3.15 A student should arrive at the examination venue in good time to consult the seating plan (displayed outside the venue). Students will normally be admitted to the venue five minutes before the scheduled start time, to find their allocated desks. A student must sit only at their allocated desk.
- 3.16 The examination will begin at the published time. If this is not possible for any reason then the senior invigilator will record this in their report. Once the examination begins, a student will be under [examination conditions](#) until an invigilator terminates the examination or until the student completes their attempt and leaves the venue.
- 3.17 A late student will be admitted to the venue up to 30 minutes after the start of the examination. A latecomer will only be admitted after that point if no other student sitting the same examination has left the venue. A latecomer will not receive any additional time.

Invigilation and the presence of internal examiners

- 3.18 During an examination, students will be under continuous supervision by one or more invigilators. A student must comply with the instructions of the invigilator; failure to do so is an assessment offence and will be investigated under the [Academic Misconduct Policy](#). The invigilators will record any incident or abnormality that occurs during an examination.
- 3.19 An internal examiner familiar with the examination subject must be either present or contactable for the full duration of each invigilated examination to provide any required clarifications. Clarifications will be limited to the correction of typographical errors or misprints; in no circumstances will an examiner or invigilator elucidate a question. Any clarification will be announced to all students via the senior invigilator, who will also make a written record of the announcement.

Identification of students in an examination

- 3.20 A student must place their Queen Mary [student identity card](#) face-up on their examination desk so that identities and attendance lists can be checked. An invigilator may check the identity of any student by comparing the photograph on the card with the student's face. A student unwilling to prove their identity may be prevented from continuing with the examination.
- 3.21 A student not in possession of a Queen Mary [student identity card](#) will not be permitted to sit an examination unless they are issued with a temporary examination permit – on production of photographic evidence – by the Academic Registry and Council Secretariat (ARCS).
- 3.22 A student must write their student identity number, name, and signature in the appropriate places on the answer script (and only in those places), in accordance with the written instructions. Any exception will be clearly stated on the answer scripts, announced by an invigilator at the start of the examination, and repeated as necessary. During the marking process, only the student identity number will be visible to the internal examiners.

Authorised and unauthorised materials

- 3.23 A student is responsible for bringing all necessary writing and drawing materials to an examination. These must be kept on desks, either loose or in a clear plastic bag or clear pencil case.
- 3.24 A student must not bring food or drink other than bottled water into an examination venue, unless this is for medical reasons.

- 3.25 Other than writing materials and water, a student may only bring items specifically authorised in the examination question paper rubric to their examination desk. Bags, coats, jackets, and headwear that is not medical or religious must 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 a student's desk for the duration of an examination, but must not be kept in pockets or worn; to do so is an assessment offence, which will be investigated under the [Academic Misconduct Policy](#). Queen Mary accepts no responsibility for the loss or theft of a student's belongings during an examination, and students should not bring any unnecessary valuable items.
- 3.26 All 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. A device that causes a disturbance will be confiscated by the invigilators, who will make a record and inform the student that the incident will be investigated under the [Academic Misconduct Policy](#).
- 3.27 Certain examinations allow the use of electronic calculators. A student will be informed in advance if this is the case and must comply with any specified requirements or restrictions on permitted devices. All calculators must be compact, hand-held, quiet, have their own power supplies, and not form part of a communications or electronic entertainment device (eg a mobile telephone). Possession or use of stored information or prepared programmes is not permitted and will be investigated under the [Academic Misconduct Policy](#). The student is responsible for ensuring that the device is in working order and for providing in advance for alternative means of calculation if the device fails. The name and model of calculator used must be stated on the answer script.
- 3.28 A student must wear clothing that shows the full head and face for the purposes of identity checks. There must be no head or face covering unless these are worn for religious or medical reasons. Where a head or face covering is religious or medical, a student must still prove their identity by checking against the [student identity card](#) on request, in an appropriate manner.
- 3.29 An invigilator may inspect any item brought into an examination venue by a student and may require a student to empty their pockets. Failure to comply will be recorded by the invigilators and investigated under the [Academic Misconduct Policy](#).

[During the examination \(examination conditions\)](#)

- 3.30 At the start of the examination, the senior invigilator will make several announcements to students, as prescribed by Queen Mary. Students must comply with all instructions from invigilators; failure to do so is an offence and will be investigated under the [Academic Misconduct Policy](#).
- 3.31 A student under examination conditions possessing or using [unauthorised materials](#) (including when not actually in the examination venue) will be investigated under the [Academic Misconduct Policy](#).
- 3.32 All work, including rough work, must be completed on the stationery provided. Work that the student does not wish to be assessed should be clearly crossed out. Use of correction fluid is not permitted.
- 3.33 A student must write legibly. Illegible handwriting will not normally be transcribed, nor will a student be permitted to dictate the contents. Any part of a script deemed illegible by an examiner will normally be awarded no marks.
- 3.34 All answers must be given in English, unless the question paper states otherwise. The use of English-foreign language dictionaries is not permitted unless specifically authorised in the question paper.

- 3.35 A student must not remove a question paper or any examination stationery (used or unused) from the venue.
- 3.36 A student must not communicate, or attempt to communicate, with anyone other than an invigilator (or a member of staff invited to do so by an invigilator). A student wishing to attract the attention of an invigilator must do so without causing a disturbance.
- 3.37 A student who causes an unnecessary disturbance in an examination venue may be required to leave. This will be recorded by the invigilators and investigated under the [Academic Misconduct Policy](#).
- 3.38 If an invigilator suspects a student of academic misconduct then they will inform the student, mark the student's answer script with their initials, make a record of the incident, and confiscate any prohibited materials. The student will be permitted to continue with the examination, using a new answer script if necessary. The invigilators will prepare a written report as soon as possible after the end of the examination and submit this for investigation under the [Academic Misconduct Policy](#).
- 3.39 In the event of emergency evacuation of an examination venue (eg a fire alarm), a student must follow the instructions of the invigilators. Question papers, answer scripts, and personal items must be left in the venue. Students remain under examination conditions and must not attempt to communicate, to allow the examination to recommence.
- 3.40 By attending an examination, a student declares that they are '[fit to sit](#)'. If a student is taken ill during an examination and does not feel able to continue, the invigilators will make a record of the incident. The student may submit a claim for [extenuating circumstances](#) with evidence in the usual way, but this will only be accepted if the student was fit to sit on entering the venue but – for unforeseen reasons – became ill during the examination. In these circumstances, any work completed up to the point at which the student left the venue will become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student will be treated as if they had never attended the examination.
- 3.41 A student who wishes to leave the examination venue temporarily may do so, with permission from an invigilator. A student cannot leave during the first 30 minutes or the final 15 minutes of an examination, though in exceptional circumstances related to illness or other unexpected cause an invigilator may permit this. A student who leaves an examination temporarily will be accompanied by an invigilator, and a record will be made.
- 3.42 A student who has completed their attempt before the end of the examination may leave the venue once their answer script has been collected, but not in the first 30 or final 15 minutes.
- 3.43 At the end of the examination, a student must stop writing immediately when instructed, and remain quietly in their seat until all answer scripts and question papers have been collected and permission to leave is given. A student is responsible for ensuring that:
- i all answer scripts are firmly tied together and labelled with their student identity number (or name, or other details, as directed).
 - ii all answers are clearly labelled with the relevant question number.
 - iii all required information on the front of the answer script(s) is given in full.
 - iv all completed answer scripts are handed to the invigilator. Any script (or part of a script) that is not handed in by the end of the examination will not normally be marked.

Assessments other than invigilated examinations

- 3.44 A student will be informed of the arrangements for assessments other than invigilated examinations at the start of the relevant module. This will include details such as the assessment brief and – where relevant – the specified word limit and any penalty for exceeding that limit. A student must adhere to these arrangements.
- 3.45 For assessments that must be attended (rather than submitted), such as presentations and in-class tests, a student will be informed of the date, arrangements, and rules at least three weeks in advance of the assessment.
- 3.46 For assessments that must be submitted (rather than attended), such as written coursework and dissertations/projects, a student will be informed of the submission deadline and any specified submission method at the start of the module.
- 3.47 A student unable to submit/complete an assessment by/on the specified date due to medical or other valid reasons beyond their control may submit a claim for [extenuating circumstances](#).

Late submission of assessment

- 3.48 If an assignment requiring submission is submitted after the specified deadline then it will be recorded as late and a penalty will be applied, as detailed below. If a student has valid [extenuating circumstances](#) then the penalty may be fully or partially waived.
- i For every period of 24 hours, or part thereof, that an assignment is overdue there will be a deduction of five per cent of the total marks available (ie five marks for an assessment marked out of 100). After seven calendar days (168 hours or more late) the mark will be reduced to zero and recorded as OFL (zero, fail, late).
 - ii A student may submit work of passing standard but fail the module because of the late submission penalty. Where the student is eligible for a resit attempt in such a case, the student will not be required to resubmit the assessment; instead, the pre-deduction mark from the first attempt will be entered for the resit. Where a student is not eligible for a resit this provision does not apply.
 - iii Certain assessments may cease to be a valid measure of a module's learning outcomes prior to the seven calendar day cut-off. For example, where feedback has been provided to the class and submission made after that point would not be an accurate measure of attainment. In such cases the late submission policy will apply as normal up to the day on which feedback is given; at that point a mark of zero (OFL) will be applied even if this is within seven working days of the deadline. A school/institute must make it clear to students in advance where this variant policy applies, or else the general policy will be applied.
 - iv A late work penalty may be removed where a student provides good reason for the late submission under the [extenuating circumstances](#) policy. A student must submit a formal claim with supporting evidence in line with that policy for the circumstances to be considered.
 - v A school/institute may award extensions to submission deadlines. This is at the discretion of the school/institute. Where a school/institute does consider extension requests, a student must apply before the submission date with an [extenuating circumstances](#) claim and supporting evidence. In no circumstances will an extension set a new deadline that is after the next meeting of the relevant Subject Examination Board (though a [first sit](#) may be awarded).

Extenuating circumstances

Definitions and submission

- 3.49 Extenuating circumstances are circumstances that are outside a student's control and which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt the likely validity of the assessment as a measure of the student's achievement.
- 3.50 Queen Mary operates a 'fit to sit' policy. This means that if an assessment of any type is attempted or submitted then that attempt will be marked and counted as the student is deemed to be fit to sit or submit the assessment. Any subsequent claim for extenuating circumstances will not normally be considered. There is a [special process](#) for a student who falls ill 'during' an invigilated examination.
- 3.51 A student can seek advice on extenuating circumstances from their school/institute, the [Advice and Counselling Service](#), or the [Student Enquiry Centre](#). The Advice and Counselling Service publishes written [guidance on extenuating circumstances for students](#).
- 3.52 A student must submit any claim for extenuating circumstances in writing on the appropriate template. A claim should be submitted as soon as possible after the assessment (if the circumstances were not known in advance), and in no case later than three working days before the relevant meeting of the appropriate Subject Examination Board's Extenuating Circumstances Sub-board. Schools and institutes will publish templates, deadlines, and submission arrangements to students. A submission by a member of staff or another student cannot be accepted on a student's behalf.
- 3.53 A claim for extenuating circumstances must be accompanied by documentary evidence. Where evidence is awaited, a Subject Examination Board may defer its decision and empower its Chair to act upon its behalf (normally setting a deadline for submission of the evidence).
- 3.54 The following are not considered extenuating circumstances, and a claim made solely on one or more of these grounds will be rejected. The list is not exhaustive.
- i failure to submit or complete an assessment.
 - ii arriving late for an examination or assessment.
 - iii misreading or not checking for updates to a timetable.
 - iv having multiple examinations or deadlines in close succession.
 - v computer failure and/or loss of work.
 - vi employment commitments.
 - vii academic workload issues.
 - viii planned holidays or events, including activities with Queen Mary Students' Union.
 - ix observance of a religious festival or holy day. A student should plan their work to take into account participation in religious observances. Coursework deadlines are set in advance, and if a deadline coincides with religious commitments then a student should be prepared to submit before the deadline. A student wishing to notify Queen Mary of religious reasons that may affect their ability to sit examinations on specific dates should complete the religious holiday exemption form available from their school/institute office and submit it by the specified deadline (which will be well in advance of the examination date).
 - x personal and/or health conditions are not automatically valid as extenuating circumstances (eg in most cases where a condition is long-term and managed, with no acute episode affecting the assessment). A student should always refer to the [guidance on extenuating circumstances for students](#) and contact their school/institute or the [Advice and Counselling Service](#) if they have queries or concerns.

Consideration and possible outcomes

- 3.55 An extenuating circumstances claim will be considered by the relevant Subject Examination Board or by nominated staff from its Extenuating Circumstances Sub-board in line with processes detailed in the [Assessment Handbook](#). They will approve or refuse the claim, agree what action should be taken, and inform the student of the outcome.
- 3.56 Where a Subject Examination Board approves a claim for extenuating circumstances it may approve or recommend one of the outcomes listed below; outcomes iii, iv, v, and vi require an additional level of approval, from a Degree Examination Board. The most common outcome is a first sit (outcome i).
- i award a first sit. This means that the missed assessment opportunity will not count, and a fresh attempt will be awarded at the next opportunity. The new attempt retains all characteristics of the missed attempt, including the attempt number and whether the module mark will be capped.
 - ii discount the affected element of assessment from the module mark, if it counts for no more than 20 per cent of the module mark. This will only be considered if the Subject Examination Board is satisfied that all required module learning outcomes can be adequately tested through the remaining assessments – in most cases a student will be expected to take a first sit.
 - iii award a [first take](#) (repeat the module, including the teaching, without penalty), where the specific grounds are met.
 - iv where a final year student meets the minimum requirements for award, consider the extenuating circumstances as a factor in the application of the [borderline classification policy](#).
 - v where a final year student meets the minimum requirements for award, defer classification to let the student take any available first sits.
 - vi where a final year student meets the minimum requirements for award, exclude up to 30 credits of modules that were significantly affected by extenuating circumstances from the calculation of the [Classification Mark](#).
- 3.57 Queen Mary cannot award extra marks as an outcome of a claim for extenuating circumstances. Assessment is designed to measure achievement, not potential, and marks cannot be awarded for what a student may have had the potential to achieve.

4. Progression and Award: Undergraduate Programmes

- 4.1 These regulations detail the requirements to progress from one year to the next, the requirements to achieve the award, and the requirements for each classification for undergraduate awards.
- 4.2 Certain programmes have special regulations that diverge from the standard regulations for the associated awards. These are detailed in the [Special Regulations](#) and (for programmes that Queen Mary runs jointly with other institutions) the [Special Regulations for Collaborative Programmes](#).
- 4.3 In addition to the award-specific requirements, a student must always complete their programme within the maximum permitted duration of study and meet any programme specific rules and requirements for both progression and award (eg taking and passing specified modules or achieving minimum marks in specified modules).
- 4.4 If a student fails to meet the minimum requirements for progression or award they may take resits or first sits where they have attempts remaining and where it would be possible for them to meet the requirements if they passed those resits or first sits. Where that is not possible the student will be [deregistered](#); an [exit award](#) will normally be issued where the requirements are met. In some limited circumstances it may be possible for a student at risk of deregistration for failure to meet the progression requirements to be [transferred to another programme](#) for which they do meet the requirements; this may result in the discounting of some modules to meet the requirements of the new programme.

Foundation Certificate (FdCert)

Resits

- 4.5 A student who meets the minimum FdCert award requirements at the June examination board may opt to defer the award and take any outstanding [resits/first sits](#) in the late summer assessment period. This is an exception to the [standard procedure](#). A student must submit any such request to the Programme Director (or nominee) in writing, no less than 24 hours before the meeting of the relevant Degree Examination Board. A student who accepts the award in June forfeits any remaining attempts.

Award requirements

- 4.6 To be eligible for the award of a Foundation Certificate (FdCert), a student must:
- i take 120 credits, including a minimum 90 credits at academic level 3; and,
 - ii pass a minimum 105 credits; and,
 - iii achieve a Classification Mark of 40.0 or higher.

Classification

- 4.7 The FdCert award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

Special regulations

4.8 The following programmes have special regulations that specify exceptions to these regulations:

- i [FdCert in Clinical Foundation Studies](#).

Programmes with an integrated foundation year

Progression requirements

4.9 These regulations apply to a student in the first developmental year ('foundation year') of an undergraduate programme with an integrated foundation year. To progress from the foundation year to the subsequent developmental year, a student must:

- i take 120 credits, including a minimum 90 credits at level 3; and,
- ii pass a minimum 105 credits; and,
- iii achieve an average mark equal to or higher than that specified as a requirement for the student's programme and pathway in the programme handbook.

4.10 A student who meets these requirements will, for subsequent developmental years, follow the regulations for the appropriate [bachelors](#) or [integrated masters](#) award detailed in this edition of the Academic Regulations. Marks and credits achieved during the foundation year will not count towards the progression or award requirements for the bachelors or integrated masters programme.

Certificate of Higher Education (CertHE)

Award requirements

4.11 To be eligible for the award of a Certificate of Higher Education (CertHE), a student must:

- i take 120 credits, including a minimum 90 credits at academic level 4 and no more than 30 credits at level 3; and,
- ii pass a minimum 105 credits, including at least 90 at level 4 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

Classification

4.12 The CertHE award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

Diploma of Higher Education (DipHE) and Foundation Degree in Arts (FdA) or Science (FdSc)

Progression requirements

4.13 To progress from the first to the second developmental year of a DipHE, FdA, or FdSc, a student must:

- i take 120 credits, including a minimum 90 at level 4. Pass a minimum 90 of those credits; and,
- ii achieve a mean average year mark of 40.0 or higher; and,
- iii fail (after resit) no more than 30 credits in any one developmental year.

Award requirements

4.14 To be eligible for the award of a DipHE, FdA, or FdSc, a student must complete the programme and:

- i take 240 credits (120 per developmental year), including a minimum 90 credits at each of academic levels 4 and 5, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii pass a minimum 210 credits, including at least 90 at level 5 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

Classification

4.15 The DipHE, FdA, and FdSc [Classification Mark](#), is calculated as follows:

Award	Weighting of each development year's mean average	
	Year 1	Year 2
DipHE, FdA, FdSc	1 (25%)	2 (75%)

4.16 The DipHE, FdA, and FdSc awards are classified using the [Classification Mark](#), as below.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

Graduate Certificate (GradCert)

Award requirements

4.17 To be eligible for the award of a Graduate Certificate (GradCert), a student must:

- i take 60 credits at academic level 6; and,
- ii pass 60 credits at academic level 6; and,
- iii achieve a Classification Mark of 40.0 or higher.

Classification

4.18 The GradCert is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

Graduate Diploma (GradDip)

Award requirements

4.19 To be eligible for the award of a Graduate Diploma (GradDip), a student must:

- i take 120 credits, including a minimum 90 credits at level 6 and a maximum 30 at level 5 or lower; and,
- ii pass a minimum 105 credits, including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

Classification

4.20 The GradDip award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

Ordinary Degree

4.21 The Ordinary Degree is a bachelors award that is awarded without honours. It exists only as an exit award; a student cannot be registered or enrolled for an Ordinary Degree.

Award requirements

4.22 To be eligible for the award of an Ordinary Degree, a student must:

- i take a minimum 360 credits; and,
- ii Pass a minimum 270 credits, including a minimum 60 credits at level 6; and,
- iii achieve a Classification Mark of 40.0 or higher.

Classification

4.23 The Ordinary Degree award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average of the best 360 credits, including a minimum 60 credits at level 6.

Classification Mark	Classification
40.0 – 100.0	Pass

Bachelor of Arts, Engineering, or Science (BA, BEng, BSc, BSc (Econ), BSc (Eng))

4.24 These regulations apply to Bachelor of Arts (BA), Bachelor of Engineering, and Bachelor of Science (BSc) awards, including the Bachelor of Science (Economics) (BSc (Econ)) and Bachelor of Science (Engineering) (BSc (Econ)) awards.

Progression requirements

Standard bachelors programmes

4.25 To progress from one developmental year to the next on a standard BA, BEng, BSc, BSc (Econ), or BSc (Eng), a student must both:

- i take and pass modules as follows:
 - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum mean average year mark of 40.0 or higher.
 - b developmental year two to the final developmental year: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

Degree apprenticeship bachelors programmes

4.26 To progress from one developmental year to the next on a four-year degree apprenticeship programme for a BA, BEng, BSc, BSc (Econ), or BSc (Eng), a student must both:

- i take and pass modules as follows:
 - a developmental year one to two: take 90 credits at level 4 in year one. Pass a minimum 75 credits in year one. Achieve a minimum mean average year mark of 40.0 or higher.
 - b developmental year two to three: take 90 credits in year two. Pass a minimum 150 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
 - c developmental year three to final developmental year: take 90 credits in year three, of which 60 must be at level 5 and 30 at level 6. Pass a minimum 225 credits across years one, two and three. Achieve a minimum weighted average mark of 40.0 or higher using the two mean average year marks in a 1:3:3 weighting (year one counting for approximately 14.3 per cent, and each of years two and three for approximately 42.9 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

Bachelors programmes with a compulsory extramural year (year abroad or placement year)

4.27 Some programmes include a compulsory extramural year, spent studying abroad or on placement. The standard progression requirements detailed above still apply, with the following notes and exceptions:²

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a minimum weighted average mark of 60.0 rather than 40.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.

² This regulation does not apply to BA programmes in modern languages in the School of Languages, Linguistics and Film. [Special regulations](#) apply.

- ii a compulsory extramural year does not count towards a student’s classification but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii while studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

Award requirements

Standard and degree apprenticeship bachelors programmes

4.28 To be eligible for the award of a standard or degree apprenticeship BA, BEng, BSc, BSc (Econ), or BSc (Eng), a student must:

- i take 360 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits, including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

Bachelors programmes with a compulsory extramural year (year abroad or placement year)

4.29 To be eligible for the award of a BA, BEng, BSc, BSc (Econ), or BSc (Eng) with a compulsory extramural year (except for [BA Modern Languages programmes](#) in the School of Languages, Linguistics and Film), a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits (excluding the extramural year), including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii pass the extramural year; and,
- iv achieve a Classification Mark of 40.0 or higher.

Classification

4.30 The BA, BEng, BSc, BSc (Econ), and BSc (Eng) [Classification Mark](#) is calculated as follows:

Award	Weighting of each development year’s mean average			
	Year 1	Year 2	Other	Final year
BA, BEng, BSc, BSc (Econ), BSc (Eng) (standard)	1 (10%)	3 (30%)	- (not applicable)	6 (60%)
BA, BEng, BSc, BSc (Econ), BSc (Eng) (with extramural year) ³	1 (10%)	3 (30%)	0 (extramural year)	6 (60%)
BA, BEng, BSc, BSc (Econ), BSc (Eng) (degree apprenticeship) ⁴	1 (7.7%)	3 (23.1%)	3 (year three) (23.1%)	6 (46.2%)

³ Except for [BA Modern Languages programmes](#) in the School of Languages, Linguistics and Film.

⁴ Percentage weightings with decimal points are approximate, for guidance. Official calculations are made using the weighting units.

4.31 The BA, BEng, BSc, BSc (Econ), and BSc (Eng) awards are classified using the [Classification Mark](#), as below.

Classification 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)

Special regulations

4.32 The following programmes have special regulations that specify exceptions to these regulations:

- i [All bachelors programmes in modern languages in the School of Languages, Linguistics and Film.](#)
- ii [All bachelors programmes in the School of Electronic Engineering and Computer Science.](#)
- iii [BA Modern Languages programmes in the School of Languages, Linguistics and Film.](#)
- iv [BSc in Oral Health.](#)

Intercalated bachelors awards (BSc, BMedSci)

Eligibility to take an integrated programme

4.33 The programme leading to an intercalated Bachelor of Science (BSc) or Bachelor of Medical Science (BMedSci) award will only be available to a student currently registered for an MBBS, BDS, or BVetMed degree of the University of London (or an equivalent programme at another institution in the United Kingdom or the European Union) and who has completed modules to the value of at least 240 credits on that programme, where there is no break in studies between the other programme and the intercalated programme. Additional admissions requirements may also apply.

Award requirements

4.34 To be eligible for the award of an intercalated bachelors award, a student must:

- i take 120 credits, including a minimum 90 credits at level 6, and a maximum 30 at levels 4 or 5; and,
- ii pass a minimum 105 credits, including at least 90 at level 6 or higher; and,
- iii achieve a Classification Mark of 40.0 or higher.

Classification

4.35 The intercalated bachelor's award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification 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)

Bachelor of Law (LLB)

4.36 These regulations apply to all programmes leading to an LLB award.

4.37 Special regulations apply to [resits](#) on programmes leading to LLB awards. Resit module marks are not capped, but if a student fails a module at both attempts then the most recent mark will stand.

