



Senate

Paper title	Academic Regulations 2018-19
Outcome requested	The Senate is asked to approve the regulations.
Points to note and further information	<p>This paper summarises the significant changes to the Academic Regulations for 2018-19. The full regulations have been included in the electronic version.</p> <p>The Education Quality and Standards Board considered the regulations in May 2018, and recommended that the Senate should approve the amended regulations..</p> <p>There are few changes from the previous iteration. Those that may require particular consideration include:</p> <p>Changes to the delegation framework in relation to concurrent study and to the discovery that a student has gained entry to Queen Mary through fraudulent documentation,</p> <p>Amended reassessment arrangements for the MBBS</p> <p>Changes to the requirements for examiner attendance at invigilated exams.</p>
Questions to consider	<ol style="list-style-type: none"> 1. Is the Senate content with the changes? 2. Are there any other changes that the Senate would recommend?
Regulatory/statutory reference points	UK Quality Code for Higher Education, Parts A and B. The Academic Regulations are the definitive iteration of Queen Mary's policies in respect of all academic policies, including progression and award.
Strategy and risk	Failure to have approved Academic Regulations that set clear academic standards (and mechanisms for their measurement and defence) could cause major reputational damage.
Reporting/consideration route	<p>Considered and endorsed by the Education Quality and Standards Board (May 2018).</p> <p>Senate to consider and approve (June 2018).</p>
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Academic Regulations 2018-19 Summary of major changes

Queen Mary articulates the processes for the management of its academic provision through the Academic Regulations. This document details the significant changes made for 2018-19.

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

Section 2: General Regulations

Medical examination (2.8)

“Queen Mary reserves the right to require any student to undertake a medical examination - as a condition of admission, or at any time during their studies - to determine fitness to study or practise. Queen Mary may require full disclosure of any report on a student’s fitness to study or practise. If a student fails to comply with this regulation then their enrolment and registration may be terminated or they may be advised or required to interrupt their studies.”

The underlined section is new; there was previously no stated consequence for failure to comply. The consequences are the same as for a student who is found to be unfit to study (regulation 2.10).

Falsification of documents (2.24)

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

Unchanged, but a change to the delegated authority is proposed. Authority sits with the Vice-Principal (SETL), on the recommendation of the relevant Head of School/Institution. To ensure consistency of approach it is suggested that the recommendation be made by the Head of Admissions, in future (in liaison with the School/Institute, as appropriate).

Concurrent study (2.25)

“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 the Senate, or its delegated authority. Similarly, a student may not be simultaneously registered for more than one Queen Mary programme, except with the express permission of the Senate, or its delegated authority.”

Unchanged, but a change to the delegated authority is proposed. This currently sits with the relevant Head of School/Institute(s), but to ensure consistency of approach it is recommended that authority be transferred to the Head of Admissions.

Deregistration and withdrawal (2.85-91)

The regulations on module deregistration were suspended in 2017-18, and have been removed from the 2018-19 regulations. The remaining regulations concern programme-level deregistration, and withdrawal – these have been reordered for clarity, but there are no actual changes.

Assessment offences penalties for the MBBS and BDS (2.137)

“For the purposes of assessment offences, each Section (A, B, C, D and E) of each Part of the MBBS, and each Section of Parts 3, 4 and 5 of the BDS shall count as a module. Any penalty applicable to a module shall apply to the relevant Section where an offence is determined to have occurred.”

The MBBS and the BDS are not fully modularised; this regulation makes clear how assessment offence penalties that refer to modules apply to these programmes.

Appeal regulations: Actions on receipt of an appeal (2.155-167)

Reordered for clarity. Regulation 2.164, which concerns automatic rejections, has been expanded:

“Where an appeal is automatically rejected, an outcome letter shall be provided to the student explaining the reason(s) for the decision. Students whose appeals are automatically rejected may submit a request for final review. For cases where a student is appealing a mark and it is deemed to fall under i., above, the marking trail shall normally be provided to the student with the outcome letter as evidence that Queen Mary assessment procedures have been undertaken correctly.”

The final sentence is new, and provides a clearer mechanism for dealing with attempts to appeal against academic judgement.

Section 3: Regulations for the Conduct of Assessment

Examiner presence at invigilated examinations (2.25)

“An internal examiner familiar with the examination subject must be present or contactable for the full duration of each invigilated examination to provide any clarifications needed through the senior invigilator. Senior invigilators shall also note any queries in their reports.”

Previously stated that the examiner should be present for the first 30 minutes of an examination. The Degree Examination Boards noted an increase in student queries, some of which had related to substantive issues with question papers. Frequently, the examinations team found that there was no examiner present, and that the contact details provided did not lead to a response. This led to poor student experiences, and to difficulties for examination boards in appropriate marking. EQSB agreed, in February 2018, to propose an amendment: examiners would not be required to physically attend, but must be available and contactable for the full length of their examinations.

Late submission of an assessment (3.64)

Queen Mary is consulting on a new late submission policy that will apply to all programmes and modules and will therefore appear in the Academic Regulations. Proposal two has been entered as placeholder text; this will be reviewed following the Senate’s decision on the policy in June 2018.

Section 4: Regulations for Undergraduate and Graduate Programmes

Progression requirements for Degree Apprenticeship programmes (4.70.iv.b)

“years two to three: take 90 credits. Pass modules to the value of at least 150 credits.”

Previously stated that a minimum 60 of those 90 credits had to be at level five. This was overly prescriptive and had led to issues with the module diet. Degree apprenticeship programmes deliver the standard content of a three-year programme over four years, alongside workplace experience. The credit requirements remain in line with those of standard programmes even after this amendment.

Classification year weightings for BEng and MEng programmes in EECS (4.84 and 4.115)

EECS previously had special regulations that placed a higher weighting upon the project module than would normally have been indicated by the module's credit value and year weighting. From 2018/19, the standard rules will apply although there are new special regulations for EECS programmes related to professional accreditation (notably that students must achieve minimum module marks of at least 30.0 in every module in addition to the standard requirements to be eligible