Progression requirements

Standard LLB programmes

4.38 To progress from one developmental year to the next on a standard LLB programme, a student must:

- i take and pass modules as follows:
 - a developmental year one to two: take and pass 120 credits including a minimum 90 at level 4.
 - b developmental year two to the final developmental year: take and pass 120 credits, including a minimum 90 at level 5, in year two.

LLB senior status programmes

4.39 To progress from one developmental year to the next on a senior status LLB programme, a student must:

- i take and pass modules as follows:
 - a developmental year one to the final developmental: take and pass 135 credits including a minimum 90 at level 6.

LLB programmes with a compulsory extramural year (year abroad or placement year)

4.40 Some programmes include a compulsory extramural year, spent studying abroad or on placement. The standard progression requirements detailed above still apply, with the following notes and exceptions:

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a minimum weighted average mark of 60.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.
- ii a compulsory extramural year does not count towards a student's classification, but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii While studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

Award requirements

Standard LLB programmes

4.41 To be eligible for the award of a standard LLB, a student must:

- i take 360 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii either:
 - a pass 360 credits, including a minimum 90 at level 6; or,
 - b pass a minimum 330 credits including a minimum 90 at level 6, and obtain an aggregate mark of no less than 30.0 across the remaining failed modules, with no module mark below 20.0. This variant scheme will only be used if the Subject and Degree Examination Boards agree that there is sufficient countervailing strength in the passed modules in the final developmental year.

Standard LLB programmes with a compulsory extramural year

4.42 To be eligible for the award of a standard LLB with a compulsory extramural year, a student must:

- i take 360 credits (120 per developmental year), including a minimum 90 credits at each of academic levels 4, 5 and 6, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii either:
 - a pass 360 credits (excluding the extramural year), including a minimum 90 at level 6; or,
 - b pass a minimum 330 credits (excluding the extramural year) including a minimum 90 at level 6 and obtain an aggregate mark of no less than 30.0 across the remaining failed modules, with no module mark below 20.0. This variant scheme will only be used if the Subject and Degree Examination Boards agree that there is sufficient countervailing strength in the passed modules in the final developmental year.
- iii pass the extramural year.

Senior status LLB programmes

4.43 To be eligible for the award of a senior status LLB, a student must:

- i take 270 credits (135 per developmental year), including a minimum 90 credits at level 6; and,
- ii either:
 - a pass 270 credits, including a minimum 90 at level 6; or,
 - b pass a minimum 240 credits including a minimum 90 at level 6 and obtain an aggregate mark of no less than 30.0 across the remaining failed modules, with no module mark below 20.0. This variant scheme will only be used if the Subject and Degree Examination Boards agree that there is sufficient countervailing strength in the passed modules in the final developmental year.

Extenuating circumstances

4.44 In a case 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 or fewer credits, the Subject and Degree Examination Boards may decide to make the award and discount the affected module(s) from the calculation of the classification.

Classification

4.45 The LLB award is not classified by the [Classification Mark](#). Instead, classification is based on the prevailing quality of a student's performance as reflected in the classes to which the relevant module marks belong, and the overall profile of those marks. The mark, grade, and classification correspondences are as follows:

Module mark	Module grade	Module classification
70.0 – 100.0	A	First Class
60.0 – 69.9	B	Second Class (Upper Division)
50.0 – 59.9	C	Second Class (Lower Division)
45.0 – 49.9	D	Third Class
40.0 – 44.9	E	Third Class
0.0 – 39.9	F (fail)	Fail

- 4.46 For a standard LLB programme or an LLB programme with an extramural year, developmental year one does not count toward classification. An extramural year does not count towards classification. Both developmental years count toward classification for a senior status LLB programme.
- 4.47 The [Classification Mark](#) may be considered as a factor in determining borderline classifications. The LLB Classification Mark is calculated as follows:

Award	Weighting of each development year's mean average			
	Year 1	Year 2	Other	Final year
LLB (standard)	0 (0%)	1 (50%)	- (not applicable)	1 (50%)
LLB (with extramural year)	0 (0%)	1 (50%)	0 (extramural year)	1 (50%)
LLB (senior status)	1 (50%)	- (not applicable)	- (not applicable)	1 (50%)

- 4.48 The minimum profile of module marks required a student to achieve each classification on an LLB other than a senior status LLB are detailed below:

Classification	Minimum mark profile
First Class (Honours)	(i) Firsts in 120 credits, unless there are particularly poor marks in other modules; or, (ii) Firsts in 90 credits and no mark below 60.0 in any module; or, (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; and, (b) no module mark is below 50.0.
Second Class (Upper Division) (Honours)	(i) Upper Seconds in 120 credits, unless there are particularly poor marks in other modules; or, (ii) Upper Seconds in 90 credits in the final developmental year and a profile of marks which in the Examination Boards' discretion merits the award of Upper Second Class Honours.
Second Class (Lower Division) (Honours)	(i) Lower Seconds in 120 credits, unless there are particularly poor marks in other modules; or, (ii) Lower Seconds in 90 credits in the final developmental year and a profile of marks which in the Examination Boards' discretion merits the award of Lower Second Class Honours.
Third Class (Honours)	All other cases.

4.49 The minimum profile of module marks required a student to achieve each classification on a senior status LLB are detailed below:

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

4.50 In applying the minimum module profiles, the Subject Examination Board may recommend the application of discretion to take the following factors into consideration when agreeing classification:

- i a significant improvement in the module marks achieved in the final developmental year.
- ii a classification mark close to, or higher than, the borderline of the class indicated by the module profile.
- iii a strong performance in the extramural year, where relevant.
- 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.

4.51 The Subject Examination Board may recommend departing from the minimum module profiles when exercising its discretion in cases of extenuating circumstances.

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

4.52 These regulations apply to Master of Engineering (MEng) and Master in Science (MSci) awards. Programmes leading to these awards are known as ‘integrated masters programmes’.

Progression requirements

Standard integrated masters programmes

4.53 To progress from one developmental year to the next on a standard MEng or MSci, a student must both:

- i take and pass modules as follows:
 - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum mean average year mark of 40.0 or higher.
 - b developmental year two to developmental year three: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
 - c developmental year three to the final developmental year: take 120 credits including a minimum 90 at level 6 in year three. Pass a minimum 315 credits across years one, two, and three. Achieve a minimum weighted average mark of 60.0 or higher using the three mean average year marks in a 1:3:6 weighting (year one counting for 10 per cent, year two for 30 per cent, and year three for 60 per cent of the mark).
Exceptionally, a Subject Examination Board may use discretion to permit progression to the final year with a weighted average of only 57.0 or higher; in doing so, the Board will consider factors including the strength of the student’s academic profile and any approved [extenuating circumstances](#).
- ii fail (after resit) no more than 30 credits in any one developmental year.

Programmes with a compulsory extramural year (year abroad or placement year)

4.54 Some programmes include a compulsory extramural year, spent studying abroad or on placement. The standard progression requirements detailed above still apply, with the following notes and exceptions:

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a minimum weighted average mark of 60.0 rather than 40.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.
- ii a compulsory extramural year does not count towards a student’s classification, but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii while studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

Transfer to an integrated masters programme from a bachelors programme

4.55 Where a student is permitted to transfer from a bachelors to an integrated masters programme, the progression requirements for the bachelors award will be deemed sufficient up to the point of transfer.

Award requirements

Standard integrated masters programmes

4.56 To be eligible for the award of a standard MEng or MSci, a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6 and 120 at level 7, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 420 credits, including at least 90 at level 7 and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

Integrated masters programmes with a compulsory extramural year (year abroad or placement year)

4.57 To be eligible for the award of an MEng or MSci with a compulsory extramural, a student must:

- i take 600 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6 and 120 at level 7, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii pass a minimum 420 credits (excluding the year abroad), including at least 90 at level 7 and excluding any at level 3; and,
- iii pass the extramural year; and,
- iv achieve a Classification Mark of 40.0 or higher.

Classification

4.58 The MEng and MSci [Classification Mark](#), is calculated as follows:

Award	Weighting of each development year's mean average				
	Year 1	Year 2	Year 3	Other	Final year
MSci, MEng (standard)	1 (6.25%)	3 (18.75%)	6 (37.5%)	- (not applicable)	6 (37.5%)
MSci, MEng (extramural year)	1 (6.25%)	3 (18.75%)	6 (37.5%)	0 (extramural year)	6 (37.5%)

4.59 The MEng and MSci awards are classified using the [Classification Mark](#), as below.

Classification 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)

Special regulations

4.60 The following programmes have special regulations that specify exceptions to these regulations:

- i [all MEng/MSci programmes in the School of Electronic Engineering and Computer Science.](#)
- ii [all MEng/MSci programmes in the School of Engineering and Materials Science.](#)

Bachelor of Dental Surgery (BDS)

4.61 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 Queen Mary expectations of a graduate programme.

General requirements

Definitions

4.62 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 will 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

4.63 The maximum permitted duration of study for the BDS is 7 years (the normal duration plus two years).

Programme requirements for award

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

Exemptions

4.65 No advanced standing is permitted for the BDS programme.

Attendance and professional attitude and conduct

4.66 A student must attend all classes and clinical practice, and must submit work by the prescribed deadlines.

4.67 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.

4.68 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.

4.69 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.

4.70 A student whose attendance, professional attitude and conduct, clinical performance or quality of work is considered to be unsatisfactory will be warned and, if performance does not improve, may have their registration terminated.

Structure of examinations

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

Compensation

4.72 No compensation is permitted in any elements in any Part.

Requirements to pass a Section, Part and Stage

4.73 The requirements to pass a Part will 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.

4.74 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 requirements

4.75 A progress review will be conducted at the end of each Part. The review will consider individual students in terms of their academic progress, professional standards and clinical practice.

- i to progress from Parts 1 to 2, a student must pass all the components that comprise Part 1.
- ii to progress from Parts 2 to 3, a student must pass all the components that comprise Part 2.
- iii to progress from Parts 3 to 4 a student must pass all the components that comprise Part 3.
- iv to progress from Parts 4 to 5, a student must pass all the components that comprise Part 4.

Award requirements

4.76 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

4.77 The Degree Examination Board may recommend the award the BDS degree 'with Honours'.

4.78 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.

4.79 The requirements for the award of Merit or Distinctions in each Part will be set out in the mark scheme for that Part.

Failure to meet award requirements

- 4.80 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 will 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 will 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 will be 'Dental Sciences'.
- 4.81 A BDS exit award will be classified according to the following scale, using a [Classification Mark](#) calculated by taking a mean average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

Classification Mark	Classification: CertHE, DipHE	Classification: BSc
70.0 – 100.0	Pass	First Class (Honours)
60.0 – 69.9	Pass	Second Class (Honours) (Upper Division)
50.0 – 59.9	Pass	Second Class (Honours) (Lower Division)
0.0 – 49.9 (fail)	None (no award)	None (no award)

Professional registration

- 4.82 A student who has been awarded a 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 Queen Mary and the GDC regard as acceptable.

Bachelor of Medicine and Bachelor of Surgery (MBBS)

Definitions

- 4.83 The following definitions apply to the award of MBBS:
- i *Part*: A discrete period of the programme of study. There are five Parts in the programme that leads to MBBS: Part 1 is Year 1; Part 2 is Year 2; Part 3 is Year 3; Part 4 is Year 4; and Part 5 is Year 5 of the programme. Each full year of study has a progression point at the end of the year;
 - ii *Section*: A component of the Part: either Section A, B, C, D or E. Each Section broadly assesses the following:
 - a Section A: 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;
 - iii *Core studies*: Elements of the MBBS programme studied by all students, which are organised as studies of biomedical systems and of people and populations;
 - iv *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;
 - v *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;

- vi *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 Part. 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 (elective);
- vii *Continuous assessment*: In-course assessment and assessed course work, which may be scored or graded. In addition, continuous assessment will require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance.

Maximum duration of study

- 4.84 The maximum permitted duration of study for the MBBS is 7 years (normal duration plus two years).
- 4.85 Students will normally be permitted to repeat any given year once only.
- 4.86 The programme will extend over a minimum period of 56 months.

Programme requirements for award

- 4.87 A student must pass all five Parts of the MBBS degree to be eligible for the award of MBBS.

Exemptions

- 4.88 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, Parts 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 Part 3.
- 4.89 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 Part 3. Such a student may be required to undertake additional elements of study and assessment, if their prior educational experience deems this necessary.
- 4.90 A graduate at a standard acceptable to Queen Mary and from an appropriate programme at an overseas university with which Queen Mary has established a memorandum of understanding may be admitted directly to the third year at the start of Part 3.

Attendance and professional attitude and conduct

- 4.91 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.
- 4.92 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: [Achieving good medical practice: guidance for medical students](#) and [Professional behaviour and fitness to practise: guidance for medical schools and their students](#).
- 4.93 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.

- 4.94 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

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

- 4.97 No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.
- 4.98 No compensation is permitted between SSCs.
- 4.99 For Section A, which comprises continuous and in-course assessment, the Scheme for Assessment and Progression will 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 Scheme for Assessment and Progression will 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 will specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

Requirements to pass a Section and Part

- 4.100 The pass mark for the MBBS is 50 per cent, following standard-setting and marks' adjustment.
- 4.101 The requirements to pass a Part will be set out in the Scheme for Assessment and Progression for that Part, which will specify:
- i the requirements for satisfactory performance in Section A;
 - ii the consequences of failure to meet the requirements for Section A. This will result in a candidate being barred from taking the end of year examinations and forfeiting their sit status at those examinations. The Internal Examiners may then, subject to the agreement of the relevant Subject Examination Board, recommend one of the following:
 - a that on successful completion of remedial work, the candidate sit the Section B, C and D examinations in Late Summer as a resit candidate; or,
 - b that the candidate retake the year, acting in full compliance with any specific requirements made by the Subject Examination Board and Section 2.9 of the MBBS Assessment and Progression Handbook;
 - c that the candidate's registration be terminated.
 - 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 will 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 Late Summer Subject Examination Board.

4.102 Where a student has been unable to complete the requirements for Section A of any Part due to acceptable and documented extenuating circumstances, a decision may have to be made by the Internal Examiners as to whether the candidate will have sufficient command of the material to be entered for the end of year examinations and may be barred from entry to summer examinations. For a candidate who has genuinely suffered different extenuating circumstances for two separate assessments, but whom the Internal Examiners consider to have sufficient command of the material, it may be possible to conserve the first sit for the late summer sitting, subject to the completion of satisfactory remediation.

Number of attempts

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

Resits

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

4.105 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

4.106 Queen Mary operates a fit to sit policy. A student 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 in the MBBS *Assessment and Progression Handbook*. 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.

4.107 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

4.108 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 resit year will 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 will 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 a student will be closely monitored and unsatisfactory performance may lead to deregistration at any point in the year. On passing the Part, such a student will not have their marks capped to the pass mark.

- iii where a student fails to pass an examination at the second attempt in the summer examination period, the Subject Examination Board may exercise its discretion to permit a third sit in the Late Summer, if the student has a well-documented record of severe difficulties during the year, or is deemed to have sufficient potential to succeed.
- iv if a candidate fails more than one of Sections B, C or D at the first attempt in the Summer sitting and the Late Summer sitting is less than four weeks from when the candidate is notified of the failure, the Subject Examination Board may, taking into account previous academic performance, normally require the candidate to repeat the year before taking their second attempt at the failed examinations.

Assessment of Student-Selected Components

- 4.109 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 will normally be failed in that SSC.
- 4.110 Performance in an SSC will 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.
- 4.111 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 - this notwithstanding the requirements to pass Section E (the annual SSC hurdle) given in the Requirements to pass a Section and Part (above).
- 4.112 Resit examinations will not normally be held for SSC assessments.
- 4.113 The examiners may require a student to make use of the SSC5b period, normally undertaken elsewhere in the UK or abroad, to remedy any deficit in core studies for Part 5.

Progression

- 4.114 To progress from Part 1 to Part 2, a student must pass Sections A, B, C, D and E of Part 1.
- 4.115 To progress from Part 2 to Part 3, a student must pass Sections A, B, C, D and E of Part 2.
- 4.116 To progress from Part 3 to Part 4, a student must pass Sections A, B, C, D and E of Part 3.
- 4.117 To progress from Part 4 to Part 5, a student must pass Sections A, B, C, D and E of Part 4.

Eligibility for award

- 4.118 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 and Part requirements for the award;
 - iv meet the progression requirements at the end of each Part, and pass Part 5 (the final year).

Classification of award

- 4.119 The Subject Examination Board may award passes 'with Distinction', or 'with Merit' at each Part.
- 4.120 Distinctions will be cited on the degree certificate, as they may form a part of the award. Merits will not be cited on the degree certificate, as they do not form a part of the award.

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

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

4.123 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.

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

Failure to meet award requirements

4.125 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 will 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 will 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 will be 'Medical Sciences'.

4.126 MBBS exit awards will be classified according to the following scale, using a [Classification Mark](#) calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

Classification Mark	Classification: CertHE, DipHE	Classification: BSc
70.0 – 100.0	Pass	First Class (Honours)
60.0 – 69.9	Pass	Second Class (Honours) (Upper Division)
50.0 – 59.9	Pass	Second Class (Honours) (Lower Division)
0.0 – 49.9 (fail)	None (no award)	None (no award)

Special regulations

4.127 The following programmes have special regulations that specify exceptions or additions to these regulations:

- i [MBBS Graduate Entry Programme \(GEP\)](#).

5. Progression and Award: Postgraduate Taught Programmes

- 5.1 These regulations detail the requirements to progress from one year to the next, the requirements to achieve the award, and the requirements for each classification for postgraduate taught awards.
- 5.2 Certain programmes have special regulations that diverge from the standard regulations for the associated awards. These are detailed in the [Special Regulations](#) and (for programmes that Queen Mary runs jointly with other institutions) the [Special Regulations for Collaborative Programmes](#).
- 5.3 In addition to the award-specific requirements, a student must always complete their programme within the maximum permitted duration of study and meet any programme specific rules and requirements for both progression and award (eg taking and passing specified modules or achieving minimum marks in specified modules).
- 5.4 If a student fails to meet the minimum requirements for progression or award they may take resits or first sits where they have attempts remaining and where it would be possible for them to meet the requirements if they passed those resits or first sits. Where that is not possible the student will be [deregistered](#); an [exit award](#) will normally be issued where the requirements are met. In some limited circumstances it may be possible for a student at risk of deregistration for failure to meet the progression requirements to be [transferred to another programme](#) for which they do meet the requirements; this may result in the discounting of some modules to meet the requirements of the new programme.

Postgraduate Certificate (PgCert)

- 5.5 These regulations apply to Postgraduate Certificate (PgCert) awards.

Award requirements

- 5.6 To be eligible for a PgCert award, a student must meet all of the following requirements:
 - i take 60 credits, including a minimum 45 credits at level 7. Any credits below level 7 must be at levels 5 or 6.
 - ii either:
 - a pass 60 credits; or,
 - b pass a minimum 45 credits and meet the requirements for condoned failure in the remaining credits.
 - iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

- 5.7 Failure may be [condoned](#) in up to 15 credits of modules of an PgCert award where all of the following conditions are met:
 - i the module mark for each failed module is 40.0 or higher; and,
 - ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
 - iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.8 The PgCert award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

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

Special regulations

5.9 The following programmes have [special regulations](#) that specify exceptions or additions to these regulations:

- i [PgCert in Academic Practice](#).
- ii [PgCert in Clinical Research](#).
- iii [PgCert in Computer and Communications Law by Distance Learning](#).
- iv [PgCert in Intellectual Property Law](#).
- v [PgCert in Teaching and Learning in Higher Education](#).

Postgraduate Diploma (PgDip)

5.10 These regulations apply to Postgraduate Diploma (PgDip) awards.

Award requirements

5.11 To be eligible for a PgDip award, a student must meet all of the following requirements:

- i take 120 credits, including a minimum 90 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
 - a pass 120 credits; or,
 - b pass a minimum 90 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.12 Failure may be [condoned](#) in up to 30 credits of modules of an PgDip award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.13 The PgDip award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

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

Special regulations

5.14 The following programmes have [special regulations](#) that specify exceptions or additions to these regulations:

- i [PgDip in Computer and Communications Law by Distance Learning](#).
- ii [PgDip in Clinical Research](#).

Master of Arts, Business Administration, Law, Public Administration, Research, or Science (MA, MBA, LLM, MPA, MRes, MSc)

5.15 These regulations apply to Master of Arts (MA) Master of Business of Administration (MPA), Master of Law (LLM) Master of Public Administration (MPA), Master of Research (MRes), and Master of Science (MSc) awards.

Progression requirements

5.16 Certain programmes specify that certain requirements must be met before a student can progress either from the taught modules to the dissertation/project module or from one year to the next of a part-time programme. These programmes have approved [special regulations](#). The regulations detailed below are the standard ones where a hurdle applies, but the special regulations do include exceptions. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

Progression from the taught modules to the dissertation/project

5.17 Where a programme has a progression hurdle from the taught modules to the dissertation/project, a student must meet the requirements below before they can progress to the dissertation/project. Progression must be confirmed by the Subject Examination Board. In the [special regulations](#), this regulation is referred to as ‘the standard hurdle for progression from the taught modules to the dissertation/project’.

- i take modules to the value of 120 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii achieve a minimum mean average mark of 50.0 across all taught modules; and,
- iv achieve a minimum mark of 40.0 in each module.

5.18 A variant progression hurdle from the taught modules to the dissertation/project is used in some cases (normally where a programme has a larger than usual dissertation/project). A student must meet the requirements below before they can progress to the dissertation/project. Progression must be confirmed by the Subject Examination Board. In the [special regulations](#), this regulation is referred to as ‘the standard variant hurdle for progression from the taught modules to the dissertation/project’.

- i take modules to the value of 60 credits; and,
- ii pass modules to a minimum value of 45 credits; and,
- iii achieve a minimum mean average mark of 50.0 across all taught modules; and,
- iv achieve a minimum mark of 40.0 in each module.

Progression from one year to the next on a part-time programme

5.19 Where a part-time programme has a progression hurdle from one year to the next, a student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. In the special regulations, this regulation is referred to as the ‘standard hurdle for progression on a part-time masters programme’.

- i take modules to a minimum value of 60 credits; and,
- ii pass modules to a minimum value of 30 credits; and,
- iii achieve a minimum mark of 40.0 in each module.

Award requirements

5.20 To be eligible for an MA, MBA, LLM, MPA, MRes, or MSc masters award, a student must meet all of the following requirements:

- i take 180 credits, including a minimum 150 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
 - a pass 180 credits; or,
 - b pass a minimum 150 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.21 Failure may be [condoned](#) in up to 30 credits of modules of an MA, MBA, LLM, MPA, MRes, or MSc masters award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as ‘core’ (must be passed outright) in the programme regulations.

Classification

5.22 The MA, MBA, LLM, MPA, MRes, or MSc masters award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

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

Special regulations

- 5.23 The following programmes have special regulations that specify exceptions or additions to these regulations:
- i [all postgraduate taught programmes in the School of Electronic Engineering and Computer Science](#), including additional special regulations for those with a placement period.
 - ii [all postgraduate taught programmes in the School of Engineering and Materials Science](#).
 - iii [all postgraduate taught programmes in the Barts Cancer Institute](#) except for the MRes in Translational Immunology.
 - iv [MA in Education for Clinical Contexts](#).
 - v [LLM in Computer and Communications Law by Distance Learning](#).
 - vi [MSc in Astrophysics](#) (and all exit awards from that programme).
 - vii [MSc in Chemical Research](#) (and PgDip exit awards from that programme).
 - viii [MRes in Clinical Research](#).
 - ix [MSc in Emergency and Resuscitation Medicine](#).
 - x [MSc in Endocrinology and Diabetes](#).
 - xi [MSc in Endodontic Practice](#).
 - xii [MSc in Gastroenterology](#).
 - xiii [MSc in Mathematics](#) (and all exit awards from that programme).
 - xiv [MSc in Physician Associate Studies](#).
 - xv [MSc in Trauma Sciences, MSc in Orthopaedic Trauma Sciences, and MSc in Trauma Sciences \(Military and Humanitarian\)](#).

Master of Science designated ‘Euromasters’

- 5.24 These regulations apply only to Master of Science (MSc) awards designated ‘Euromasters’.

Progression requirements

Progression from one developmental year to the next

- 5.25 An MSc designated ‘Euromasters’ is a two-year full-time programme. A student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

- i take modules to a minimum value of 120 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii achieve a minimum mark of 40.0 in each module.

- 5.26 A student who misses the progression hurdle by 30 or fewer credits due to approved extenuating circumstances or because late summer resits were not offered may be permitted to progress at the discretion of the Subject Examination Board.

Award requirements

- 5.27 To be eligible for an MSc designated ‘Euromasters’ award, a student must meet all of the following requirements:
- i take 240 credits (equivalent to 120 in each developmental year), including a minimum 210 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
 - ii either:
 - a pass 240 credits; or,
 - b pass a minimum 210 credits and meet the requirements for condoned failure in the remaining credits.
 - iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.28 Failure may be [condoned](#) in up to 30 credits of modules of an MSc designated 'Euromasters' award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.29 The MSc designated 'Euromasters' award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

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

Master of Clinical Dentistry

5.30 These regulations apply to Master of Clinical Dentistry (MClinDent) awards.

Progression requirements

Progression from one developmental year to the next

5.31 An MClinDent is a two-year full-time programme. A student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

- i take modules to a minimum value of 90 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii have a resit or first sit attempt remaining for any failed module(s).

Award requirements

5.32 To be eligible for an MClinDent award, a student must:

- i take 360 credits (equivalent to 180 in each developmental year), including a minimum 330 credits at level 7. Any credits below level 7 must be at levels 5 or 6; and,
- ii pass 360 credits (condoned failure is not permitted for an MClinDent award); and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

5.33 The MClinDent award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

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

6. Special Regulations

- 6.1 These regulations detail exceptions or additions to the standard regulations that apply to specific programmes of study. These exceptions are known as ‘special regulations’. The standard regulations apply to all elements of those programmes that are not approved as special regulations.
- 6.2 Programmes that Queen Mary runs jointly with other institutions generally have lengthy and detailed special regulations. Those are recorded separately, in the [Special Regulations for Collaborative Programmes](#).

Barts Cancer Institute

All taught postgraduate programmes except the MRes in Translational Immunology

- 6.3 The [standard hurdle](#) for progression from the taught modules to the project applies.

School of Biological and Chemical Sciences

MSc in Chemical Research

- 6.4 The timing of any reassessment ([resit](#), [retake](#), or [first sit](#)) is at the discretion of the Subject Examination Board, but must be no more than 12 months after the initial failed or missed attempt.
- 6.5 Failure may be [condoned](#) in up to 15 credits of modules where all of the following conditions are met (this also applies to a PgDip exit award from this programme):
- i the module mark for each failed module is 40.0 or higher; and,
 - ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
 - iii a failed module is not designated as ‘core’ (must be passed outright) in the programme regulations.

Blizard Institute

MSc in Trauma Sciences, MSc in Orthopaedic Trauma Sciences, and MSc in Trauma Sciences (Military and Austere)

- 6.6 The [standard hurdle](#) for progression from the taught modules to the project applies.

MRes/PgDip/PgCert in Clinical Research

- 6.7 A PgCert Clinical Research student wishing to [change programme](#) to a higher award must have completed two modules for transfer to the PgDip, or three modules for transfer to the MRes. The PgCert must not have been awarded prior to the transfer.

MSc in Emergency and Resuscitation Medicine

- 6.8 The [standard hurdle](#) for progression from the taught modules to the project applies.
- 6.9 The [standard hurdle](#) for progression on a part-time masters programme applies.

MSc in Gastroenterology

- 6.10 The [standard hurdle](#) for progression from the taught modules to the project applies.
- 6.11 The [standard hurdle](#) for progression from one year to the next on a part-time programme applies for the distance learning version of the programme.
- 6.12 An MSc in Gastroenterology student may request an alternative [field of study](#) that reflects the content of their taught modules. A student who achieves a pass in the module ‘Neurogastroenterology’, ‘Hepatology’, or ‘Paediatric Gastroenterology’ will be eligible (respectively) for the field of study ‘Gastroenterology (Neurogastroenterology)’, ‘Gastroenterology (Hepatology)’, or ‘Gastroenterology (Paediatric)’. A student must make their request to the Programme Director, in writing, before the meeting of the relevant Degree Examination Board.

Institute of Dentistry

BSc Oral Health

- 6.13 The pass mark for assessments, modules, and award (including exit awards) is 50.0.
- 6.14 Exit awards will have the [field of study](#) ‘Dental Sciences’ rather than ‘Oral Health’
- 6.15 All modules are [core](#), and a student must pass all modules in one year before progressing to the next.
- 6.16 Where a student is eligible for a [retake or first take](#) they will normally need to reattempt the entire year rather than just the affected module(s).

MSc in Endodontic Practice

- 6.17 The Postgraduate Certificate (PgCert) is not available as an exit award for this programme.
- 6.18 A non-standard progression hurdle from the taught modules to the project applies. A student must meet the requirements below before they can progress to the dissertation/project.
- i take modules to the value of 120 credits; and,
 - ii pass modules to a minimum value of 60 credits; and,
 - iii achieve a minimum mean average mark of 50.0 across all taught modules; and,
 - iv achieve a minimum mark of 40.0 in each module.
- 6.19 The [standard hurdle](#) for progression from one year to the next on a part-time programme applies.

Educational Development

PgCert in Academic Practice and PgCert in Teaching and Learning in Higher Education

- 6.20 A student may be admitted with up to 30 credits of [accredited prior learning](#).

Certificate in Learning and Teaching

- 6.21 The Certificate in Learning and Teaching (CILT) is a 30 credit programme with a unique award.
- 6.22 A student may be admitted with up to 15 credits of [accredited prior learning](#).

6.23 To be eligible for Certificate in Learning and Teaching (CILT) award, a student must:

- i take 30 credits at level 7; and,
- ii Pass 30 credits. Condoned failure is not permitted for CILT award; and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

6.24 The Certificate in Learning and Teaching (CILT) is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

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

School of Electronic Engineering and Computer Science

All undergraduate bachelors and integrated masters programmes

6.25 In addition to the standard [bachelors](#) or [integrated masters](#) award requirements, a student must achieve a minimum module mark of 30.0 in every module and pass the project module outright to be eligible for the intended award. [Exit awards](#), including awards with alternative fields of study, may be available where a student does not meet these requirements.

All postgraduate taught programmes

6.26 The [standard hurdle](#) for progression from the taught modules to the project applies.

All postgraduate taught programmes with a compulsory placement period

6.27 To progress to the placement period, a student must:

- i take modules to the value of 180 credits; and,
- ii pass modules to the minimum value of 150 credits; and,
- iii achieve a minimum mean average mark of 50.0 across all modules; and,
- iv achieve a minimum module mark of 40.0 for each module.

6.28 To be eligible for the award, a student must meet the standard award requirements (eg [MSc](#)) and pass the placement module.

School of Engineering and Materials Science

All Master of Engineering (MEng) programmes

6.29 To progress from developmental year three to four, a student must (in addition to the standard [integrated masters](#) progression regulations) pass the core module DEN318 (for Engineering programmes) or MAT500 (for Materials programmes). Failure to meet this requirement will result in automatic consideration for an exit award of BSc (Eng), with no right of resit in DEN318/MAT500.

All postgraduate taught programmes

6.30 The [standard hurdle](#) for progression from the taught modules to the project applies.

6.31 The [standard hurdle](#) for progression from one year to the next on a part-time programme applies.

Institute of Health Sciences Education

MA in Education for Clinical Contexts

6.32 The [standard hurdle](#) for progression from one year to the next on a part-time programme applies for progression to the second developmental year of this three-year programme.

6.33 The [standard hurdle](#) for progression from the taught modules to the project applies; in the case of this three-year programme that also forms a progression point between the second and third developmental years.

MSc in Physician Associate Studies

6.34 A non-standard progression hurdle from developmental years one to two applies. A student must meet the requirements below before they can progress to the second developmental year:

- i take modules to a minimum value of 75 credits; and,
- ii pass modules to a minimum value of 75 credits.

FdCert in Clinical Foundation Studies

6.35 The minimum pass mark for assessments, modules, and award is 50.0.

6.36 To pass the integrated programme and progress to the first developmental year of the MBBS or BDS programme, a student must:

- i take and pass 120 credits; and,
- ii achieve a minimum module mark of 60.0 for the module 'Practical Skills for Professionals 1'. This is equivalent to an IELTS score of 7.0 or higher, but to be eligible for progression a student must pass the module rather than simply obtain the minimum IELTS score; and,
- iii achieve a pass in UKCAT moderated to a level appropriate to entry to the MBBS/BDS.

MBBS Graduate Entry Programme (GEP)

6.37 These regulations apply to the MBBS Graduate Entry Programme (GEP). The [standard MBBS regulations](#) also apply, except where they are superseded by a regulation below.

6.38 The minimum entry requirements for Parts 1 and 2 of the MBBS GEP is a Second Class (Upper Division) Honours degree.

6.39 The maximum permitted duration of study for the MBBS GEP is six years (the normal duration plus two years).

6.40 The term 'Part' refers to a discrete part of the programme of study. The GEP has five Parts: Parts 1 and 2 form developmental year one of the programme. Part 3 is the second year, Part 4 is the third year, and Part 5 is the fourth and final year. There is a progression point at the end of each full year of study.

- 6.41 The MBBS GEP extends over a minimum period of 44 months and comprises four Parts:
- i GEP Parts 1 and 2: Systems in Health and Disease.
 - ii GEP Part 3: Integrated Clinical Studies.
 - iii GEP Part 4: Specialities.
 - iv GEP Part 5: Preparation for Clinical Practice.
- 6.42 The examinations for the MBBS GEP will be in five Parts. Parts 1 and 2 will assess core MBBS studies and interprofessional learning ('Stage 1'). Parts 2, 3 and 4 will assess only core MBBS studies.
- 6.43 The criteria for distinctions and merits are the same as for the [standard MBBS](#) programme.
- 6.44 The following distinctions may be awarded to a student:
- i Distinction in Part 1 and 2 MBBS (GEP).
 - ii Distinction in Part 3 MBBS.
 - iii Distinction in Part 4 MBBS.
 - iv Distinction in Part 5 MBBS.

School of Languages, Linguistics and Film

BA Modern Languages programmes with a compulsory year abroad

- 6.45 Some of the standard provisions around compulsory extramural years do not apply. Specifically:
- i a student does not need to achieve a minimum weighted average mark of 60.0 to progress to the year abroad. Instead, a minimum mark of 40.0 is required.
 - ii The compulsory extramural year does count towards a student's classification but does not necessarily have to be passed (though failure may make it difficult for a student to meet the award requirements).
 - iii The School of Languages, Linguistics and Film will provide more detailed information, including the applicability of regulations.
- 4.128 To be eligible for the award of a BA in Modern Languages in the School of Languages, Linguistics and Film, a student must:
- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
 - ii pass a minimum 315 credits, including at least 90 at level 6 or higher and excluding any at level 3 and the compulsory year abroad; and,
 - iii achieve a Classification Mark of 40.0 or higher.

- 6.46 The Classification Mark for a BA in Modern Languages programme with a compulsory year abroad is calculated as follows (percentage weightings are approximate and provided only for guidance; official calculations are made using the weighting units):

Award	Weighting of each development year's mean average			
	Year 1	Year 2	Year abroad	Final year
BA in modern languages with a compulsory year abroad	1 (9.1%)	3 (27.3%)	1 (9.1%)	6 (54.5%)

School of Law: Centre for Commercial Law Studies

LLM, PgDip, and PgCert in Computer and Communications Law by Distance Learning

6.47 The normal and maximum permitted durations of study are as follows, and study will normally be part-time. A student must normally take a minimum 30 credits in each year of study.

Award	Normal duration	Maximum duration
LLM	3 years	6 years
PgDip	2 years	6 years
PgCert	1 year	2 years

PgCert in Intellectual Property Law

6.48 There are two pathways that can lead to the award of the PgCert in Intellectual Property Law:

- i Pathway A, in which a student follows a full programme of study subject to the standard PgCert regulations.
- ii Pathway B, in which a student registered for the MSc in Management of Intellectual Property takes an additional special assessment.

6.49 For Pathway A, the paper A and paper B marks for modules IPLC021 Trade Mark Law and IPLC023 Patent Law will be treated as a single module mark for classification, by dividing each paper mark by two and adding the paper A and paper B marks together. The modules are each valued at 15 credits.

6.50 For Pathway B, a student must pass Queen Mary's MSc in Management of Intellectual Property (including passing the modules 'Law of Trade Marks', 'Unfair Competition I', 'Unfair Competition II', 'Patent Law I', and 'Patent Law II') and pass the special examination in order to be eligible for award.

6.51 For Pathway B, failure may be [condoned](#) in up to 30 credits of modules where all of the following conditions are met:

- i the module mark for each failed module is 45.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

6.52 The Pathway B award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
50.0 – 100.0	Pass

School of Mathematical Sciences

MSc Mathematics (and associated PgDip/PgCert exit awards)
(not applicable to other MSc programmes in the School of Mathematical Sciences)

6.53 Failure may be [condoned](#) in up to 30 credits of modules where all of the following conditions are met:

- i the module mark for each failed module is 0.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

6.54 A student may take a maximum 30 credits (MSc or PgDip) or 15 credits (PgDip) of taught modules at level 6, selected from a list approved by the Head of School.

6.55 Exceptionally, and at the discretion of the Subject Examination Board, a student may request an alternative [field of study](#) that reflects the content of the taught modules and dissertation/project undertaken. The title will be selected from a list approved by the Programme Director. A student must make their request to the Programme Director, in writing, at the time of entry to the examinations.

School of Physics and Astronomy

MSc Astrophysics (and associated PgDip/PgCert exit awards)
(not applicable to other MSc programmes in the School of Physics and Astronomy)

6.56 Failure may be [condoned](#) in up to 30 credits of modules where all of the following conditions are met:

- i the module mark for each failed module is 0.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

William Harvey Research Institute

MSc in Endocrinology and Diabetes

6.57 The [standard hurdle](#) for progression from the taught modules to the project applies.

7. Special Regulations for Collaborative Programmes

7.1 This section of the regulations details exceptions or additions to the standard regulations that apply to specific programmes of study that Queen Mary runs in collaboration with one or more other institution or provider. Regulations for the (non-collaborative) programmes run by the University of London Institute in Paris (ULIP) are also included here. The institutions and programmes detailed are:

- i. University of London Institute in Paris (ULIP):
 - a [All ULIP programmes.](#)
- ii. With University College London (UCL):
 - a [MA in History of Political Thought and Intellectual History.](#)
- iii. With Beijing University of Posts and Telecommunications (BUPT):
 - a [BSc \(Eng\) in Telecommunications Engineering with Management.](#)
 - b [BSc \(Eng\) in E-Commerce Engineering with Law.](#)
 - c [BSc \(Eng\) in Internet of Things Engineering.](#)
- iv. With Nanchang University (NCU):
 - a [BSc in Biomedical Sciences.](#)
 - b BSc in Precision Medical Sciences.
- v. With Northwestern Polytechnical University (NPU):
 - a [BEng in Materials Science Engineering.](#)
 - b [BEng in Polymer Materials Science Engineering.](#)
- vi. With Singapore Management University (SMU):
 - a [LLM in Commercial Law: Singapore and London.](#)
- vii. With Université Paris 1 Panthéon-Sorbonne:
 - a [LLB in English and French Law.](#)
 - b [Double LLM in International Business Law and in French and European Law.](#)
- viii. With Ateneo de Manila University (AdMU):
 - a [MSc in Media and Arts Technology.](#)
- ix. With CEG Digital:
 - a [Queen Mary Online programmes.](#)
- x. With Maastricht University:
 - a [PgDip/PgCert in Regulation of Innovation in Europe: Law, Policy and Practice.](#)
- xi. With the University of Malta:
 - a [MSc in Surgical Skills.](#)
- xii. With Padjadjaran University (UNPAD):
 - a [Double MSc in Molecular Medicine and in Genomic Medicine.](#)
- xiii. With the International Medical University of Malaysia:
 - a [Double MSc in Sports and Exercise Medicine and in Health Science.](#)

University of London Institute in Paris (ULIP)

7.2 All programmes delivered by the University of London Institute in Paris (ULIP) follow the standard Queen Mary regulations in every respect except that a student meeting the requirements for award will receive an award of the University of London rather than Queen Mary.

University College London (UCL)

MA in History of Political Thought and Intellectual History

7.3 The MA in History of Political Thought and Intellectual History follows the standard Queen Mary regulations in every respect except that a student meeting the requirements for award will receive an award in the names of both Queen Mary and UCL.

Beijing University of Posts and Telecommunications (BUPT)

BSc (Eng) in Telecommunications Engineering with Management

BSc (Eng) in E-Commerce Engineering with Law

BSc (Eng) in Internet of Things Engineering

7.4 The following regulations apply to the collaborative BSc (Eng) programmes with BUPT:

1. Introduction

- 1.1. These regulations apply to students enrolled on the programmes of study leading to the degrees of BSc (Eng) in Telecommunications Engineering with Management, BSc in (Eng) E-Commerce Engineering with Law, and BSc (Eng) in Internet of Things Engineering.
- 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 pass mark at BUPT is 60% and for QMUL modules at all levels on the programme it is 40%.
 - The mark showing distinction performance at BUPT is 85% and QMUL is 70%.
 - Marks above the pass mark are mapped as⁵: $cn = \left\lfloor \frac{-0.05uk^2 + 13uk + 100}{9} \right\rfloor$
 - Marks below the pass mark are mapped as⁶: $cn = \lfloor 1.5u \rfloor$
 - QMUL 99% is mapped to the BUPT scale as 99% rather than BUPT 100%.
 - Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
 - 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.
 - For 2016/17 and earlier cohorts:
Total coursework marks and examination marks are each rounded up to the nearest integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.
For 2017/18 and later cohorts:
Total coursework marks and examination marks are each rounded to the nearest integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.
- 6.3. Where a resit 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.
- The overall module mark attainable for any reattempt shall be capped at the minimum pass mark [2.13].
 - Regardless of whether a student re-attempts all components or parts (e.g. examination only or coursework only), the highest existing coursework mark for that module will be combined with the highest existing examination mark, to produce a new overall mark, and this is capped.
 - 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), all components of the retake modules are reattempted and any previous marks will be replaced. The overall module marks are capped. Where a student is granted a first take (due to extenuating circumstances), the marks are not capped.

⁵ Where cn is the mark on the BUPT scale and uk is the mark on the QMUL scale.

⁶ Where cn is the mark on the BUPT scale and uk is the mark on the QMUL scale.

- 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. The following clauses apply to resit students only.
- 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 speaker⁷.
 - 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.

⁷ Medical and other evidence will generally be in Chinese.

- 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 12. 7.

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.

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 meet the degree requirements 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:
- a. 20% for project
 - b. 5% for Engineering Environment
 - c. 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:

2016/17 and earlier cohorts

 - i. 0.18 * average % mark for Year 2 modules
 - ii. 0.33 * average % mark for Year 3 modules
 - iii. 0.24 * average % mark for Year 4 modules

2017/18 and later cohorts

 - i. 0.17 * average % mark for Year 2 modules
 - ii. 0.41 * average % mark for Year 3 modules
 - iii. 0.17 * 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 reenter 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.
- 9.2. 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.
- 9.3. 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.
- 9.4. 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).

- 9.5. 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.
- 9.6. 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.
- 9.7. 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

- a. 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. QM for review requests on Honours classification⁸.
- b. 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.
- c. 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.
- d. The university receiving the form will deal with the request using its normal procedures.
- 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 QM teaching staff are in Beijing 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.

12.3. 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 Queen Mary and Chinese for BUPT.

⁸ Since BUPT does not award Honours.

12.4. Appeals to a higher body

- a. A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated⁹ and both universities will be bound by that decision subject to Chinese Law¹⁰.

12.5. Harmonised Penalties for assessment offences

- a. 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.
- b. 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.
- c. 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 Committee¹¹ 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 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 11.1 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 11.5.

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.

⁹ Eg the OIA in the UK.

¹⁰ QMUL may only award degrees in China under license from the Chinese Ministry of Education and must comply with Chinese Law.

¹¹ The contract between QM and BUPT states that this level of disciplinary action should go through the SC.

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.

15. Marks conversion

15.1. Conversion from QMUL to BUPT marks:

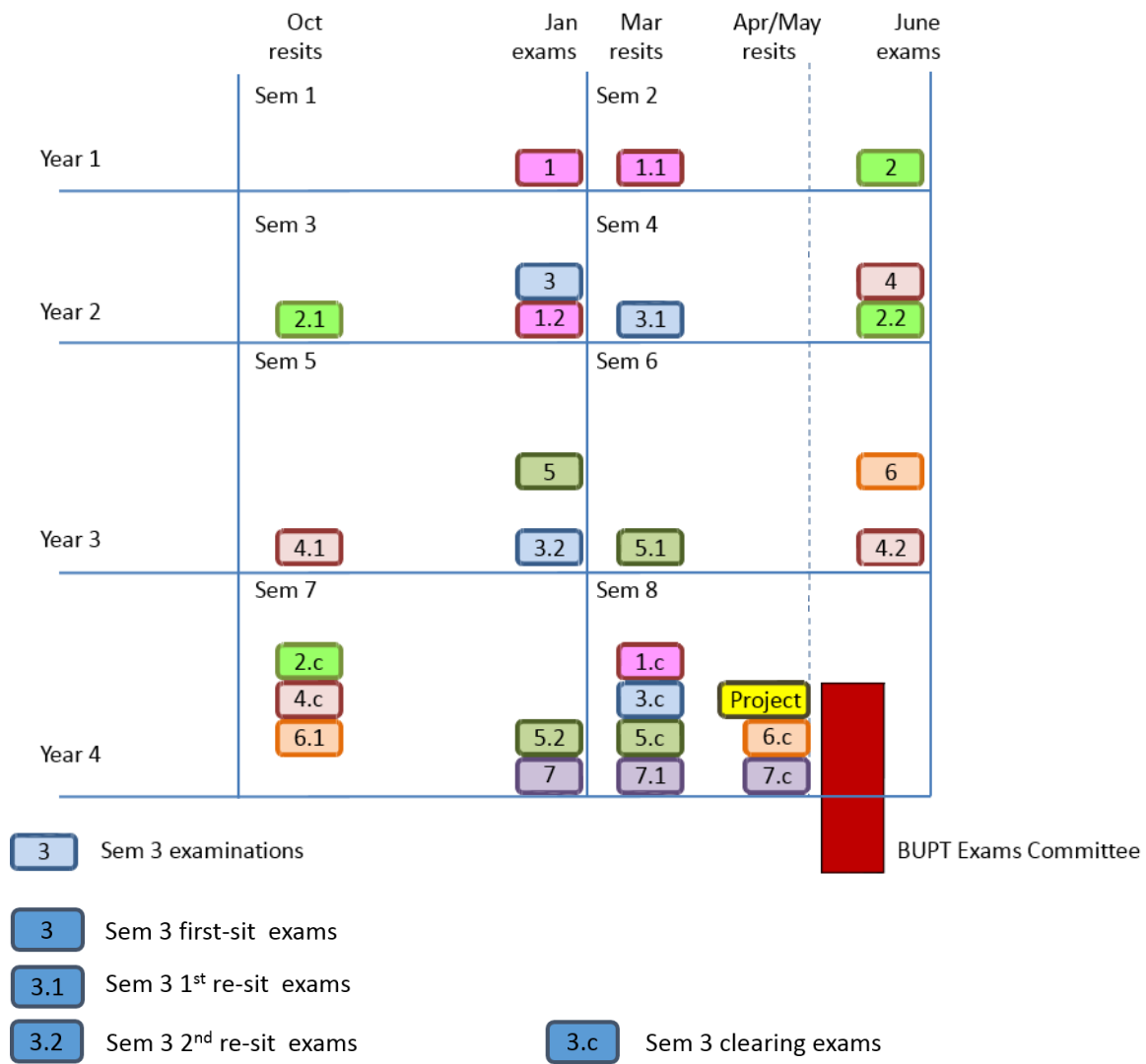
QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	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	99
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
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

BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL
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

16. Appendix I: JP resit arrangements



Nanchang University (NCU)

BSc in Biomedical Sciences

BSc in Precision Medical Sciences

7.5 The following regulations apply to the collaborative BSc Biomedical Sciences programmes with NCU:

1. Introduction

- 1.1. These regulations apply to students enrolled on the programmes of study leading to the degrees of BSc (Eng) in Telecommunications Engineering with Management, BSc in (Eng) E-Commerce Engineering with Law, and BSc (Eng) in Internet of Things Engineering. 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. 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 and Personal Development Planning (PDP) and are compulsory for the award of the BSc in Biomedical Sciences and the Bachelor of Medicine.
- 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.
- 2.15. 'QMUL Certificate of Higher Education': this exit award can be awarded to students who do not meet the requirements for the award of BSc but who pass at least 105 credits at level four or higher. For College Mark calculations, the mean of the best 120 credits will be used (a minimum College Mark of 40.0 is required for award).
- 2.16. 'QMUL Diploma of Higher Education': this exit award can be awarded to students who do not meet the requirements for the award of BSc but who meet the following requirements: pass at least 210 credits at levels four and five (including a minimum of 90 at level 5 or higher). For College Mark calculations, the mean of the best 240 credits will be used (a minimum College Mark of 40.0 is required for award).

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 as¹²: $cn = (-0.05uk^2 + 13uk + 100) / 9$
 - d. Marks below the pass mark are mapped as¹³: $cn = 1.5uk$
 - 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).

¹² Where cn is the mark on the NCU scale and uk is the mark on the QMUL scale.

¹³ Where cn is the mark on the NCU scale and uk is the mark on the QMUL scale.

- 6.6. In case of a non synoptic resit, 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.
- 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
- 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 speaker¹⁴.
 - 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.

¹⁴ Medical and other evidence will generally be in Chinese.

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 English 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.
- 7.2. A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules may be required to withdraw at the discretion of the programme Directors.

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. achieved credit for all English Language modules and all technical modules, up to two of which may be compensated;
 - d. passed all compulsory modules for the BSc Biomedical Sciences (with the exception of 8.1c);
 - e. passed all compulsory modules for the Bachelor of Medicine;
 - f. 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 and / or English 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;Where a student meets the requirements for award for the QMUL degree with or without compensated modules, the requirement to also pass the NCU degree is waived.
- 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. These students will also be considered for the award of CertHE (see 2.15).
- 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. $0.1 * \text{average \% mark for Year 1 modules}$
 - b. $0.3 * \text{average \% mark for Year 2 modules}$
 - c. $0.6 * \text{average \% mark for Year 3 modules}$

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. 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

Disciplinary Procedures

Each university has its own discipline and appeals procedures, which are not repeated here.

1. 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
2. CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
3. Offences during an invigilated examination will be dealt with by the university providing the teaching, and penalties imposed from the harmonised list.
4. Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China.
5. 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 classification¹⁵.

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 university¹⁶ 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.

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.

¹⁵ Since NCU does not award honours.

¹⁶ Since NCU does not award honours.

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 situated¹⁷ and both universities will be bound by that decision subject to Chinese Law¹⁸.

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.

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 Committee¹⁹ 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.

¹⁷ Eg the OIA in the UK.

¹⁸ QMUL may only award degrees in China under license from the Chinese Ministry of Education and must comply with Chinese Law.

¹⁹ Under the contract between QMUL and NCU, section 9.8(f) states that this level of disciplinary action should go through the SC.

Northwestern Polytechnical University (NPU)

BEng in Materials Science and Engineering

BEng in Polymer Materials Science and Engineering

7.6 The following regulations 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 Polymer Materials 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 both from QMUL and NPU.

2. Definition of terms

- 2.1. 'Chinese compulsory modules': modules that are required by the Chinese Ministry of Education but do not form part of the QMUL BEng degree.
- 2.2. 'Discipline modules': modules that are prescribed as constituting the necessary technical knowledge for the programme.
- 2.3. 'Credits': measures of load that are related to the contact hours in the Chinese and UK systems.
- 2.4. 'Take': an attempt at a module.
- 2.5. '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.
- 2.6. 'Retake': where a student must attempt a failed module again, including attending lectures and laboratories. Marks for retakes are capped.
- 2.7. '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. In this case, marks for coursework will not stand in the assessment and marks for resits are capped.
- 2.8. 'First sit': where a student may attempt the missed final module examination due to extenuating circumstances without attending lectures and laboratories again. In this case, marks for coursework will stand in the assessment and marks for first sits are uncapped.
- 2.9. 'Probation': Due to poor academic performance (as defined in §7.1) in any year, students could apply to restudy for one academic year.
- 2.10. 'Jie Ye Zhengshu': a certificate awarded by NPU to students who have taken all modules in either of the two programmes, but failed some modules. They can complete the degree if they pass the resit within six years after first registration.
- 2.11. '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 QMUL BEng degree.
- 2.12. '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 and probation.
- 4.4. Composition of the Programmes of Study
 - (1) 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.
 - (2) The list of modules will show the number of credits allocated to each module.
- 4.5. Programme transfer
 - (1) Any student who applies for programme transfer in accordance with “Regulation on transfer of NPU” can only be allowed to transfer between the two programmes of the Engineering School. Moreover, he/she may have only one transferring attempt during the period of study. After the transferring application is submitted by students themselves, the application must be approved by the Engineering School’s Academic Committee and the Teaching Affairs Office of NPU.

5. Enrolment

- 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 academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees.
- 5.2. If a student is diagnosed by the NPU Hospital or other designated hospitals during medical re-examination that his/her health conditions are not suitable for studying, he /she can apply for interruption of studies for one year with NPU’s approval. Such a student is not registered and cannot have the same treatment as other students at NPU. The student should submit his/her leaving application within 2 weeks. Otherwise, NPU has the right to cancel suspension of admission qualification.

The student with admission suspension should be enrolled one week before next academic year with a medical certificate from hospitals above county-level before being permitted to resume study. He/she will have a medical re-examination at the NPU Hospital or other designated hospitals. Approved by Teaching Affairs Office of NPU and Teaching Affairs Office of the QMUL Engineering School, NPU, the student can be registered and start learning with students of the subsequent academic year. Otherwise, NPU has the right to deregister the student.

6. Assessment

- 6.1. 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 equivalence between the marks is:
 - (1) A pass mark at NPU is 60% and at QMUL is 40% for modules at all levels.
 - (2) The mark showing distinction performance at NPU is 85% and first class at QMUL is 70%.
 - (3) Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%. The conversion between NPU and QMUL marks is specified in 11.1 and 11.2.
 - (4) Total module marks of all modules are a combination of coursework marks and examination marks. The total module mark is specified to the nearest integer out of 100 and converted to the scale of the other university.

6.2. Resit

- (1) Where a student has failed a module, he/she is required 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.
- (2) Resits shall be taken at the next available opportunity except that, in exceptional circumstances, the Chair of the Subject 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. The “next available opportunity” for resit examinations will be determined by the Subject Examination Board and is informed by the teaching timetable but will not be earlier than seven weeks after the start of the next semester.
- (3) A student may have one resit attempt at a module.
- (4) A module that has been passed may not be resat or retaken.

6.3. Retake

- (1) If the one resit attempt is failed the student will be required to retake the module in the following academic year; such a retake will be capped.
- (2) Where a module is withdrawn, an examination will be set to give students an additional resit attempt.
- (3) A student who falls into one of the categories below will not be allowed to take the examination for the corresponding module and will need to retake the module. The retake attempt will be capped. The deficiency in [C], [D] or [E] must be rectified before the student is allowed to sit the examination.
 - (a) does not attend at least two-third of lectures or the laboratory hours for a module without permission;
 - (b) misses three lectures where random checks on attendance are carried out;
 - (c) does not submit at least two-thirds of the laboratory reports for a module;
 - (d) does not submit at least two-thirds of the coursework for a module without permission;
 - (e) fails the practical component of a module.

6.4. Extenuating circumstances

- (1) 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.
- (2) A student who attends an examination will be deemed fit to take that assessment and will not subsequently be allowed to claim extenuating circumstances.
- (3) Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to Subject Examination Board.
- (4) Students who cannot take an examination on time for any reason must submit an extenuating circumstances application and relevant evidence at least three days in advance before the exam to the Subject Examination Board, normally before the Subject Examination Board sits. The Subject Examination Board will resolve the outcome. If the students cannot submit written applications beforehand as stipulated, they must make oral applications to the teaching Affairs Office of NPU before the exam and resubmit written applications afterwards before the first take.
- (5) The Teaching Affairs Office of NPU, and/or with the Academic Registrar of QMUL, may approve arrangements for a student who requires to take his/her examination under special conditions.

6.5. The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module. The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.

6.6. Assessment Offences

- (1) 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.
- (2) 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 which of the two universities will deal with the offence under its normal code of assessment offences.

6.7. External Examiners

- (1) Each university shall appoint an external examiner subject to the approval of the other.
- (2) Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

7. Withdrawal and probation

7.1. Students who fall into one of the categories below will be deregistered from the programme of study:

- (1) fails to complete the degree within the maximum period of study;
- (2) whose failed Chinese credits accumulate to 30 (including 30 credits; excluding modules passed at a resit) in discipline courses or compulsory Chinese courses;
- (3) does not achieve 50% of the credits in a semester without permission;
- (4) fails to apply for resuming within stipulated date after the expiration of interruption of studies and service in the Army;
- (5) unsuitable to study because of illness according to NPU Hospital or other designated hospitals; or cannot resume studies because of injury;
- (6) applies for withdrawal himself/herself;
- (7) is absent for a continuous period of two weeks without permission;
- (8) fails to register two weeks after the specified registered time; or,
- (9) who is considered by NPU not fit to study through medical condition or misconduct.

7.2. Withdrawal for illness or other reasons is not a punishment for students. Withdrawal should be approved by the university with signed opinions from the Dean of QMUL Engineering School, NPU Teaching Affairs Office of NPU and Teaching Director of QMUL. For the student concerned, NPU will send him/her a written withdrawal notice and report to local Education Department at the same time. If the withdrawal notice cannot be sent to the student, an announcement will be released in NPU and the withdrawal notice will be regarded as “sent to the student concerned” in 7 days.

7.3. Students who meet withdrawal conditions because of poor academic performance can apply for one-year probation in their programme. The application must be approved by QMUL Engineering School, NPU, Teaching Affairs Office of NPU and Teaching Director of QMUL. Full tuition fees are required during probation period.

7.4. Students may have one academic year probation. During this year students can only study the modules which they had failed and cannot study the modules which they have passed. Students who still fall into one of the categories in 7.1 at the end of the probation year will be deregistered from the programme of study.

7.5. Other issues related to withdrawal should be dealt with according to rules below:

- (1) a student who gets a withdrawal notice should proceed with leaving procedures within two weeks;
- (2) a student who is an employee of a company or an institution before enrolment should go back to his/her original employer, others to their home places;
- (3) NPU shall send a withdrawal certificate to the student concerned, or a letter of attendance to the student who has finished at least one year of study.

8. Graduation, Completion, and non-completion

8.1. NPU shall give an overall appraisal to the student's performance at NPU.

8.2. Seniors will have a qualification examination in their last semester. Registered students who have accomplished required modules and met graduation requirements within specified time will be awarded diploma of NPU.

8.3. A student who applies for pre-graduation should submit a written report attached with transcript and module plan for the rest of the modules. The application should be agreed by Dean of Teaching Affairs and approved by Teaching Affairs Office of NPU and Teaching Director of QMUL.

8.4. A student who has not completed all the modules required can apply for an extension, but the period should be within the maximum period of study.

8.5. A student who has completed modules required but with modules failed can apply for extension of completion. Such a student can get a certificate for completion and take a resit within one year after completion. If the resit is passed, NPU can award the student Diploma. NPU shall not allow any student to take a resit beyond one year of completion.

8.6. A student who fails in internship and graduation project can apply for extension of completion. Such a student can redo internship and graduation project once within one year after completion. The cost including transportation fee, material fee, experiment fee, etc. shall be covered by the student himself / herself. Successful students can get diploma of NPU within specified time.

8.7. Those who have received penalty of disciplinary probation and not been removed before graduation audition cannot obtain graduate certificate and can only apply for Jie Ye Zhengshu. They can apply for replacement of Jie Ye Zhengshu with graduate certificate within one year of graduation and within the maximum period of study if their punishment is terminated.

8.8. A student who has learned at NPU for at least one year can apply for letter of attendance after completing the leaving procedures.

9. Degree Requirements and Consideration for Honours

9.1. To be awarded the dual degree of NPU and QMUL, a student must have:

- (1) obtained the graduation qualification of NPU and QMUL;
- (2) met relevant requirements for bachelor degree of NPU, QMUL and the People's Republic of China.

- 9.2. Students must meet the requirements for a BEng award of both NPU and QMUL. A student who does not meet degree requirements of either university cannot be awarded a bachelor degree.
- 9.3. The Subject Examination Board may recommend the award of the degree with condoned pass in up to two QMUL technical modules where:
- (1) The overall mark for each failed module is between 30-39 per cent on the UK scale; and,
 - (2) The honours weighted average mark is at least 40 per cent on the UK scale; and,
 - (3) The Year 4 Project module mark is at least 40 per cent on the UK scale.
- 9.4. The transcript provided by NPU will show all marks on the NPU Chinese scale.
- 9.5. The transcript provided by QMUL will show all marks on the QMUL UK scale plus an overall BEng Honours classification.
- 9.6. The BEng Honors of QMUL weighted average shall be calculated (to one decimal place) as a weighted sum with:
- (1) 0 * average % mark for Year 1 modules;
 - (2) 0.1* average % mark for Year 2 modules;
 - (3) 0.3* average % mark for Year 3 modules;
 - (4) 0.6 * average % mark for Year 4 modules.
- 9.7. The BEng Honors of QMUL shall be awarded based on the BEng Honors weighted average as follows:
- (1) 1st Class $\geq 70.0\%$
 - (2) Upper second class: 60.0 – 69.9%
 - (3) Lower second class: 50.0 – 59.9%
 - (4) Third class: 40.0 – 49.9%
- 9.8. Request for a review of a module result or for a degree classification:
- (1) 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 extenuating circumstances have not been made known at the appropriate time for there can be no review of academic judgement.
 - (2) 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.
 - (3) For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
 - (4) A decision on the review will normally be communicated to the student and the other university within 10 working 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.
 - (5) If marks have to be changed as a result of the review they will be reported through Chair's Action of the Subject Examination Board to the two universities so the records can be updated.

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 NPU practice and comply with the relevant Chinese law.

11. Marks conversion

11.1. 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

11.2. 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

12. Queen Mary University of London Engineering School, NPU authorised by NPU and QMUL to reserve the right of interpreting the standards.

Singapore Management University

LLM in Commercial Law: Singapore and London

7.7 The following regulations 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 Queen Mary degree, the LLM in Commercial Law: Singapore and London shall follow the standard Queen Mary 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 Queen Mary , and 135 credits shall be taken at SMU.
- 1.5. The Queen Mary award shall be valued at 180 academic credits. This shall comprise the 135 credits delivered at Queen Mary, plus 45 credits of prescribed modules delivered at SMU in accordance with 4 below.

2. Admission

- 2.1. Applicants shall apply directly to Queen Mary.
- 2.2. If an applicant satisfies Queen Mary'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.

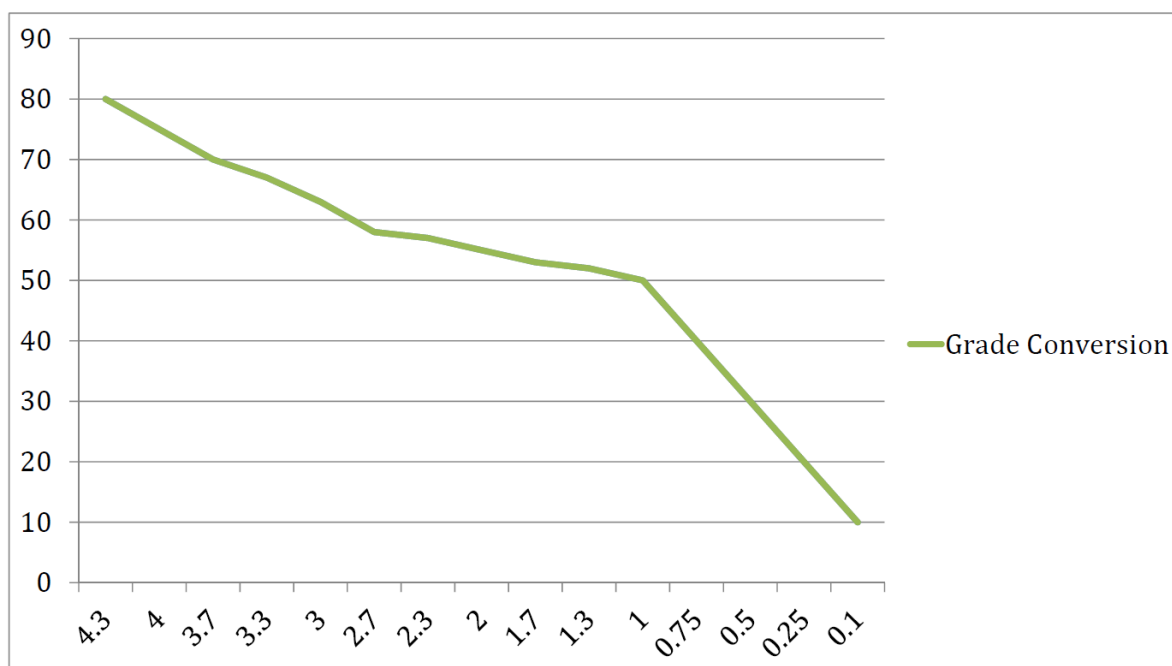
4. Recognised modules

- 4.1. Queen Mary shall recognise two modules taught and assessed by SMU as core modules for the Queen Mary award. Each of the recognised modules is equivalent to two 22.5 credit modules in the Queen Mary modular scheme. Students complete the assessment for these modules while at SMU, and in the event of failure have one resit opportunity before the Queen Mary 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. Queen Mary shall second mark this piece of assessment and the Queen Mary-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 Queen Mary 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 Queen Mary

6.1. Students who fail one or both of the recognised modules after the resit attempt may not progress to the Queen Mary 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 Queen Mary 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 Queen Mary element of the programme.
- 7.3. A student who has his/her registration at Queen Mary terminated as a result of an assessment offence at Queen Mary 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 Queen Mary, a student must:
 - i Progress from SMU to Queen Mary as indicated in 6 above;
 - ii Meet the standard requirements for the award of LLM as defined in section five of the Queen Mary 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 Queen Mary. 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 Queen Mary 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 Queen Mary (with remote supervision) for a further 45 credits, paying one-third of the Queen Mary 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 Queen Mary shall do so under the Queen Mary 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 Queen Mary shall do so under the Queen Mary academic regulations, noting that appeals regarding the SMU modules must be made to SMU in advance of the commencement of the Queen Mary programme.

Université Paris 1 Panthéon-Sorbonne

LLB in English and French Law

7.8 The following regulations apply to the LLB in English and French Law with Université Paris 1 Panthéon-Sorbonne.

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. The LLB in English and French Law is a four year, double degree programme. Students shall complete two years of study at Queen Mary University of London, followed by two years of study at Université Paris 1 Panthéon-Sorbonne. On successful completion of the four years of study, a student shall receive the award of LLB English and French Law from Queen Mary, and a Bachelor Degree in Law (French and English Law) and Master 1 in Law (French-Foreign Laws, French and English Law) from the Université Paris 1 Panthéon-Sorbonne. A student must meet the requirements for all of these awards in order to receive any of these awards.
2. Except where specified below, standard Queen Mary regulations, policies and procedures apply to all elements of the programme delivered by Queen Mary University of London and standard Sorbonne regulations apply to all elements of the programme delivered by the Université Paris 1 Panthéon-Sorbonne.
3. The Queen Mary LLB in English and French Law shall be classified using the results of all modules taken in developmental years one and two, plus the fourth year module 'Jurisprudence and Legal Theory' (total 270 credits). In all other respects, the classification regulations for the LLB Senior Status programme shall be followed; these are outlined in section four of Queen Mary's Academic Regulations.
4. A student who begins on the double programme may transfer to the standard Queen Mary LLB at any point prior to the commencement of the third year of study. A student may transfer from the Double Degree to the standard Queen Mary LLB in the third year of study, but must do so before completing any assessments. Transfer is not possible in the fourth year of study. All transfers shall be subject to approval from the academic department and satisfactory academic progress. Where a transfer takes place, classification shall be based on the modules that would form the classification grouping for the standard Queen Mary LLB; this may include modules that were taken in the first year of study of the Double Degree, while some final year modules may be excluded.

Double LLM in International Business Law and in French and European Law

7.9 The following regulations apply to the Double LLM in International Business Law and in French and European Law with Université Paris 1 Panthéon-Sorbonne. For avoidance of doubt, standard Queen Mary regulations apply for any elements taught in English as part of the Queen Mary programme in Paris. Standard Sorbonne regulations apply for any elements taught in French with the Sorbonne, as well as to the internship element.

1. Introduction

- 1.1. These regulations apply to students enrolled on the Queen Mary-Sorbonne Double LLM programme.
- 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 Co-Directors, established in accordance with the contract between the Sorbonne and Queen Mary, and based on the standard procedures of each institution. The day-to-day management of the programme shall be the responsibility of the Academic Co-Directors.
- 1.3. The programme is taught entirely in Paris.
- 1.4. The programme consists of three parts:
 - a Part 1 (January – August) comprises 157.5 credits (6 taught modules plus 1 dissertation, each valued at 22.5 credits) taken with Queen Mary University of London.
 - b Part 2 (September – March) comprises credit (5 courses from within the French and European Law curriculum) taken with the Sorbonne, involving a minimum of 120 taught hours.
 - c Part 3 (April – June) comprises the internship module, taken with the Sorbonne, and recognised by Queen Mary as 22.5 credits.

2. Definition of Terms

- 2.1. 'Queen Mary modules': modules taught by Queen Mary staff in Paris.
- 2.2. 'Queen Mary dissertation': a dissertation of 7,500 words in English, requiring independent research, and supervised by a member of Queen Mary's Academic staff. It accounts for 22.5 Queen Mary credits.
- 2.3. 'Sorbonne dissertation': a dissertation of 7,500 words in French, requiring independent research, and supervised by a member of the Sorbonne's Academic staff. The Sorbonne dissertation will only be taken in exceptional circumstances if required as a substitute for the internship module.
- 2.4. 'Internship module': a work placement that takes place over a minimum of 3 months as a component part of the Programme. It is the student's responsibility, with support from the Sorbonne and Queen Mary, to secure the internship in advance of Part 3 of the programme. Should, for whatever reason, a student fail to secure an internship for the expected period, they would not be disadvantaged, as they would still be able to secure credit towards the programme in the form of a 7,500 word dissertation in French.
- 2.5. 'Credit': an evaluation of the amount and level of learning load that is related to academic level, contact hours and personal study hours. The Sorbonne and Queen Mary measure credit differently, but it can be compared through ECTS.

- 2.6. 'Take': the first attempt at a module
- 2.7. 'First take': where a student may attempt the module again due to extenuating circumstances, including attending lectures. Marks for first takes are not capped.
- 2.8. 'First sit': where a student is unable to complete one or more assessments due to valid and accepted extenuating circumstances, and is granted the opportunity to take those assessments without it counting as an additional attempt.
- 2.9. 'Retake': where, following failure at the first attempt, a student may attempt the module again, including attending lectures. Marks for retakes are not capped. A retake counts as the second and final attempt at a module. A retake shall only be awarded in circumstances where it is not possible to award a resit.
- 2.10. 'Resit': where a student fails a module (and/or fails to progress) and must attempt the failed assessment(s) again, without attending lectures again, but with access to QMplus resources. Marks for resits are not capped.
- 2.11. 'Year': this refers to the period of study, commencing in January of each calendar year. It spans 18 months.
- 2.12. 'Start of Term': this refers to the same start date in January as the Queen Mary LLM in Paris programme.

3. Admission

- 3.1. In order to be eligible for admission to the programme, a candidate shall have obtained the standard Queen Mary entry requirements in law and in English language, as well as a minimum of B2 equivalent in French, as assessed by the Sorbonne.
- 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.
- 3.3. Queen Mary oversees application and admission procedures, in coordination with the Sorbonne.
- 3.4. An application fee / deposit of €xx must be received by the Sorbonne, no later than xx weeks before the Start of Term in January. This sum is non-refundable, but will be deducted from the overall tuition fee invoiced.

4. Programme of Study

- 4.1. The minimum period of study shall be 18 months. The period of study shall be continuous, transitioning between the institutions in September of each year.
- 4.2. Study can be full-time only.
- 4.3. The maximum period of study is 30 months.
- 4.4. Periods of interruption shall not count towards the maximum permitted duration of study.
- 4.5. Composition of the Programme of Study:

- a During Part 1 with Queen Mary: 6 modules of 22.5 Queen Mary credits each will be chosen from the Queen Mary list of modules available, and a 22.5 credit Queen Mary dissertation of 7,500 words is compulsory.
- b During Part 2 with the Sorbonne: 5 courses from within the French and European Law curriculum, involving a minimum of 120 taught hours.
- c During Part 3, students will undertake the internship module. In case an internship is not secured, the Sorbonne dissertation will be undertaken instead
- d During parts 1 and 2, students will undertake courses in Legal French and French as a foreign language with the Sorbonne.
- e It is recommended that students undertake the Queen Mary courses: “Introduction to Common Law and the English Legal System” (6 hours over 3 days in January) and Critical Thinking and Writing in Law (36 hours delivered over 6 days across Part 1).

5. Enrolment and Attendance

- 5.1. Students are required to enrol with Queen Mary in Paris at the beginning of their programme of study. Enrolment procedures include in-person confirmation of the data submitted during the application phase, as well as confirmation of receipt of fee payments.
- 5.2. A minimum of 50% of the tuition fees must have been received by Queen Mary for a student to fully enrol at the Start of Term. Those students who do not pay the entire fee upfront may set up a payment plan with Queen Mary Finance with an administration fee of £50. Even under a payment plan, fees must be received in full absolutely no later than 30 April, ie approximately 4 months after the enrolment and the Start of Term. A student who fails to make such arrangements, or subsequently defaults on the payment of fees, shall be deregistered from the programme of study.
- 5.3. Students will need to enrol again at the Sorbonne in September.
- 5.4. For any student under 28 years of age at the point of enrolment, Queen Mary and the Sorbonne will assist with the French obligation of registering for social security as required in the absence of a European Health Insurance card or other demonstrable equivalent insurance.
- 5.5. Students may not be absent during term-time without the agreement in advance of the Programme Co-Directors.
- 5.6. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Co-Directors may have his/her registration terminated across both institutions. A formal warning shall be issued to give the student the opportunity to improve their conduct before deregistration takes place.
- 5.7. 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 results 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 organisation of assessments for each module on the Programme shall be governed by the regulations of the institution responsible for teaching or supervising that module.
- 6.2. The conduct of assessments of reach module on the Programme shall be governed by the regulations of the institution responsible for conducting that assessment.

- 6.3. The Programme Co-Directors (in consultation relevant colleagues at the Sorbonne and/or with the Queen Mary Academic Registrar) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.4. Different marking scales are used by the Sorbonne and Queen Mary. The marking scale used for assessment within a module will be that of the institution teaching it. The marking scale used for the overall LLM programme mark of the Sorbonne will be that of the Sorbonne. The marking scale used for the overall LLM programme mark of Queen Mary will be that of Queen Mary. The internship module mark will be denoted on the Sorbonne scale, and its equivalent Queen Mary mark will be incorporated into the overall Queen Mary LLM programme mark. See clause 14 below and annex A for mark equivalencies.
- 6.5. Queen Mary's differentiation between Pass, Merit and Distinction shall be applied to the Queen Mary LLM only.

7. Progression

- 7.1. Progression between parts 1 and 2 of the Programme is automatic, regardless of the results of the assessment for the Queen Mary modules. Only issues with attendance (see clauses 5.5 and 5.6) or fee payments (see clause 5.2) may prevent a student from progressing between parts 1 and 2. Similarly, progression between parts 2 and 3 of the Programme is automatic.
- 7.2. The double LLM Programme is distinct from the individual programmes of the Sorbonne and the Queen Mary LLMs in Paris. For a student enrolled on the double Programme there can be no within-Programme transfer from this Programme into the Queen Mary LLM in Paris programme or the Sorbonne LLM programme at any point during the 18-month study period. Only if necessitated under the circumstances outlined in 8.3 below could an effective transition between the programmes occur, as a default, rather than at the request of the student.

8. Degree Requirements

- 8.1. Students are required to study for the full 18 months, and attendance may be monitored.
- 8.2. The Sorbonne Law School - Queen Mary University of London Double LLM is a double degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions.
 - a Sorbonne Regulations shall apply to the conferment of the Sorbonne award.
 - b Queen Mary Regulations shall apply to the conferment of the Queen Mary award.
- 8.3. 8.3. Should it arise that a student successfully fulfils parts 1 and 3 of the Programme, but fails part 2, s/he may be awarded a single LLM by Queen Mary only. Similarly, should a student successfully fulfil parts 2 and 3, but fail part 1, s/he may be awarded a single LLM by the Sorbonne only. This is without prejudice to the fees paid.

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 Co- Directors under the procedures specified by Queen Mary and in line with any immigration or other relevant factors. A student who interrupts enrolment remains registered for the programme 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 the Programme.

- 9.3. 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. Where a student decides to postpone assessment until return from interruption, that assessment will take place at the next available sitting of the relevant Part of the Programme.
- 9.4. Where a student's registration is continuous, the Academic Regulations in place at the time of the initial registration for the Programme shall continue to apply except where it is specifically stated that this is not the case.
- 9.5. Students returning from interruption shall only be permitted to enrol at the start of one of the Parts of the Programme, as appropriate to their outstanding study needs.

10. Data Protection

- 10.1. Personal data held in the UK will be subject to UK Data Protection legislation. Any transfer of data between Queen Mary and the Sorbonne will be of that necessary for the effective management of student records between the two institutions in relation to the Programme. Personal data held in France will be subject to French Data Protection legislation.

11. Assessment offences

- 11.1. For Part 1, assessment offences will be managed in accordance with Queen Mary regulations.
- 11.2. For Parts 2 and 3, assessment offences will be managed in accordance with the Sorbonne's regulations.
- 11.3. The decisions made by the Sorbonne in relation to assessment offences for Part 3 will be recognised by Queen Mary and taken into account as appropriate in a student's progression and the final award of the degree.

12. Appeals

- 12.1. For Part 1, appeals will be managed in accordance with Queen Mary regulations.
- 12.2. For Parts 2 and 3, assessment offences, appeals, and disciplinary matters will be managed in accordance with the Sorbonne's regulations.
- 12.3. The decisions made by the Sorbonne in relation to appeals for Part 3 will be recognised by Queen Mary and taken into account as appropriate in a student's progression and the final award of the degree.

13. Disciplinary matters

- 13.1. For Part 1, disciplinary matters will be managed in accordance with Queen Mary regulations.
- 13.2. For Parts 2 and 3, disciplinary matters will be managed in accordance with the Sorbonne's regulations.
- 13.3. The decisions made by the Sorbonne in relation to disciplinary matters for Part 3 will be recognised by Queen Mary and taken into account as appropriate in a student's progression and the final award of the degree.

14. Student complaints

14.1. Where a student has a formal complaint about teaching in any module that complaint will be made to the university providing the teaching under its normal procedures.

15. External Examiners and Exam Boards

15.1. Queen Mary shall use external examiners as already appointed for the LLM in Paris.

15.2. The Sorbonne shall use external examiners appointed under its own procedures.

15.3. The Sorbonne's Programme Co-Director shall attend the sub-Board at which the recognition of the internship module takes place.

16. Marks Conversion

16.1. The Sorbonne's marks and degree classifications stand for the Sorbonne LLM.

16.2. Queen Mary marks and degree classifications stand for the Queen Mary degree.

16.3. In the case of Queen Mary recognition of the Internship module, the mark equivalencies detailed in Annex A shall be used for the incorporation of the Sorbonne grade into the Queen Mary degree average.

17. Annex A - Sorbonne – Queen Mary Mark Equivalencies

French marks used for QMUL conversion	QMUL marks out of 100	French scale (adjusted for use at QMUL)	QMUL conversion	
20	100	17 - 20: Très bien - Very Good, Highest Honours.	70.0 - 100	
19	95			
18	90			
17	85			
16	80	15 - 16.99: Bien - Good, High Honours.	60.0 - 69.9	
15	75			
14	70	13 - 14.99: Assez bien - Quite Good. Honours.		
13	65			
12	60	10.0 - 12.99: Passable - Satisfactory.		50.0 - 59.9
11	55			
10	50			
9	45		0.0 - 9.99: Échec - fail	0.0 - 49.9
8	40			
7	35			
6	30			
5	25			
4	20			
3	15			
2	10			
1	5			
0	0			

Ateneo de Manila University (AdMU)

MSc in Media and Arts Technology

7.10 The following regulations apply to the MSc in Media and Arts Technology with Ateneo de Manila University (AdMU). The MSc in Media and Arts Technology will follow the standard Queen Mary regulations except in the following particulars

- a. The MSc in Media and Arts Technology is a single programme jointly developed by Queen Mary and AdMU that leads to two awards upon successful completion – one from each institution. This is referred to as a dual degree programme by AdMU, and as a double award by Queen Mary. While the programme is intended to comprise the two awards, a student may elect to withdraw from either Queen Mary or AdMU to pursue a single award. Should a student remain on the double/dual programme and fail to successfully complete the programme, they shall not be eligible for either award.
- b. Standard Queen Mary regulations and procedures shall apply to the Queen Mary programme, and to elements of the double programme delivered by Queen Mary. AtMU regulations and procedures shall apply to the Queen Mary programme, and to elements of the double programme delivered by AtMU. This shall include arrangements concerning assessment offences, complaints and appeals.
- c. A student must successfully complete the AdMU elements of the programme before progressing to the Queen Mary elements of the programme.
- d. The following mark conversion scheme shall be used to translate marks for those parts of the programme that are jointly recognised by the two institutions:

AdMU mark	Queen Mary mark range	Queen Mary single suggested mark
A	80.0-100.0	85.0
A-	70.0-79.9	75.0
B+	60.0-69.9	65.0
B	50.0-59.9	55.0
C	40.0-49.9	45.0
F	0.0-39.9	20.0
INC	0.0	0.0

Queen Mary Online programmes

7.11 Queen Mary Online programmes are online learning programmes run in collaboration with CEG Digital. Standard Queen Mary regulations apply in all respects, except where specified below.

MSc Global Public Health (Queen Mary Online):

- 7.12 To progress to the 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

Maastricht University

PgDip/PgCert in Regulation of Innovation in Europe: Law, Policy and Practice

7.13 **AWAITING APPROVAL**

University of Malta

MSc in Surgical Skills

a PgDip/PgCert in Regulation of Innovation in Europe: Law, Policy and Practice.

7.14 **AWAITING APPROVAL**

Padjadjaran University (UNPAD)

Double MSc in Molecular Medicine and in Genomic Medicine

7.15 **AWAITING APPROVAL**

International Medical University of Malaysia (IMU)

Double MSc in Sports and Exercise Medicine and in Health Science

7.16 **AWAITING APPROVAL**

8. Regulations for Postgraduate Research Programmes

- 8.1 Placeholder page. The Research regulations will be approved under separate cover and merged with the main document prior to consideration by the Senate

Appendix 1: Glossary

This appendix provides definitions of common words and phrases used in the regulations. Many terms are defined in detail within the regulations themselves; links have been provided where that is the case.

Academic credit	An indicator of the amount and level of learning. The structure of academic credit and levels as applied to modules and programmes leading to awards of Queen Mary are detailed in the Queen Mary Academic Credit Framework .
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 and award is assigned a level from the following scale: Level 3: Foundation or pre-degree Level 6: Final Level 4: Introductory Level 7: Masters Level 5: Intermediate Level 8: Research
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 .
Accredited Prior Learning (APL)	Prior, certificated study from another institution deemed equivalent to Queen Mary modules from which exemption is sought.
Award	Undergraduate and postgraduate certificates, diplomas, bachelors degrees, undergraduate and postgraduate masters degrees, and postgraduate research degrees. The awards offered by Queen Mary 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 .
Classification Mark	The weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification is based for most awards. 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.
Credit	See ' academic credit '.
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.
Elective module	A module that a student may select from a specified list of options.
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 Queen Mary. New students must pre-enrol before enrolment, and returning students must reenrol 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 Queen Mary 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 name of the programme and 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	An approved block of teaching and learning leading to the award of academic credit and forming part of a programme of study.
Module assessment	Assessment of the performance of a student on a module. This may include a variety of elements and forms of assessment.
Module mark	The overall module result. This may be a weighted aggregate of marks from several elements of assessment. 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 the Senate, or its delegated authority.
Programme of study (programme)	A package of modules approved by the Senate, or its delegated authority, and leading to an award of Queen Mary 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/project '.
Qualifying mark/qualified failure	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. These 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. 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 the Senate or its delegated authority. These are detailed in Sections 6-7 of the Academic Regulations.
Students	Students of Queen Mary. Ordinance C1 describes, 'persons who are students of QMUL and associate students of QMUL'. The Academic Regulations apply to all students undertaking undergraduate or postgraduate study at Queen Mary and any person whom the Senate declares to be a student of Queen Mary.
Taught component/taught modules	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 certain 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.

Appendix 2: Delegations of the Senate

‘Delegated authority’ refers to where the authority invested in an individual or body is delegated to another individual or body for a specified purpose. This section details cases in which the Senate of Queen Mary delegates its authority to other individuals or groups within the context of the Academic Regulations.

Regulation Delegation

- 1.9 Authority for the consideration of achievement, progression, awards, and other related matters for taught programmes is delegated to the Subject and Degree Examination Boards.
- 1.10 Authority for the management of academic quality and standards, including development of academic policy, is delegated to the Education Quality and Standards Board.
- 1.11 Authority for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes, is delegated to the Research Degrees Programmes and Examinations Board (RDPEB).
- 1.12 Authority for the approval, amendment, and withdrawal of taught programmes of study is delegated to the Taught Programmes Board.
- 1.12 Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Teaching and Learning Committees (TLCs).
- 1.13 Authority for the development, approval, management, and review of partnerships and other initiatives with external partners is delegated to the Partnerships Board.
- 1.20 Authority for the approval of special regulations is delegated to the Education Quality and Standards Board (for award-level regulations) and to the Taught Programmes Board (for programme and module level regulations, including assessment regulations). Approval is subject to the conditions stipulated in the regulation.
- 1.22 Authority for the approval of a suspension of regulations is dedicated to a named role by the Principal as Chair of Senate. At the time of publication (1 August 2019) this is the Academic Registrar. As stated in the regulation, suspension also requires approval from either the relevant Subject and Degree Examination Boards (or their Chairs), or a Head of School/Institute/Directorate or equivalent. Any request should be submitted to the Academic Registry and Council Secretariat in the first instance.
- 2.1 Authority to approve general admissions requirements is not delegated. Authority to approve programme-specific requirements for entry to Queen Mary is delegated to the Taught Programmes Board and the Vice-Principal (Education).
- 2.2 Authority to refuse admission to an applicant who has previously been registered on a programme with significant overlap to that being applied for, and to grant exceptions to that rule, is delegated to the Head of Admissions (or nominee).
- 2.6 Authority to grant direct entry with APL to the final year of a programme in exceptional circumstances and where the conditions of this regulations are met is delegated to the Head of Admissions (or nominee).
- 2.7 Authority to deregister a student found to have secured admission to Queen Mary on the basis of false or cancelled qualifications, documents or statements is delegated to the Vice-Principal (Education), on the recommendation of the Head of Admissions (or nominee).

Regulation Delegation

- 2.16 Authority to permit a person not registered or enrolled on a Queen Mary programme to use Queen Mary facilities is delegated to the Vice-Principal (Education), on the recommendation of a Head of School/Director of Institute.
- 2.27 Authority to specify health conditions that must be reported to Queen Mary by students on medical or dental programmes is delegated to the Vice-Principal (Health) (or nominee).
- 2.39 Authority to grant an exception to the rule that an applicant who withdrew or was deregistered from a programme of study cannot apply for a new programme at Queen Mary within 12-months of withdrawal/deregistration is delegated to the Head of Admissions (or nominee).
- 2.45 Authority to extend the maximum duration of study for an individual student is delegated to the Academic Registrar.
- 2.46 Authority to permit concurrent study is delegated to the Head of Admissions (or nominee).
- 2.48 Authority to permit a student to change programme where the requirements of the regulation are met is delegated to the relevant Head of School/Director of Institute. A change of programme for an applicant or first year student requires additional approval from the Head of Admissions (or nominee).
- 2.50 Authority to allow a part-time mode of study for an individual student where part-time study is not normally available is delegated to the Academic Registrar (or nominee) on the recommendation of a Head of School/Director of Institute.
- 2.64 Authority to exempt a student from a core module and replace it with an alternative (subject to the conditions of the regulation) is delegated to the relevant Head of School/Director of Institute.
- 2.71 Authority to approve arrangements for the conversion of credits and marks for modules studied abroad is delegated to the Education Quality and Standards Board.
- 2.110 Authority to approve the field of study for a programme (as part of the programme approval process) is delegated to the Taught Programmes Board.
- 2.126 Authority to revoke an award is delegated to the relevant Degree Examination Board (or Chair) where revocation would be in a graduate's favour. A revocation not in a student's favour required approval from the Principal, as Chair of the Senate.



Senate

Paper Title	Academic Regulations for Research Degree Programmes: proposed changes for 2019-20
Outcome requested	<p>Senate is asked to approve the proposed changes to the Academic Regulations for Research Degree Programmes for 2019-20.</p> <p>Senate also is asked to delegate to the Chair of the Research Degrees Programmes and Examination Board (RDPEB) the authority to approve any final minor revisions to the text of the Code of Practice for Research Degree Programmes for 2019-20.</p>
Points to note and further information	<p>In 2018-19, Queen Mary commissioned a review of the regulations to make them more concise and accessible for readers.</p> <p>Most changes to the Research Degrees Regulations are to remove duplication with the Code of Practice for Research Degree Programmes (the Code) and to transfer some sections to the Code that do not need to be specified in the Regulations.</p> <p>The attached paper summarises the proposed changes.</p> <p>The approved changes to the Academic Regulations for Research Degrees will be incorporated into the Code of Practice for Research Degrees as appropriate.</p> <p>The recommendations in this paper were approved by the Research Degrees Programmes and Examinations Board at its meeting on 15 May 2019.</p>
Questions to consider	<p>The Research Degrees Programmes and Examination Board recommends the following changes to the Academic Regulations for Research Degrees for 2019-20 for approval by the Senate (section references are to the following paper):</p> <ul style="list-style-type: none">• (section 2) Admissions – delete section from Regulations as covered by the Admissions policies;• (section 3) introduce new enrolment status of “examination”;

	<ul style="list-style-type: none"> • (section 4) new definition of the maximum registration periods for the PhD, MPhil and MD(Res); • (section 5) Attendance – Regulations on working hours and holiday entitlement have been deleted as these are covered in the Code; • (section 6) Appointment of examiners – Regulations on the membership of the panel of examiners and the criteria for the appointment of examiners have been transferred to the Code. The Regulations for taught programmes do not include the requirements for examiners.
Regulatory/statutory reference points	QAA Framework for Higher Education Qualifications and the UK Quality Code Advice and Guidance for Research Degrees.
Strategy and risk	Compliance with the UK Quality Code is assessed by the UK Quality Assurance Agency on behalf of OfS.
Reporting/consideration route for the paper	Considered and recommended for approval by the RDPEB and EQSB. Senate to approve.
Prepared by	Mary Childs Research Degrees Office
Sponsors	Director of the Doctoral College and Chair of the Research Degrees Programmes and Examination Board

Academic Regulations for Research Degree Programmes

Changes to consider for 2019-20

Introduction

This paper summarises the proposed changes to the Academic Regulations for 2019-20.

Key:

Regulations – the Academic Regulations for Research Degree Programmes – regulation numbers are those in the 2018-19 Regulations

Code – the Code of Practice for Research Degree Programmes

Board – the Research Degree Programmes and Examinations Board

RDO – Research Degrees Office

1. Review of Regulations

In 2018-19 Queen Mary commissioned a review of the Regulations to make them more concise and accessible for readers.

Most changes to the Research Degrees Regulations are to remove duplication with the Code of Practice for Research Degree Programmes and to transfer some sections to the Code that do not need to be specified in the Regulations.

The approved changes to the Academic Regulations for Research Degrees are incorporated into the Code of Practice for Research Degrees as appropriate.

2. Admissions

Research degrees admissions requirements are covered by the Academic Regulations in Chapter 2 General Regulations and by the Queen Mary [Admissions policies](#).

Therefore the section on research degree admissions in the Regulations is deleted. Some information has been transferred to the section on Admissions in the Code as a guide for staff in schools and institutes responsible for admissions.

3. New status of “examination”

It is proposed to introduce a new enrolment status for research students of “examination” wef 1 August 2019 to distinguish clearly between students writing-up their thesis and students who have submitted the thesis for examination.

When a research student submits their thesis for examination RDO would change their status to “under examination”. This is new regulation 8.25.

8.25 A student who submits their thesis for examination shall be transferred to ‘examination’ status with effect from the date of submission of their thesis.

Not all students transfer to writing up status before submission of the thesis for examination. In such cases RDO currently changes their status to writing up with effect from the date of thesis submission. Introducing the new status of “examination” would make it much clearer where a student is positioned in their research studies programme.

Planning has confirmed that there are no implications for statutory data returns. Students in writing up and examination status would both be reported as 0.1 FTE.

4. Maximum registration periods for the PhD, MPhil and MD(Res)

A definition of the meaning of the maximum period of registration for the awards of PhD, MPhil and MD(Res) is provided.

New Regulation 8.39

For MPhil, PhD, and MD(Res) degrees the maximum period of registration begins on the date of initial enrolment on the research studies programme and ends on the deadline for submission of the thesis for examination. On submission of the thesis for examination a student is transferred to examination status and remains registered on their programme of study until either the award of the degree or termination of studies. A student who has not submitted their thesis for examination by the end of the maximum period of registration must apply to extend their period of registration for up to twelve months or for a maximum period prescribed by the terms of their studentship.

5. Attendance

Regulations on working hours and holiday entitlement have been deleted as these are covered in the Code.

6. Research degrees examiners

The Regulations on membership of the panel of examiners and the criteria for the appointment of examiners have been transferred to the Code. The Regulations for taught programmes do not include the requirements for examiners.

Mary Childs
RDO, ARCS



Academic Regulations 2019-20

Part 8 – Research Degrees

Scope

- 8.1 These regulations take effect from August 2019 and apply to all research studies programmes and all students registered for a research studies programme at Queen Mary. A student who enters for examination is examined in accordance with the regulations in place at the time of examination entry or re-entry.
- 8.2 The Academic Regulations, Part 2 – General Regulations apply to students registered for a research studies programme at Queen Mary. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.
- 8.3 The Queen Mary Code of Practice for Research Degree Programmes applies to all research studies programmes and all students registered for a research studies programme at Queen Mary. Compliance with the Code of Practice is mandatory. In any issues of interpretation of the Code, the Academic Regulations take precedence. [Create weblink to Code](#)
- 8.4 Research degrees awarded by Queen Mary University of London are awards of the University of London or of Queen Mary University of London.
- 8.5 In 2013/14, Queen Mary implemented its independent degree awarding powers. New and continuing students in 2013/14 were given the option of receiving either a Queen Mary award or a University of London award, where appropriate. Students were required to make their selections before the published deadline in 2013/14 and in accordance with the stated procedure. New students who enrolled from 2014/15 shall be awarded Queen Mary awards where the requirements are met.
- 8.6 These regulations also apply to students registered as an associate student of Queen Mary undertaking study that is part of a research studies programme.
- 8.7 The awards covered by these regulations are:

University of London Awards

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

Queen Mary awards

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 of Psychiatry (DPsych)

- 8.8 All references to 'Academic Regulations' include 'research studies programme regulations'.
- 8.9 Queen Mary reserves the right to amend the Academic Regulations as it considers appropriate.

Registration and Enrolment

General

- 8.10 A student is required to enrol with Queen Mary at the start of their research degree programme and register for the research studies programme. The period of registration will date from the point of initial enrolment.
- 8.11 Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance. Re-enrolment takes place in August each year. Failure to re-enrol results in termination of registration.
- 8.12 A student registers for a programme of research study from the point of initial enrolment leading to the award of:
- Doctor of Philosophy (PhD)
 - Master of Philosophy (MPhil)
 - Doctor of Medicine (Research) (MD(Res))
 - Doctor in Professional Studies (DrPS)
 - Doctor of Psychiatry (DPsych)
 - Doctor in Clinical Dentistry (DClinDent)

Associate Students

- 8.13 A student may be permitted to enrol as an associate student and undertake a period of guided study and/or research that does not lead to an award of Queen Mary or the University of London. An associate student enrolls with Queen Mary normally for a period of up to six months and a maximum of twelve months. This period does not count towards the minimum registration period required for award. The student is normally required to terminate their studies at the end of the period of registration as an associate student.
- 8.14 An associate student may enrol with Queen Mary for a longer period of registration in cases where:
- (i) a student is undertaking research studies at Queen Mary as part of a formal collaboration between Queen Mary and another institution, governed by a written agreement or contract; or
 - (ii) a student has their primary registration at another institution and a member of Queen Mary academic staff is a formal member of the student's supervisory team, usually the second supervisor.

Such students may enrol as associate students with Queen Mary for the duration of their programme of study at the primary institution with the permission of Senate or its delegated authority.

Transfer from another institution

- 8.15 A candidate registered for a research degree at another institution may transfer their registration at the discretion of Senate or its delegated authority and be exempted from part of the research studies programme at Queen Mary. Where this occurs, the period of registration at Queen Mary must be at least 12 months full-time or 24 months part-time. Queen Mary will determine the appropriate point of entry to the programme.
- 8.16 On transfer of registration, the registration for the original degree will lapse.

Concurrent study

- 8.17 A person currently registered for a qualification of Queen Mary 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 registered on a research studies programme may not be simultaneously registered for more than one Queen Mary programme, except with the express permission of Senate, or its delegated authority.

Mode of attendance

- 8.18 The following modes of attendance are available to students:
- Full-time
 - Part-time (50% of the workload of a full-time student per year)
- 8.19 A student is expected to continue in the same mode of study for which they originally registered. Transfer between full-time and part-time study may be permitted by Senate or its delegated authority. In such cases, the minimum and maximum registration periods will be adjusted according to the length of registration spent in each mode.

Writing up status

- 8.20 A student may transfer to 'writing up' status with the approval of Senate or its delegated authority provided that he or she has completed the minimum registration period and not exceeded the maximum registration period. In order to transfer to writing up status, a student is normally required to have completed all experimental work or collection of material related to their thesis, to have passed annual progression in the second year of study (fourth year of study for part-time students) and, in the judgement of the primary supervisor, be in a position to submit the thesis within 12 months. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the transfer process from MPhil to PhD where transfer is a requirement of their research studies programme.
- 8.21 A student must enrol during the period of writing up and pay any fee applicable during this period.
- 8.22 The maximum period for 'writing up' is normally one calendar year regardless of the mode of attendance of the student, unless the terms of a studentship stipulate that a longer period of writing-up is permitted. If a student does not submit their thesis by the

date agreed in the transfer to writing-up application, they must agree a new thesis submission deadline with their school/institute. A school / institute may apply a charge if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.

- 8.23 In exceptional circumstances, Senate or its delegated authority may permit an extension of the writing up period for students who have writing up status. A student with writing up status may be permitted to extend their writing up period by up to twelve months or for a maximum period prescribed by the terms of their studentship. A charge may be applied if the student has not submitted their thesis by the end of the period of extension. Extensions will not be granted retrospectively.
- 8.24 The period of extension counts as part of the overall period of registration.

Examination status

- 8.25 A student who submits their thesis for examination shall be transferred to 'examination' status with effect from the date of submission of their thesis.

Interruption

- 8.26 A student may be permitted to interrupt a research studies programme for a maximum period of two years in total throughout their period of registration or for a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Senate or its delegated authority.
- 8.27 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.
- 8.28 Research students may interrupt and return to studies within the same academic year but can only interrupt for whole months at a time.
- 8.29 The period of interruption does not count towards the minimum or maximum registration period for the research studies programme, in accordance with the general regulations.
- 8.30 A student is not required to pay fees during the period of interruption.

Minimum and Maximum registration periods¹

- 8.31 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. Periods of interruption shall not 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.

¹ Previously known as 'period of study'

- 8.32 The registration period starts on the date of a student's initial enrolment and registration with Queen Mary for the research studies programme.
- 8.33 The registration period ends on the date of award or termination of registration.
- 8.34 Queen Mary terminates the registration of any student who exceeds the maximum registration period.

Minimum registration period

- 8.35 The minimum period of full-time study for the awards of MPhil, PhD, MD(Res) and DrPS is two calendar years. The minimum period of full-time study for the award of DClinDent and DPsych is three calendar years.
- 8.36 The minimum period of part-time study for the awards of MPhil, PhD, MD(Res) and DrPS is four calendar years. The minimum period of part-time study for the award of DClinDent and DPsych is six calendar years.
- 8.37 The minimum registration period for a student who has transferred from another institution/programme under regulation 8.15 above is as specified in the regulation.

Maximum registration period

- 8.38 The maximum registration period includes any period where the student is registered as writing up.
- 8.39 For MPhil, PhD, and MD(Res) degrees the maximum period of registration begins on the date of initial enrolment on the research studies programme and ends on the deadline for submission of the thesis for examination. On submission of the thesis for examination a student is transferred to examination status and remains registered on their programme of study until either the award of the degree or termination of studies. A student who has not submitted their thesis for examination by the end of the maximum period of registration must apply to extend their period of registration for up to twelve months or for a maximum period prescribed by the terms of their studentship.
- 8.40 The maximum period of full-time study for the awards of MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent is 4 calendar years (including any writing up period).
- 8.41 The maximum period of part-time study for the awards of MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent is 7 calendar years (including any writing up period).

Exceptions to the maximum and minimum registration periods

- 8.42 Exceptionally, Senate or its delegated authority may permit a student to submit the thesis for examination either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration for a maximum of 12 months.
- 8.43 In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration of study for a longer period than 12 months.
- 8.44 Exceptions to the minimum and maximum periods of study for research studies programmes are set out in programme handbooks.

Attendance

Attendance requirements

- 8.45 In addition to the general attendance requirements, attendance refers to Queen Mary's expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with their primary supervisor and undertakes training and other specified activities that may also include the completion of taught modules. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis for examination. Supervision meetings may be held with any member of the supervisory team.
- 8.46 Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to Queen Mary as part of a formal agreement or contract with joint supervision provided by staff at Queen Mary and the partner research organisation. Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The Queen Mary requirements for supervision apply.
- 8.47 A full-time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of their primary supervisor(s) unless provided for in the terms of any studentship.

Termination of Registration

- 8.48 Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
- 8.49 Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the general regulations on attendance [[create link to Chapter 2](#)].
- 8.50 Termination of registration means that enrolment is also terminated and the individual is no longer a student of Queen Mary in accordance with the general regulations [[create link to Chapter 2](#)].
- 8.51 A student for whom registration is terminated may appeal against this decision under the Appeal Regulations.

Studentships and scholarships

- 8.52 Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these Regulations to those students in receipt of the studentship or scholarship.

Research Integrity

- 8.53 All students must familiarise themselves with the Queen Mary policies relating to research integrity, research ethics, and intellectual property rights and other associated research policies and procedures. It is the student's responsibility to check if their research requires formal ethical review of the research project, and to ensure that their research conforms to it.

Title of thesis

MPhil and PhD

- 8.54 Upon registration, a student identifies the topic of their research and the research studies programme to be followed. Senate or its delegated authority approves the title of the thesis at the point of notifying entry for examination.

MD(Res)

- 8.55 Senate or its delegated authority approves the title of the thesis prior to registration for the research studies programme.

DrPS, DPsych and DClinDent

- 8.56 Senate or its delegated authority approves the subject and title of the thesis and/or research portfolio after the equivalent of one year's full-time study on the research studies programme.

Change of title

- 8.57 In all cases, Senate or its delegated authority approves any change to the title of the thesis in accordance with the required procedure.

Supervision

- 8.58 The Queen Mary Code of Practice for Postgraduate Research Programmes sets out the requirements for supervision.
- 8.59 Supervisors are appointed to the role by Senate or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

Progress Monitoring

- 8.60 Progress monitoring is a formal review process that takes place at least once per academic year in accordance with the requirements approved by Senate, or its delegated authority. Progress monitoring informs progression.

Progression

- 8.61 Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme.
- 8.62 Senate or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full-time student on a PhD, MPhil or MD(Res) programme occur between 6 to 9 months after registration on the research studies programme, between 18 and 24 months after registration, and at 36 months where submission of the thesis for examination has not occurred. For a part-time student on a PhD, MPhil or MD(Res) programme the normal progression points occur between 12 to 18 months after registration on the research studies programme, between 36 and 48 months after registration, and 72 months where submission of the thesis for examination has not occurred. Progression for students on DrPS, DPsych and DClinDent programmes is assessed as outlined in the appropriate research studies programme regulations, approved by Senate or its delegated authority.
- 8.63 Progression decisions are made in accordance with procedures established by Senate or its delegated authority.
- 8.64 The 6 to 9 month (Year 1) progression point (12 to 18 months for part-time students) is undertaken in accordance with the approved requirements for the PhD, MPhil or MD(Res) research studies programme and may include the submission of written work and an oral examination. Year 1 progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. Any panel recommending a decision about a student's progression or registration on a research studies programme must comprise at least two people, at least one of whom must be independent of the student's supervisory team. External members may be appointed to the panel. In such cases, one member of the panel must be a member of Queen Mary staff who is independent of the student's supervisory team. The independent members of the panel have the casting vote regarding the recommended outcome.
- 8.65 Progression decisions in subsequent years of study (18-24 months and 30-36 months for full-time students, and 36-48 months and 60-72 months for part-time students) are made in accordance with procedures outlined in the relevant research studies programme regulations, approved by Senate or its delegated authority. Progression decisions are made by the Director of Graduate Studies. It is recommended that part-time students should complete an annual review in the intervening years.
- 8.66 The possible outcomes of progression are:
- Progress – the student may progress to the next stage of the research studies programme
 - Referred – the student must undertake further specified work and be reconsidered for progression again within 3 months
- 8.67 At the end of the referral period, the outcomes are:
- Progress – the student may progress to the next stage of the research studies programme
 - Fail to progress – the student may transfer registration to MPhil or other appropriate programme

- Fail to progress – the student’s registration is to be terminated
- 8.68 The process of assessment for progression must always include a meeting with the student if the recommendation is referral for a second assessment or fail to progress.
- 8.69 Senate or its delegated authority terminates the registration of a student who fails to meet the progression requirements for their research studies programme. A student may appeal against the termination of registration under the Appeal Regulations.

Transfer of Registration from MPhil and MD(Res) to PhD (for students registered for a research studies programme before 1st September 2010)

- 8.70 A student registered before 1st September 2010 for a research studies programme leading to the award of MPhil/PhD or MD(Res) may transfer their registration to PhD.
- 8.71 The regulations for the transfer process for the year of entry to the research studies programme shall apply.

Transfer of Registration from MPhil and MD(Res) to PhD (for students registered for a research studies programme after 1st September 2010)

- 8.72 A student registered for a research studies programme leading to the award of MPhil or MD(Res) after 1 September 2010 may transfer their registration to PhD.
- 8.73 The transfer process normally takes place between 12 to 24 months for a full-time student and 24 to 48 months for a part-time student. The transfer process is undertaken in accordance with the approved requirements for the research studies programme which include the submission of written work and an oral examination. The oral examination is conducted by a panel of examiners that comprises at least two members. The examiners for transfer from MPhil to PhD may include the supervisor and must include at least one examiner, knowledgeable in the field, who is not connected with the student’s research.
- 8.74 Where a student is successful and transfers their registration, the date of initial registration for the research studies programme continues to apply for the purpose of determining maximum and minimum registration periods.
- 8.75 Where a student is unsuccessful in the transfer examination, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or that the student should be permitted to submit for transfer on one further occasion. If a student is unsuccessful at the second attempt at transfer, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or may recommend that their registration should be terminated.
- 8.76 A student may appeal against the decision of the examiners for transfer under the Appeal Policy.

Examination Entry

- 8.77 Examination entry is the formal process by which a student notifies Queen Mary of their intention to submit the thesis and be examined for the degree for which they are registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for examination entry is approved by Senate or its delegated authority.
- 8.78 A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to twelve months after examination entry. After twelve months, if the thesis has not been submitted, a new entry form is required and a re-entry fee may be required.
- 8.79 For a student to be entered for examination, Queen Mary must confirm that they have completed the research degree programme in accordance with the relevant regulations.
- 8.80 Examination entry cannot occur more than twelve months prior to completion of the minimum registration period.

Submission of thesis

- 8.81 A student is required to submit their thesis in a form that meets the requirements for a thesis. A student is required to submit two printed copies of their thesis in the approved format and a digital (PDF) file which is an exact electronic copy of the submitted thesis. A third copy of the thesis may be required where a third examiner is appointed.
- 8.82 The student is required to bring to the oral examination a copy of their thesis paginated in the same way as the copies submitted to Queen Mary.
- 8.83 In submitting a thesis for examination or re-examination a student accepts responsibility for its contents and quality. Students are required to conform to Queen Mary's policy on editorial assistance and to include in their thesis a statement of originality detailing any work undertaken in collaboration with others.

Requirements for a Thesis

- 8.84 The thesis must meet the specific requirements for a thesis provided in Appendix 1 of these regulations.

Requirements for DrPS, DPsych and DClinDent

- 8.85 In addition to the thesis, the professional doctorates of DrPS, DPsych and DClinDent are examined through a broader range of methods than thesis and oral examination. The requirements for the awards of DrPS, DPsych and DClinDent are those approved by Senate or its delegated authority.

Word limits

8.86 The thesis must not exceed the following word limits:

PhD – 100,000 words
MPhil – 60,000 words
MD(Res) – 50,000 words

For the degrees of DrPS, DPsych and DClinDent the minimum length of the thesis shall be no less than 25,000 words.

[The bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.]

8.87 Senate or its delegated authority may approve lower word counts for specific research studies programmes.

Panel of Examiners

8.88 A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), and for the DrPS, DPsych and DClinDent as appropriate.

8.89 The Panel of Examiners comprises a minimum of two examiners appointed by Senate or its delegated authority. The Code of Practice for Research Degree Programmes specifies the membership of the panel of examiners and the criteria for the appointment of examiners

Examination Requirements

8.90 The examination for MPhil, PhD and MD(Res) is by submission of thesis and oral examination of the thesis. The examination for DrPS, DPsych and DClinDent is by submission of thesis and/or research portfolio, other required assessments and oral examination. At their discretion, the examiners may also examine the candidate by practical or written examination.

8.91 The examination process is held in private, and is not a public examination. Normally, the oral examination is held at Queen Mary with the candidate and both examiners present. If agreed by the candidate, Senate or its delegated authority may under exceptional circumstances permit one of the examiners to attend the examination by video-link. In such cases an independent chair must be appointed.

8.92 If requested by the candidate, Senate or its delegated authority may under exceptional circumstances permit the candidate to attend the examination by video link. Both examiners must be present in person at Queen Mary. The candidate must attend the examination from an approved location in a recognised University or other approved body, such as the British Council, and a member of that organisation's academic or professional staff must act as invigilator and be present in the room with the candidate for the duration of the examination.

8.93 All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis

until such time as the thesis is made available or any restrictions on access to the thesis are removed.

- 8.94 The examination is conducted in English (unless the Senate or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by Queen Mary and must bring with him/her an additional copy of the thesis that is paginated in the same way as that submitted for examination.
- 8.95 Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.
- 8.96 The examiners may reject a thesis which they consider to be incomplete or unacceptable without conducting an examination. Such cases will be reported to the Chair of the Research Degree Programmes and Examinations Board to determine the action to be taken. The candidate may be permitted to submit the thesis for examination on a subsequent occasion.
- 8.97 The examiners have a right to make comments in confidence to the Principal of Queen Mary in a separate report.
- 8.98 The examiners submit to the Academic Registrar's nominee copies of their preliminary reports and a joint final report that details their judgement of the candidate's performance and reasons for the decision they have reached. The joint report will be available to the candidate for their personal information, and the supervisor(s) and School/Institute Director of Graduate Studies. The preliminary reports are made available to the candidate at the discretion of the examiners. Examiners should normally submit their independent preliminary reports and joint report on the examination with the examination outcome form to the Research Degrees Office within two weeks of the date of the oral examination of the candidate.
- 8.99 Where the supervisor is in attendance at the oral examination they must not participate in the examination but may make comments if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.
- 8.100 If a candidate becomes unwell in advance of an oral examination, they should notify the supervisor who will make reasonable efforts to change the date of the examination. In attending an oral examination, candidates declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

Decisions of the Panel of Examiners

Outcomes for PhD, MPhil and MD(Res)

- 8.101 Except as provided in paragraph 8.96 the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.
- 8.102 The options open to examiners in determining the result of an examination are as follows:
- [a] if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the

candidate has satisfied them in the examination for the degree and recommend a Pass;

- [b] if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- [c] if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- [d] if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 18 months for the PhD, MD(Res) DrPS, DPsych and DCLinDent degrees, or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- [e] if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- [f] if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 18 months for the PhD, MD(Res), DrPS, DPsych or DCLinDent degree or 12 months for the MPhil degree. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- [g] the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies), nor, for the PhD degree, before considering whether the candidate does or might be able to satisfy the requirements for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied.

If the examiners recommend that the criteria for the MPhil degree are or may be satisfied, the candidate will be informed that they have been unsuccessful in the examination for the PhD degree, but that their examiners have indicated that they have either reached the standard or subject to minor amendments will reach the standard

required for the award of the MPhil degree. The candidate will be given three months to indicate whether they wish to be so considered (to run concurrently with any period for minor corrections as required).

If they do not wish to be considered for the MPhil degree, or does not confirm that they wish to be so considered within the specified period, then they will be informed that they have failed to satisfy the examiners for the PhD degree and that they may no longer be considered for the award of the MPhil degree.

If they wish to be considered for the award of MPhil under this regulation, the candidate will not be required to re-submit the thesis or undergo an oral examination but will be required to fulfil the requirements for the MPhil examination in all other respects. Any minor amendments required shall be made within three months of the date of notification of the examination outcome and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

In a case where the thesis, though inadequate, shall seem of sufficient merit to justify such an action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-submit their thesis in a revised form within 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-submission of their thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination.

- [h] the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

Outcomes for DrPS, DPsych and DCLinDent

8.103 Except as provided in paragraph 8.96 the examiners, after reading the thesis and/or research portfolio, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.104 The options open to examiners in determining the result of an examination are as follows:

- [a] if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
- [b] if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;

- [c] if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- [d] if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- [e] if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- [f] if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 12 months. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- [g] the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies). Where the examiners recommend this decision, they shall also consider whether a candidate may meet the requirements for a relevant Level 7 (masters) programme and, if appropriate, recommend that they be considered for the award of that degree by the relevant Subject Examination Board;
- [h] the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

Points applicable to all degrees

- 8.105 If the examiners are unable to reach agreement, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student's supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate's faculty.

- 8.106 In submitting a revised thesis incorporating amendments after an examination, a student accepts responsibility for the contents and quality of the revised version. A student who fails to complete the required amendments to the examiners' satisfaction and/or within the required timeframe shall be deemed to have failed to satisfy the examiners and not to have passed the examination. In such cases, examiners have the discretion to recommend the award of MPhil in the case of candidates who had been examined for a PhD.
- 8.107 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. If the examiners' decision is to fail the candidate outright and to reject all other examination outcomes, they should indicate the reasons for their decision in the joint report.

Re-examination

- 8.108 Where the examiners have decided that the criteria for award are satisfied in part, in some or all of the elements for examination [thesis, oral, practical etc.] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. Queen Mary may charge a fee for re-entry. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The same examiners will normally undertake the re-examination. The outcomes of re-examination are those that are specified for the award in question.
- 8.109 On re-examination, only options (a), (b), (c) and (g) are available to the examiners. Queen Mary charges a fee for re-examination.
- 8.110 A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, and will have their registration terminated.
- 8.111 Where the student has failed to satisfy the examiners (i.e. failed), there is no right of re-examination.

Award of the degree

- 8.112 Senate or its delegated authority awards the degree. For University of London awards, Senate or its delegated authority awards the degree under delegated authority from the University of London.
- 8.113 The award of the degree does not occur until the student has submitted a digital copy of the final thesis.
- 8.114 Senate or its delegated authority may award a research degree posthumously in accordance with the approved policy.

Availability of Theses

- 8.115 It is a requirement for the award of the degree that one digital copy of a successful thesis be stored in the electronic repository of the Queen Mary Library. Students are required to sign a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2).

8.116 A candidate may apply to Queen Mary for restriction of access, for a period not normally exceeding twelve months, to their thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by Queen Mary for consideration of such applications. Restricted access may also be agreed by Queen Mary with the candidate's sponsoring organisation. This period may be extended beyond twelve months in exceptional circumstances and with the approval of Senate or its delegated authority.

Examination Offences and Academic Misconduct

8.117 Academic misconduct during the course of a research studies programme and examination offences, including plagiarism, will be investigated under the [Academic Misconduct Policy](#).

8.118 All assessment that is submitted for progress review, transfer, or examination is subject to the [Academic Misconduct Policy](#). Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the [Academic Misconduct Policy](#).

8.119 A research student who is found to have committed an assessment offence may also incur the following penalties:

- change of registration from PhD to MPhil;
- termination of studies.

8.120 Where plagiarism or fraud is established after an award has been made, the award may be revoked.

8.121 Research students are also subject to the Queen Mary policies relating to research integrity and other associated research policies and procedures, including the procedure for dealing with allegations of research misconduct.

Appeals

8.122 A student may appeal against a progression decision or a decision of a panel of examiners using the Appeal Policy.

Collaborative Arrangements

8.123 Collaborative arrangements for the supervision and award of research degree programmes are approved in accordance with the policy and procedures established by Senate, or its delegated authority, for that purpose. Such arrangements may lead to the award of a single Queen Mary degree, two degrees from both Queen Mary and the partner institution(s) or a single degree awarded jointly by Queen Mary and the partner institution(s).

8.124 In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

Revocation of Award

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

Additional award requirements for European Doctorate

- 8.126 A PhD may be designated 'European Doctorate' where the approved research studies programme permits. As a minimum, a European Doctorate is required to fulfil the criteria approved by Senate or its delegated authority.

Requirements for degrees – MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent

Requirements for degrees

Master of Philosophy

1. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
2. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.
3. The thesis shall:
 - [a] consist of the candidate's own account of their investigations;
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - [b] be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
 - [c] be an integrated whole and present a coherent argument;
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.
Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
 - [d] give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
 - [e] be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

In certain specified fields other forms of material may be required to be submitted for assessment within or in addition to the thesis:

Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

- [f] Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

Doctor of Philosophy

4. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
5. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

6. The thesis shall:

[a] consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

[b] form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

[c] be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

[d] give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;

[e] be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

[f] demonstrate research skills relevant to the thesis being presented;

[g] be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

[h] In certain specified fields other forms of material may be required to be submitted within or in addition to the thesis:

Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

- [i] Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

Professional Doctorates (DrPS, DPsych and DClinDent)

7. A programme of study and examination for the degree of *Doctor in/of* ----- shall satisfy the following requirements:
 - [a] the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;
 - [b] the programme of study shall extend over a period of at least three years' full-time study or the part-time equivalent;
 - [c] the programme shall include a substantial research component which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also 7[d] and 7[g] below);
 - [d] the results of the research shall be presented in the form of a thesis and/or research portfolio which makes a distinct contribution to the knowledge of the subject or its professional practice and affords evidence of originality shown by the discovery of new facts, the exercise of independent critical power, and/or innovation in practice. The minimum length of the thesis and/or portfolio shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
 - [e] the programme shall, in addition to the thesis and/or research portfolio, include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;
 - [f] the elements listed at 7[e] shall be assessed by methods and at an intellectual level and at a time appropriate to the programme, and approved by Senate or its delegated authority. Such assessment shall normally involve at least one examiner external to the University;
 - [g] the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 7[d] above) **and** (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;
 - [h] the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to Queen Mary in accordance with the normal requirements for examiners for research degree programmes.

Progression

8. A student must meet any programme or pathway requirements, and pass all taught / directed study modules for the current developmental year. Such modules are graded pass/fail for the purposes of the doctoral degree. Directed study assessment results including module marks, and progression decisions, will be considered at the relevant postgraduate Subject Examination Board.
9. The provisions of Section 5 of the Academic Regulations concerning postgraduate programme modules shall apply to professional doctorate programmes, in particular the regulations specifying the "Marks and grades for student performance in individual modules" and the "Requirements to pass a module".

10. Students shall also be required to undertake a formal assessment in each developmental year of research-based study to confirm progression to the following year. The format of such assessments shall be outlined in the programme specification for each professional doctorate programme.
11. Where a student misses a taught / directed study module assessment due to an approved certified absence or fails to meet the progression requirements for the current developmental year, the examination board may apply its discretion and, if it deems it appropriate, permit the student to progress.

Eligibility for award

12. To be eligible for award a student must pass all taught / directed study modules and satisfy the requirements for the examination of the research elements of the professional doctorate programme.

Academic credit requirements for award

13. To be eligible for the award a student must:
 - [a] take modules and research assessments to the value of 540 credits;
 - [b] the research element of the programme will be worth a minimum of 270 credits;
 - [c] the directed study element of the programme will be for a maximum of 270 credits;
 - [d] modules may be assessed and awarded at level 7, up to a maximum of 180 credits at level 7 in total;
 - [e] a minimum of 360 credits must be assessed at level 8.

Failure to meet requirements for award

14. A 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, Postgraduate Certificate or appropriate master's award, 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 professional doctorate programme.
15. A 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, Postgraduate Certificate or appropriate master's award 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. In such cases the progression and award regulations for the Postgraduate Diploma, the Postgraduate Certificate and the master's award shall apply as specified in Section 5 of the Academic Regulations concerning postgraduate programmes.

Doctor of Medicine (Research) (MD(Res))

16. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
17. The emphasis of the programme of study will be on the development in the individual student of:
 - [a] the ability to recognise and validate problems;
 - [b] original, independent and critical thinking and the ability to develop theoretical concepts;
 - [c] a knowledge of recent advances within the field in related areas;
 - [d] an understanding of research methodologies and techniques and their appropriate application within the research field;
 - [e] the ability to analyse critically and evaluate the research findings and those of others;
and
 - [f] an ability to summarise, document, report and reflect on progress.
 - [g] Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.
18. The thesis shall:
 - [a] consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - [b] form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - [c] be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
 - [d] give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects

they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;

[e] be written in English and the literary presentation shall be satisfactory;

[f] demonstrate research skills relevant to the thesis being presented;

[g] be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals);

[h] requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

Declaration on the availability of the thesis

Subject to paragraph 8.116 above, candidates for the degrees of MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent will at the time of entry to the examination be required to sign a declaration in the following terms:

Declaration

1. I authorise that the thesis I present for examination for the degree shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Queen Mary University of London and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.
2. I authorise Queen Mary or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
3. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author.
4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
5. I understand that if my thesis is not approved by the examiners, this declaration will become void.

ACADEMIC REGULATIONS 2019-20

DELEGATIONS OF SENATE

Research Degree Programmes

Regulation:	8.14
Authority:	Associate Student enrolment beyond twelve months
Delegated to:	Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies
Process:	Through the admissions process or on request from the School/Institute

Regulation:	8.15
Authority:	Transfer of registration from another institution
Delegated to:	Director of Graduate Studies
Process:	Through the admissions process in accordance with the time-limits permitted in regulation 8.15.

Regulation:	8.17
Authority:	Approval of concurrent study elsewhere, or at Queen Mary.
Delegated to:	Head of School(s) or Institute(s) and the Director of Graduate Studies of the School or Institute in which the research student is registered.
Process:	Consideration on a case-by-case basis co-ordinated by the Research Degrees Office.

Regulation:	8.19
Authority:	Transfer between full-time and part-time study
Delegated to:	At School/Institute level by the Director of Graduate Studies, on the advice of the primary supervisor
Process:	Following a request made by the student that is supported by the primary supervisor, and taking account of any limitations resulting from any studentship, as applicable.

Regulation:	8.20 & 8.23
Authority:	Transfer to 'writing up' status
Delegated to:	Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor confirms that the student is expected to complete within one year.
Process:	By sign off of the request using the appropriate form.

Regulation:	8.26
Authority:	Interruption of a research studies programme for up to two years, or a maximum period prescribed by the terms of any studentship.
Delegated to:	Research Degrees Programmes and Examination Board
Process:	Sign off of the request using the appropriate form and its submission to the Research Degrees Office.

Regulation:	8.26
Authority:	Interruption for a longer period than 2 years.
Delegated to:	Secretary to Council and Academic Registrar
Process:	Submission of written request co-ordinated through the Research Degrees Office, and approved by the Research Degrees Programmes and Examination Board

Regulation:	8.31 & 8.42
Authority:	Permission to submit either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration.
Delegated to:	Research Degrees Programmes and Examination Board
Process:	Sign off of the request using the appropriate form and its submission to the Research Degrees Office.

Regulation:	8.43
Authority:	Approval of an extension to the maximum permitted duration of study for a longer period than 12 months.
Delegated to:	Secretary to Council and Academic Registrar
Process:	Submission of written request co-ordinated through the Research Degrees Office, and approved by the Research Degrees Programmes and Examination Board

Regulation:	8.48
Authority:	Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
Delegated to:	(a) Director of Graduate Studies on the recommendation of the progression panel. (b) Director of Graduate Studies and Deputy Dean for Research (Research Degrees) on the recommendation of the primary supervisor following progress monitoring.
Process:	Progress monitoring or formal progression processes.

Regulation:	8.54
Authority:	MPhil and PhD: Approval of the title of the thesis at the point of notifying entry for examination.
Delegated to:	Director of Graduate Studies
Process:	Examination Entry Process

Regulation:	8.57
Authority:	Approval of any change to the title of the thesis.
Delegated to:	Director of Graduate Studies
Process:	Written notification to the Research Degrees Office

Regulation:	8.59
Authority:	Appointment of supervisors and ensuring that supervisors have the appropriate training.
Delegated to:	Head of School/Director of Institute
Process:	In accordance with the requirements of the Code of Practice for Research Degree Programmes

Regulation:	8.60
Authority:	Progress monitoring once per academic year.
Delegated to:	Director of Graduate Studies
Process:	In accordance with the established requirements for progress monitoring which informs progression.

Regulation:	8.62, 8.63 & 8.65
Authority:	Approval of progression requirements and procedures for research studies programmes
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Consideration of details of the progression requirements that are set out in writing.

Regulation:	8.62
Authority:	Approval of progression panel members.
Delegated to:	Approved by the Director of Graduate Studies for each student
Process:	On the recommendation of the primary supervisor

Regulation:	8.69
Authority:	Termination of the registration of a student who fails to meet the progression requirements for their research studies programme.
Delegated to:	Director of Graduate Studies on the recommendation of the progression panel
Process:	Following the outcome of the progression process

Regulation:	8.77
Authority:	Approval of the procedure for examination entry
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Co-ordinated through the Research Degrees Office

Regulation:	8.85
Authority:	Approval of requirements for the awards of DrPS, DPsych and DClinDent
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Consideration of details of the requirements that are set out in writing.

Regulation:	8.87
Authority:	Approval of lower word counts for specific research studies programmes
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Consideration of details of the specific programme requirements that are set out in writing.

Regulation:	8.89
Authority:	Approval of examiners
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	Following nomination through the examination entry process.

Regulation:	8.91
Authority:	Approval for one examiner to attend the viva by video-link
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	By individual application to the Board setting out the reasons for the request.

Regulation:	8.92
Authority:	Approval for the candidate to attend the viva by video-link
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	By individual application to the Board setting out the reasons for the request.

Regulation:	8.94
Authority:	Approval to conduct an examination in a language other than English
Delegated to:	Research Degrees Programmes and Examinations Board.
Process:	By individual application to the Board setting out the reasons for the request.

Regulation:	8.112
Authority:	Award of research degree
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	On review of the panel of examiners' reports and confirmation of their recommendation for award (co-ordinated through the Research Degrees Office).

Regulation:	8.114
Authority:	Posthumous award of research degree
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	In accordance with the approved policy and procedure.

Regulation:	8.116
Authority:	Availability of the thesis – extension of the twelve month restricted access period.
Delegated to:	Deputy Dean for Research (Research Degrees)
Process:	By individual application setting out the reasons for the request and why the circumstances are exceptional.

Regulation:	8.123
Authority:	Approval of collaborative arrangements for research degrees
Delegated to:	Research Degrees Programmes and Examinations Board (subject to approval of any collaborative partners by the Partnerships Board)
Process:	Following the procedures for collaborative provision agreed by Senate

Regulation:	8.125
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

Regulation:	8.126
Authority:	European Doctorate award requirements.
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	In accordance with the approved policy and procedure.



Senate

Paper title	Academic Misconduct Policy
Outcome requested	The Senate is asked to approve the policy.
Points to note and further information	<p>The Academic Misconduct Policy was formerly known as the Assessment Offence Regulations. Following a review of the Academic Regulations, this policy has been split out to allow the Academic Regulations in their entirety to follow a student throughout their studies. This policy will (and did) apply to all students irrespective of cohort.</p> <p>The Policy has been heavily rewritten and reformatted to bring increased clarity, but there are relatively few actual changes. The document has been re-written from scratch, so there are no tracked changes. Recommended meaningful changes are:</p> <p>1. Renaming of policy</p> <p>The term ‘academic misconduct’ has replaced ‘assessment offence’ in the policy. It is a widely-used and more all-encompassing term. ‘Assessment offence’ is likely remain a widely used term in practice, as the primary form of academic misconduct.</p> <p>2. Revised penalties</p> <p>It is recommended that two of the current penalties be removed:</p> <p>“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.” and,</p> <p>“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.”</p> <p>These penalties would be unfair with the introduction of semester-based examinations – a student committing an exam offence in January could be failed and lose an attempt in all modules including those examined in May (for which they might not even have started the teaching).</p>

The new policy includes three new penalties that will cap respectively the assessment mark, the module mark, and all module marks in the academic year (including those for assessments/modules yet to be taken). The last of these remains a harsh penalty but would be used only where appropriate and still allows a student to pass. Additionally, these penalties do not require a student to resit the assessment – that is a necessity where the assessment (eg) included plagiarised text or the student was using unauthorised notes, but it is not always necessary for some examination offences (eg possession of unauthorised material that would not have affected performance).

3. In-class tests

Previously, the policy stated that offences occurring in in-class tests would not be treated as offences in invigilated examinations. This was problematic, as many of the same offences applied (eg copying from another student). In the new policy, the two assessment types have been merged, with reference to “misconduct relating to an invigilated examination or in-class test”.

4. Self-plagiarism

Self-plagiarism no longer appears as a separate offence in the list of offences. This is because self-plagiarism is explicitly defined within Queen Mary’s official definition of plagiarism, which also appears in the policy. It is also explicitly referenced in the offence listings under ‘plagiarism’.

5. Terminology

The current regulations refer extensively to ‘the Academic Registrar (or nominee)’. The revised version simply names the nominee, which in almost all cases is the Appeals, Complaints and Conduct Office.

6. Student response to an allegation

A student has five days to respond to an allegation in the current regulations. This has been amended to seven calendar days, for clarity. Additionally, the current regulations state that where a student fails to respond they are considered to have admitted to the offence. This has been amended to state that they are considered not to have denied the offence – the case will still be properly investigated.

7. Interviews with students

The current regulations state that a student will be invited for interview by ‘the Academic Registrar’ (Appeals, Complaints and Conduct Office) and given copies of evidence upon notice of an alleged offence. This relates in large part to when the system was paper-based, and students needed to attend to see the evidence. That is now shared electronically, expediting the process, and it is rare for a student to seek a specific formal interview. Students are still free to discuss their cases with the Office, but they seldom choose to do so in a formal interview setting – this has been reflected in the amended text.

	<p>8. Membership of Academic Misconduct Panels The Chair and Deputy Chairs of Academic Misconduct Panels are individuals specifically appointed to the roles by the Senate. Other members of the Panels are currently drawn from the membership of the Senate. There are often difficulties in scheduling panel meetings due to the limited availability of potential panellists. It is recommended that membership be expanded to include both Senate members and other individuals specifically appointed by the Senate to act as panel members on three-year terms of office.</p> <p>9. Notice of a panel meeting The current regulations say only that a student must be given ‘proper notice’ of the date of a panel meeting. This has been codified as seven calendar days, for clarity. As in the current regulations, this can be reviewed where a student has good reason for not being able to attend on that date and lets the panel know in advance.</p> <p>10. Appendices Various associated documents have been updated and included as appendices. These are: a flow-chart of the academic misconduct process, the procedures for a full meeting of the Academic Misconduct Panel, and guidelines on the application of penalties for panels, Chairs, and Deputies. There are no meaningful changes to these documents other than reflecting the proposed new penalties within the penalty guidance.</p>
Questions to consider	The Senate is asked to give particular attention to ‘revised penalties’, ‘interviews with students’, and ‘membership of Academic Misconduct Panels’. In more general terms, is the Senate satisfied that the policy is clear, and covers all relevant points?
Regulatory/statutory reference points	<ul style="list-style-type: none"> • Queen Mary University of London: Academic Regulations • Quality Assurance Agency: UK Quality Code for Higher Education – Concerns, Complaints and Appeals • Office of the Independent Adjudicator: Good Practice Framework – disciplinary procedures
Strategy and risk	None specific – this is a relatively minor update to an existing policy.
Reporting/consideration route for the paper	Endorsed and recommended for approval by the EQSB. Senate to approve.
Author	Simon Hayter, Assistant Academic Registrar

Academic Misconduct Policy

Scope

1. Allegations of any of the following will be dealt with under the Academic Misconduct Policy:
 - i. breach of any section of the Academic Regulations relating to the conduct of assessment.
 - ii. misconduct relating to an invigilated examination or in-class test:
 - a. unauthorised access to an examination venue before an examination.
 - b. forgery of an examination timetable produced by Queen Mary.
 - c. removal of a 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 material while 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. communication 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](#) (including self-plagiarism).
 - iv. fraudulent reporting of source material.
 - v. 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 a ghost-writing service for any part of assessment;
 - viii. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.
2. The Academic Misconduct Policy applies to all students, irrespective of cohort.
3. There is no statute of limitations on application of the Academic Misconduct Policy. The Policy may be applied retrospectively if a graduate is alleged to have committed academic misconduct while studying at Queen Mary. Under certain circumstances this may result in the revocation or reclassification of an award.

Terminology

4. In the Academic Misconduct Policy:
 - i. 'Head of School' refers to the member of academic staff nominated by a Head of School or equivalent to oversee issues of academic misconduct in their school or institute.
 - ii. 'Chair of the Academic Misconduct Panel' refers also to Deputy Chairs of the Academic Misconduct Panel.
5. Queen Mary 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 Queen Mary or at another institution – without properly referencing yourself (known as 'self-plagiarism') also constitute plagiarism.

Allegations of academic misconduct

6. Where a member of staff suspects that academic misconduct may have been committed they will report this to the Head of School (or, in the case of invigilated examinations, directly to the Appeals, Complaints and Conduct Office). If the element of assessment in which the offence is alleged to have occurred counts for 31 per cent or more of the module mark and/or the student has committed an assessment offence previously the Head of School will refer the case to the Appeals, Complaints and Conduct Office for investigation. Otherwise, the Head of School will normally investigate the case within the school, but may choose to refer it to the Appeals, Complaints and Conduct Office for investigation. The Head of School may choose to refer the case to the Appeals, Complaints and Conduct Office at any point in the investigation.
7. In all cases the investigating officer will notify the student of the allegation and provide copies of all evidence submitted in support of the allegation. The student will be invited to admit or deny the allegation, and to submit evidence and make representations in response to the allegation.
8. A student who fails to respond to this notification within seven calendar days of the allegation to make alternative arrangements will be considered not to have denied the offence. Evidence and representations made beyond this point by the student will not be considered without good reason for the late submission.
9. The investigating officer will also gather other evidence as part of the investigation. This may include analysis of documentation, interviewing the student, and other relevant enquiries. A school may test on subject knowledge by an oral assessment; this will be conducted by two members of academic staff.
10. If the investigating officer finds that there is no case to answer, they will notify the student that the matter is closed. Where the Appeals, Complaints and Conduct Office is the investigating body it will also report this to the Chair of the relevant Subject Examination Board.
11. If the investigating officer finds that there is a case to answer then the next steps will vary depending on whether the case was investigated by the school or by the Appeals, Complaints and Conduct Office.

Investigations by a school or institute

12. If the Head of School determines that the 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 will be deemed a technical offence. The Head of School may decide either that no further action will be taken or require submission of a corrected version of the assessment.
13. If the Head of School is satisfied that misconduct has been committed they will impose one of the following penalties, considering all evidence and any mitigating factors:
 - i. a formal reprimand.
 - ii. failure (a mark of zero) in the element of assessment in which misconduct occurred, with a resubmission of the element permitted with the same attempt at the module. This will not count as an additional attempt, but the mark for the resubmitted element will be capped to the minimum pass mark.
 - iii. failure with a mark of zero for the relevant element of assessment, with no right to resubmit¹.
14. The Head of School will notify the student of the outcome of the case.

¹ In some circumstances this may result in failure of the module as a whole, with no right of resit. The Head of School will consider whether this is a proportionate penalty, where that is the case.

Investigations by the Appeals, Complaints and Conduct Office

15. If the Appeals, Complaints and Conduct Office finds evidence of potential academic misconduct, it will refer the matter to the Chair of the Academic Misconduct Panel or the Academic Misconduct Panel and notify the student to that effect.
16. If a student admits or does not deny an allegation of academic misconduct, the case will be considered by the Chair alone rather than the full Panel. This may also occur where a student denies an allegation, by agreement with the student. The Chair may choose to refer a case to a full Panel at any time.

Academic Misconduct Panel

17. The Academic Misconduct Panel is responsible for determining whether academic misconduct has been committed, and for determining penalties. The Panel comprises:
 - i. a Chair, or Deputy Chair.
 - ii. a member of academic staff from a department cognate to that of the student (normally from the same Faculty).
 - iii. a further member of academic staff, not necessarily from a cognate department.
 - iv. a student member, normally the President of the Queen Mary Students' Union (or nominee).
18. The Chair and Deputy Chair(s) will be appointed by the Senate to hold office for terms of three years. If, for any reason, the Chair or Deputy Chair is unable to act, the Principal will appoint an Acting Chair.
19. The other academic members of the Panel will be drawn from the membership of the Senate and from other academic staff appointed as members of the Panel by the Senate for terms of three years.
20. The quorum for a meeting of the Panel is 75 per cent (three members).
21. The Academic Misconduct Panel (or Chair, where acting alone) will consider the allegation and the evidence, determine – on balance of probabilities – whether misconduct has occurred, and determine an outcome. The full procedures for a Panel meeting are outlined in [Appendix 2](#).
22. The student may be assisted or represented by any one person. Both the student and the Appeals, Complaints and Conduct Office may submit written evidence and call witnesses. If the Panel determines that academic misconduct has been committed, the student has the right to address the Panel in mitigation.
23. The Appeals, Complaints and Conduct Office will nominate a member of staff as Secretary to the Panel. The Secretary is responsible for advising the Panel on the regulations.
24. If a student has been given at least seven working days' notice of a meeting of the Panel and fails to attend without providing a reasonable explanation in advance, the hearing will proceed as planned in the student's absence. If the student cannot attend for good reason the Panel will be rearranged.
25. If a Panel is divided on a decision to be taken, the Chair will have a second and casting vote to determine the outcome.

Penalties

26. If it is determined that academic misconduct has been committed, the Chair or the Panel will impose one or more of the following penalties:
- i. a formal reprimand.
 - ii. capping to the minimum pass mark for the assessment in which misconduct occurred.
 - iii. failure (a mark of zero) in the element of assessment in which misconduct occurred, with a resubmission of the element permitted with the same attempt at the module. This will not count as an additional attempt, but the mark for the resubmitted element will be capped to the minimum pass mark.
 - iv. capping to the minimum pass mark for the module in which misconduct occurred.
 - v. 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.
 - vi. failure (a mark of zero) in the module of which the assessment forms a part, with no permission to resit or retake the module.
 - vii. capping to the minimum pass mark for all modules taken (and yet to be taken) in the current academic year. Any module marks below the minimum pass mark will stand.

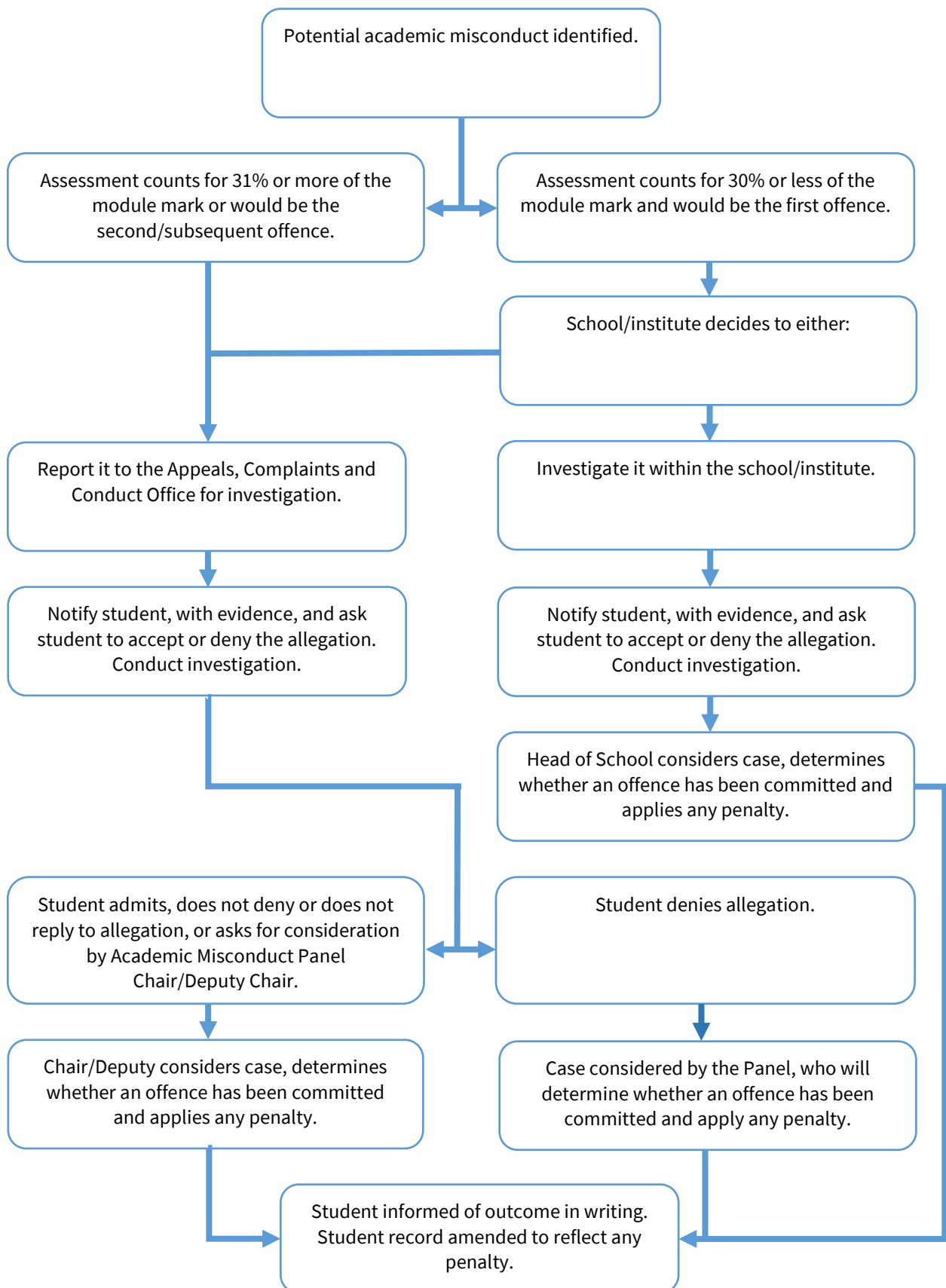
The following penalties can only be applied after a full meeting of the Academic Misconduct Panel:

- viii. a recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year, with marks of zero in all modules taken during the academic year in which the misconduct occurred.
 - ix. a recommendation to the Principal that the student be expelled from Queen Mary, with marks of zero in all modules taken during the academic year in which the misconduct occurred.
27. For the purposes of the Academic Misconduct Policy, each Section of each Part of the MBBS programme and of Parts 3-5 of the BDS programme will count as a module.
28. Where a penalty involves failure in a module but a resit or retake is permitted the reattempt will be at the next normally available opportunity.
29. Where a penalty involves the reworking or resubmission of an element of assessment, this will take place within the current academic year. If the student does not resubmit then a mark of zero will be given for the element of assessment.
30. Where a penalty involves failure in one or more modules and resits are permitted, a school/institute may choose to retain any coursework marks achieved in the academic year of the academic misconduct, except in elements where misconduct occurred. Schools/institutes may require a student to resubmit some or all coursework if this is deemed academically appropriate; this may also depend on whether the reassessment is formative rather than summative, or synoptic rather than standard.

Reporting

31. Academic misconduct penalties will be reported to the Professional Capability Committee and, where it is a stipulated requirement, to other professional bodies that accredit awards.
32. All allegations of academic misconduct dealt with by a Head of School must be reported to Appeals, Complaints and Conduct Office.
33. The Appeals, Complaints and Conduct Office will present an annual report to the Senate on all cases of academic misconduct, however resolved.

Appendix 1: Academic misconduct procedure



Appendix 2: Academic Misconduct Panel Procedure

Scope

1. These are the procedures for a full meeting of the Academic Misconduct Panel.

Procedure

2. At the start of the meeting, the Chair will:
 - i. introduce the student (and/or their representative) and the members of the Panel.
 - ii. indicate the Queen Mary representative, who will present the facts in the possession of Queen Mary.
 - iii. check that the student (and/or their representative) has copies of all the documentation supplied to the Panel.
 - iv. inform the student (and/or their representative) and the Panel of their right to examine any documents, reports or written statements used in the case by any of the parties, and their right to call witnesses, who may be examined by any of the parties.
3. The Chair will read the allegation and ask whether the student admits to the allegation or not.
4. If the student admits to the allegation, the Panel will proceed to consider its findings. The student (and/or their representative) will be informed that they will be able to address the Panel after it has considered its findings and before it considers its decision. The Queen Mary representative, the student, and (where relevant) the student's representative must leave the room while the Panel considers its findings. Continue to paragraph 8 of this document.

or

If the student denies the allegation then the Queen Mary representative will be asked to present the facts in the possession of Queen Mary and to call any witnesses, who may be examined by any party.

5. The student will be asked to give their evidence. If they call any witnesses they may be examined by any party.
6. After both the Queen Mary representative and the student have given evidence, each party may address the Panel. The Queen Mary representative will address the Panel first, followed by the student.
7. The Queen Mary representative, the student, and (where relevant) the student's representative must leave the room while the Panel decides whether academic misconduct has been committed. The Secretary may also be asked to leave the room, at the discretion of the Chair. The Panel must reach its decision without adjournment if possible, and must give reasons for its decision. No penalty is issued at this stage.
8. Once the Panel has decided whether academic misconduct was committed, the Queen Mary representative and the student (and/or their representative) will be recalled for the decision.
9. If the Panel finds that no academic misconduct was committed, the Chair will inform the student and all parties may leave.

10. If the Panel finds that academic misconduct was committed the following procedures will follow:
 - i. if the student admitted academic misconduct, the Chair will invite them to explain the circumstances of their actions.
 - ii. the Chair will invite the Queen Mary representative to address the Panel on the penalty to be applied.
 - iii. the Chair will next invite the student to address the Panel on the penalty to be applied.
 - iv. witnesses cannot be called at this stage, but written statements may be submitted to the Panel with a copy given to all parties.
11. The Chair will ask the Queen Mary representative and the student (and/or their representative) to leave the room while the Panel determines the penalty. The Secretary will provide the Panel with the information required under section 12 below.
12. When determining the penalty, the Panel will consider all relevant information, including:
 - i. the relation of the module(s) in question to the structure of the programme for which the student is registered (in cases where the penalty is applied to the module)
 - ii. the effect that failing the module would have on the student (if applicable)
 - iii. the arrangements for resitting the module (if applicable)
13. The Chair will recall the Queen Mary representative and the student (and/or their representative).
14. The Chair of the Panel will announce the penalty decided on by the Panel and the reasons for the penalty. The penalty will be read verbatim, as it appears in the Academic Misconduct Policy.
15. The student will be informed of their right to appeal against the penalty in accordance with the Appeal Policy.
16. The meeting of the Assessment Offences Panel will be closed.

Appendix 3: Academic misconduct penalty guidance

Scope

1. This appendix is intended for members of Academic Misconduct Panels considering the imposition of a penalty for academic misconduct. It does not explicitly apply to allegations of academic misconduct investigated from start to end by a Head of School, though the same general principles will apply.
2. The decision on which penalty or penalties to apply is at the judgment of the Academic Misconduct Panel or of the Chair/Deputy Chair where they are acting on behalf of the Panel. In all cases the decision of the Panel/Chair/Deputy Chair is final.
3. The Panel/Chair/Deputy Chair has discretion to impose any penalty or combination of penalties except for viii (suspension) and ix (expulsion). Only a full Panel may recommend the imposition of penalties viii or ix, and approval from the Principal is required.
4. The student will be informed of the reasons for the penalty decision.

Determining a penalty

5. When determining which penalty or penalties to apply, the following issues should be considered:
 - i. The severity of the offence (eg, in plagiarism cases, the volume of plagiarism detected. This is not limited to the amount of plagiarised text or the Turnitin similarity index, but may also include the structure of a piece of work and/or the unattributed ideas of others).
 - ii. Whether or not it was a first offence for the student (second and subsequent offences should normally be treated with increasing severity).
 - iii. The weighting of the assessment within the module and within the programme of study (eg a dissertation counting for 100 per cent of a 30 credit module in the heavily-weighted final year as opposed to an element counting for a small proportion of a module in the low-weighted first year).
 - iv. The level of study (first year undergraduate students may be treated more leniently than, eg, final year undergraduate students and postgraduate students, who should reasonably be expected to be familiar with good academic practice and referencing conventions).
 - v. Intent to deceive (eg, use of a paid ghost-writing service shows no attempt to produce work, is fraudulent, and should be treated with the utmost seriousness).
 - vi. Behaviour such as accusing an innocent student of complicity (eg in collusion cases) or jeopardising another student's academic standing (eg stealing an examination script).
 - vii. The proportionate impact of the penalty on the individual student (some penalties may prevent some students from achieving their intended awards, and the effect of some penalties may vary depending on whether or not the offence occurred in a resit assessment).
 - viii. Whether a penalty would give an unfair advantage to a student guilty of academic misconduct over a student who had failed honestly (eg by giving an additional uncapped attempt at an assessment).
 - ix. Extenuating circumstances, where these have been made known and evidenced as part of an investigation. However, when a student submits or completes an assessment they declare themselves fit to sit, and this will be taken into account.
 - x. Where an offence altered the content or quality of an assessment (eg where the assessment contains plagiarised text) a penalty requiring reworking and resubmission of the assessment will normally be more appropriate than one that allows the assessment to stand but places a cap on the mark. Where that is not the case, a penalty that allows the assessment to stand but caps the mark may be appropriate.

Example penalties

6. The following is for guidance only, and is not prescriptive:

Offence	Characteristics	Commonly applied penalty
Plagiarism	First-year undergraduate student. First offence.	Penalties iii or v.
Plagiarism	Postgraduate or second/subsequent-year undergraduate student. First offence.	Penalties iii or v (normally v)
Plagiarism	Second or subsequent offence (any student)	A more severe penalty than the previous offence. Normally penalties v or vi for a second offence. Normally a minimum penalty vi if plagiarism occurred in the same piece of work as the previous offence.
Examination offence	Any offence taking place in an invigilated environment.	Penalties ii, iv, v or vi depending on the severity of the offence, potentially coupled with penalty vii.
Other offence	Eg ghost-writing, impersonation, fraudulent research/data.	Dependent on the facts of the case, but these are among the most serious offences and will attract the most severe penalties



Senate

Paper title	Appeal Policy
Outcome requested	The Senate is asked to approve the policy.
Points to note and further information	<p>The Appeal Policy was formerly known as the Appeal Regulations. Following a review of the Academic Regulations, this policy has been split out to allow the Academic Regulations in their entirety to follow a student throughout their studies. This policy will (and did) apply to all students irrespective of cohort.</p> <p>The Policy has been heavily rewritten and reformatted to bring increased clarity, but there are relatively few actual changes. The document has been re-written from scratch, so there are no tracked changes. Recommended meaningful changes are:</p> <ol style="list-style-type: none"> 1. Student contact with caseworkers on submission of an appeal The current regulations require that a student states on the appeal form whether they require an interview with a caseworker. This has been removed in favour of the less prescriptive “The student may contact the Appeals, Complaints and Conduct Office to discuss the procedure.” This allows the same outcome without requiring a formal request. 2. Clarification on appeal turnaround times The current regulations state that an appeal will normally be dealt with within two months of submission of the appeal request. That has been amended to two months of <i>receipt</i> of the appeal request. Receipt has always been used as the marker elsewhere in the appeal regulations. This brings added consistency and is a more reliable measure. <p>Queen Mary is working towards introducing a paperless appeals system – once in place, the (electronic) submission and receipt dates should be the same, in any case.</p> <ol style="list-style-type: none"> 3. Membership of an Appeal Panel It is extremely rare for a full Appeal Panel to be convened, rather than to have consideration by the Appeal Chair or an Appeal Deputy Chair. Where that is the case, two additional members must be drawn from the membership of the Senate. To increase flexibility in scheduling while retaining expertise, it is recommended that the additional members be drawn ‘either’ from the Senate or from the pool of Appeal Chairs/Deputy Chairs (Queen Mary has recently made a significant number of new appointments to those roles).

Questions to consider	Is the Senate satisfied with the proposed meaningful changes outlined above? In more general terms, is the Senate satisfied that the policy is clear, and covers all relevant points?
Regulatory/statutory reference points	<ul style="list-style-type: none"> • Queen Mary University of London: Academic Regulations • Quality Assurance Agency: UK Quality Code for Higher Education – Concerns, Complaints and Appeals • Office of the Independent Adjudicator: Good Practice Framework – handling complaints and academic appeals
Strategy and risk	None specific – this is a relatively minor update to an existing policy.
Reporting/consideration route for the paper	Reviewed by relevant colleagues in the Academic Secretariat. Considered and recommended for approval by the EQSB. Senate to approve.
Author	Simon Hayter, Assistant Academic Registrar

Appeal Policy

Scope

1. The Appeal Policy provides 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.
 - ii. the [Code of Practice on Academic Misconduct](#).
 - iii. decisions to terminate the registration of a student (including research students).
 - iv. the [Fitness to Practise and Professional Capability Regulations](#).
 - v. the [Code of Student Discipline](#).
 - vi. disciplinary action taken under the [Library Regulations](#).
 - vii. disciplinary action taken under the [Halls of Residence Regulations](#).
 - viii. decisions on student bursaries, scholarships, and grants where these are administered by Queen Mary.
2. The Appeal Policy applies to all students, irrespective of cohort.
3. Queen Mary aims to complete all stages of its appeal procedures (including final review, where appropriate) within 90 calendar days of receipt of the appeal request. If it becomes necessary to exceed 90 days the student will be informed of the reasons for the delay and a revised timeframe.
4. In all appeal cases, the original outcome is final and not varied until and unless a successful appeal results in an alternative decision. For example, a student deregistered as a result of academic failure will not be reinstated until and unless the appeals process is complete and results in an amendment to the original decision. Similarly, a student issued with notice to quit their room in halls of residence must vacate the room on the prescribed date; extensions to the notice period will not be granted and the student will be re-housed only in the event that the notice to quit is revoked as a result of the appeal process.

Terminology

5. In the Appeal Policy:
 - i. 'outcome of a procedure' refers to a decision, result, or other outcome from one of the relevant procedures.
 - ii. 'academic appeal' refers to a request for the review of a decision of an examination board or research degree examination panel relating to assessment, progression, or award.
 - iii. 'completion of procedures letter' refers to a letter issued at the end of Queen Mary's internal procedures. It provides details of the appeal, a summary of the evidence that was submitted and considered, the decision of Queen Mary to uphold or reject the appeal, and the reason for that decision.
 - iv. '[Chair](#)' refers both to Chairs and to Deputy Chairs of [Appeal Panels](#).

Appeal Panel Chairs

6. The Senate will appoint an Appeal Panel Chair and Deputy Chairs to consider appeals, normally for terms of three years. Deputy Appeal Chairs have authority to act on behalf of the Chair, where appropriate. The Principal will appoint an Acting Appeal Chair if the Chair and/or Deputy Chair is unable to act.

Grounds for appeal

7. A student may appeal on one or both of these grounds:
 - i. 'Procedural error'. The process leading to the decision being appealed against was not conducted in accordance with Queen Mary's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error includes administrative error, and bias in the operation of the procedure.
 - ii. 'Exceptional circumstances'. Exceptional circumstances, illness, or other relevant factors were not made known for [good reason](#), or were not properly taken into account.
8. 'Good reason' requires a student to demonstrate that circumstances beyond their control prevented disclosure of the relevant facts at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances does not count as 'good reason' for the purposes of this policy.

Submitting an appeal

9. A student must submit any appeal to the Appeals, Complaints and Conduct Office in writing, using the appeal form. The student must specify the decision appealed against, present the grounds for the appeal, and outline the supporting evidence (including evidence still to be submitted). The student may contact the Appeals, Complaints and Conduct Office to discuss the procedure.
10. An appeal must be received within 14 calendar days of formal notification of the decision appealed against. This will normally be the date on the decision letter, or else the official publication of results date. The head of the Appeals, Complaints and Conduct Office may exercise discretion to consider a late request if a student demonstrates [good reason](#) for the delay.
11. Supporting evidence must be submitted either with the appeal request or else within seven calendar days of receipt of the appeal request. It must provide evidence of the points detailed in the written appeal request (eg medical certification). The head of the Appeals, Complaints and Conduct Office may exercise discretion to allow late submission of evidence if a student demonstrates [good reason](#) for the delay.

Actions on receipt of an appeal

12. On receipt of an appeal the Appeals, Complaints and Conduct Office will allocate it to a caseworker, who will determine whether or not the appeal was submitted [in time](#).
13. If an appeal is determined to be out of time then a [completion of procedures letter](#) will be issued to reflect that decision. The substance of the appeal will not be considered.
14. If an appeal is determined to be in time, it will be considered by the caseworker and Appeal Panel Chair on its individual merits. However, the following do not constitute legitimate grounds for appeal and any appeal founded exclusively on one or more of these grounds will be automatically dismissed:
 - i. appeals against the academic judgement of internal or external examiners.
 - ii. appeals based on the informal assessment of a student's work by academic staff.
 - iii. marginal failure to attain a higher classification of award.
 - iv. for disciplinary matters, the provision of an apology by a student for their actions is not deemed reason for an appeal to be heard.
 - v. lack of awareness by a student of the relevant procedure or regulations.
 - vi. vexatious or frivolous appeals.

15. Where an appeal is automatically dismissed, an outcome letter will be sent to the student explaining the reasons for that decision. The student may submit a request for [final review](#). If a student appeals a mark and this is deemed a challenge to academic judgement, the marking trail will normally be provided with the outcome letter as evidence that Queen Mary's assessment procedures were undertaken correctly.
16. Where an appeal is determined to be in time and is not automatically rejected, the caseworker will investigate the substance of the appeal. This 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 in a case summary. The student will be invited to comment on the case summary and on additional evidence collected by the caseworker.
17. The caseworker and the Chair of the appropriate Appeal Panel will consider the appeal and determine whether it is upheld or rejected, based on the [grounds for appeal](#).
18. If the caseworker and the Chair cannot agree on a course of action, or if a case is determined to be more complex, the case will be referred to an [Appeal Panel](#) for consideration.

Appeal outcome

19. The Appeals, Complaints and Conduct Office will inform a student of the outcome of an appeal request in the appeal outcome letter. This will normally be within two months of the date of receipt of the appeal request. The student will be notified if a case is likely to take longer than two months to conclude.

Where an appeal is upheld

20. If an appeal is upheld and the grounds for appeal are of an administrative or regulatory nature the Appeals, Complaints and Conduct Office and appropriate Chair may take action to remedy the situation without referral to the original decision-making body.
21. If an appeal is upheld and there is substantive evidence that extenuating circumstances were either not considered appropriately or were – for [good reason](#) – not made known at the time of the original decision the caseworker and appropriate Chair will refer the case to the body that made the original decision, for reconsideration.
22. Where a case is referred back to an examination board for reconsideration, the Chair of the examination may take Chair's action to confirm the outcome of this reconsideration.

Where an appeal is not upheld

23. If the Chair and caseworker agree that there are no grounds for appeal then the appeal request will not be upheld and an outcome letter will be issued.

Where a student believes that an appeal was not handled appropriately or fairly

24. A student may request a final review of the case if they believe there are grounds to suggest that an appeal was not handled in an appropriate or fair manner.
25. If a student does not have grounds for a final review then they can request a [completion of procedures letter](#).

Final review

26. A student may request a final review of an appeal case if they believe that it has not been handled properly or fairly. The review will be conducted by a nominee of the Principal.
27. A final review request must be submitted on the proper form and must include explicit reasons for requesting the review.
28. A final review request must be received by the Appeals, Complaints and Conduct Office within fourteen calendar days of the date of the appeal outcome letter. The Principal's nominee has discretion to allow and consider later requests where a student demonstrates good reason for the delay.
29. New evidence or issues will not be considered in a final review unless the student can demonstrate good reason why the evidence was not made available with the formal appeal request.
30. The final review process will involve a review of the existing case file by the Principal's nominee to determine whether:
 - i. the appeal procedures were followed appropriately, *and*,
 - ii. the appeal outcome was reasonable in light of the available evidence.
31. If it is determined that the case was not handled in accordance with the appeal procedures or that the outcome was not reasonable in light of the available evidence, the Principal's nominee may take corrective action where appropriate, refer the case back to the original decision-making body for reconsideration, or refer the case back to the Appeals, Complaints and Conduct Office for reconsideration under the Appeal Policy.
32. The student will be informed of the outcome of a final review in a completion of procedures letter. Final review is the final stage in Queen Mary's appeal procedures.
33. A final review will normally be concluded within 21 calendar days of receipt of the final review request. The student will be notified if a case is likely to take longer than two months to conclude.

Office of the Independent Adjudicator for Higher Education

34. The Office of the Independent Adjudicator for Higher Education (the OIA) is an independent body set up to review student complaints about higher education in England and Wales.
35. A student not satisfied with the outcome of the Queen Mary appeal process may submit a complaint to the OIA. The OIA will not normally consider a submission until a student has completed Queen Mary's internal procedures and received a completion of procedures letter.
36. The OIA will consider whether Queen Mary followed its policy correctly and whether the outcome was reasonable in light of the facts of the case.
37. Information on submitting a complaint to the OIA will be included in the Queen Mary completion of procedures letter. Information is also available on the [OIA website](#).

Appeal Panels

38. In circumstances where the caseworker and the Chair cannot agree on a course of action for an appeal, or if a case is determined to be unusually complex, an Appeal Panel will be convened.

Appeal Panel composition

39. The membership of an Appeal Panel is as follows:
- i. the Appeal Chair (or Deputy Appeal Chair), who will chair the Panel.
 - ii. a member of academic staff from a department cognate to that of the student (normally from the same Faculty), drawn from the membership of the Senate or from the Appeal Chairs/Deputy Chairs.
 - iii. a further member of academic staff, not necessarily from a cognate department, drawn from the membership of the Senate or from the Appeal Chairs/Deputy Chairs.
 - iv. a student member, normally the President of the Queen Mary Students' Union (or nominee).
40. An Appeal Panel convened to consider a decision taken under the Professional Capability and Fitness to Practise Procedure will have an additional, fifth, member. This member will be a senior member of staff and a registered practitioner of the profession in question, drawn either from Queen Mary's School of Medicine or Dentistry or from another medical or dental school.
41. Members of the Appeal Panel will not have been involved in the making of the decision being appealed against.
42. There will be a Secretary to the Panel. The Secretary will be present throughout the hearing, including the deliberations of the Panel, and may provide advice to the Panel on policies and regulations. The Secretary will not be involved in the decision-making process.
43. Appeal Panels will be individually constituted for each case or group of cases.

Appeal Panel terms of reference

44. The terms of reference for an Appeal Panel are to:
- i. hear the student's submission.
 - ii. hear Queen Mary's submission.
 - iii. consider and determine whether the appeal is upheld or not upheld, based on the permitted [grounds for appeal](#).
 - iv. agree to:
 - a. uphold the original decision; *or*,
 - b. refer the original decision back to the relevant body for reconsideration; *or*,
 - c. uphold the appeal and agree an appropriate course of action. Where a range of penalties were available to the original decision-making body, an Appeal Panel may impose a more severe penalty than that originally imposed.

Appendix: Appeal Panel Procedure

1. A student will be given at least ten calendar days' notice, in writing, of the date, time, and location of the Appeal Panel meeting.
2. The Appeal Panel will receive the original documentation considered by the decision-making body, and any relevant additional documentation related to the appeal. This will include the written appeal request and any response to that request from Queen Mary.
3. The student will receive the same set of documentation as the Appeal Panel.
4. All papers and proceedings will be confidential.
5. The student may be accompanied or represented by any one person of their choosing.
6. A Queen Mary representative will put Queen Mary's case to the Appeal Panel.
7. The student, any student representative, and the Queen Mary representative may be present throughout the hearing, but not during the Panel's deliberations.
8. Witnesses may be called to the Appeal Panel, where permitted by the Chair.
9. An Appeal Panel meeting will normally follow this format:
 - i. the members of the Panel will be introduced to those present.
 - ii. the student (or their representative) will address the Panel to make their case. The Panel may ask questions relevant to the case.
 - iii. the Queen Mary representative will address the Panel to make Queen Mary's case. The Panel may ask questions relevant to the case.
 - iv. The Panel will meet alone with the Secretary to consider its decision.
10. The student will be informed of the Appeal Panel's decision, and reasoning for that decision, within three working days of the meeting. This will be confirmed in writing within seven calendar days of the meeting, in an appeal outcome letter.



Senate

Paper title	Interruption of Study Policy
Outcome requested	The Senate is asked to approve the policy.
Points to note and further information	<p>Following a review of the Academic Regulations, this policy has been split out to allow the Academic Regulations in their entirety to follow a student throughout their studies. This policy will (and did) apply to all students irrespective of cohort. Although this is a ‘new’ policy there is nothing new within in.</p> <p>The text that was previously within the Academic Regulations has been rewritten to make it clearer and more accessible for students and staff. References to sources of advice have been added, and the actual procedure around interruption has been expanded to make this both a policy and a guidance document.</p> <p>The only significant addition is a statement that “Programmes and modules are amended over time, and modules may not run every year. A student returning from interruption may need to take different modules to those that originally formed part of the programme of study”. This is not something that Queen Mary can control, but it was not previously stated explicitly in relation to interruption and has been added for clarity.</p>
Questions to consider	No specific questions. In more general terms, is the Senate satisfied that the policy is clear, and covers all relevant points?
Regulatory/statutory reference points	<ul style="list-style-type: none"> Queen Mary University of London: Academic Regulations
Strategy and risk	None specific – this is a reworking of an existing policy that does not make any changes to our processes.
Reporting/consideration route for the paper	Reviewed by relevant colleagues in the Academic Registry. Considered and recommended for approval by the EQSB. Senate to approve.
Author	Simon Hayter, Assistant Academic Registrar

Interruption of Study Policy

An enrolled student may take an interruption of studies if they need to take a temporary break from their studies and intend to resume their studies in the future.

Scope

1. The Interruption of Study Policy applies to all students, irrespective of cohort.
2. A student resitting out of attendance is not enrolled student, and as such is not able to interrupt their enrolment.
3. Periods of interruption do not count towards the minimum or maximum permitted duration of study for a programme unless regulations for a named programme specifically state otherwise.
4. A student holding a Tier 4 visa where Queen Mary issued a CAS cannot interrupt to gain work experience or to earn money to pay for their studies. Tier 4 students who interrupt their studies may be required to leave the UK, even if they are interrupting because of personal or medical reasons. Queen Mary is required to notify the Home Office of interruptions of study for students sponsored under Tier 4 of the Points Based Immigration System where Queen Mary issued a CAS.

Permitted duration of interruption

5. A student may interrupt for a total of two calendar years across their programme of study.
6. A student may interrupt on the grounds of primary carer leave for up to one year per child, covering pregnancy and related illnesses and/or caring responsibilities. This does not count towards the maximum of two years permitted for interruption. A secondary carer wishing to take an extended period of leave may do so under the standard interruption procedures.
7. An interruption that would exceed the two-year allowance will only be granted in exceptional circumstances. This requires approval from the Academic Registrar in addition to the usual school/institute approval. Students should not contact the Academic Registrar directly; the school/institute is responsible for seeking this approval and has discretion over whether or not to make such a request.

Procedure

8. A student considering interruption should contact their school/institute in the first instance to discuss the process and explore their options. Support is also available from the [Advice and Counselling Service](#), which can provide detailed guidance on the effect of interruption on issues such as student funding and visa issues. The Advice and Counselling Service publishes specific guidance on interruption for [home and EU students](#) and for [international students](#).
9. A student on a taught programme of study may not both interrupt and return from interruption during the same academic year (eg a student cannot interrupt for the semester one only returning in semester two). This restriction does not apply to postgraduate research students, who may interrupt and return within the same academic year but can only interrupt for whole months at a time; more information is available from the [Research Degrees Office](#).
10. A student who has decided to interrupt must complete the official interruption of study [form](#) and return it to their school/institute by the specified [deadline](#).

11. A student who has completed a module, as defined in the [Academic Regulations](#), cannot repeat a module as an outcome of interruption.
12. A student who interrupts partway through a year may have completed the teaching for some modules. Where that is the case, the student has the option of taking any remaining assessments for those modules during the period of interruption or taking them after their return. A student must elect either to register for all such assessments or for none of them and must indicate their choice on the interruption of study form.
13. The school/institute will consider the interruption request and, if it gives approval, it will submit it to the Student Records Team (or the Research Degrees Office, for postgraduate research students) to process. Conditions may be placed on the interruption in some cases, eg a requirement for a student to provide evidence of fitness to study before resuming their studies.
14. Until a student has formally interrupted they remain an enrolled student of Queen Mary and are responsible for payment of all or part of the full year's tuition fee and - where appropriate - residence fees. Funding regulations change frequently, and it is important that a student understands how their decision might affect their entitlements in the future. The [Advice and Counselling Service](#) publishes useful guides and their Welfare Advisors can provide up to date advice on eligibility for student finance.

Status of a student on interruption

15. A student who takes an interruption of study is not enrolled but remains registered for their programme of study. This has a number of effects; while interrupted, a student:
 - i. is not entitled to attend lectures or other classes.
 - ii. is not normally permitted to live in halls of residence.
 - iii. will have their Transport for London discount revoked.
 - iv. may have limited borrowing rights from the Library.

Returning from interruption

16. The Academic Regulations in place when a student first began their programme of study remain in place after their return from a period of interruption.
17. A student due to return from an interruption of studies must complete re-enrolment by the appropriate deadline. Failure to re-enrol will normally result in the student being deregistered from Queen Mary.
18. A student returning from interruption may only re-enrol at the start of a semester, as set out in the Academic Calendar. Exceptions to this rule will only be granted under the provisions of the Equality Act (2010). This restriction does not apply to postgraduate research students.
19. Queen Mary 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 will not be permitted to return. In such a case the student may extend the interruption of study (if interruption allowance remains) or else will be deregistered from the programme of study.
20. Programmes and modules are amended over time, and modules may not run every year. A student returning from interruption may need to take different modules to those that originally formed part of the programme of study.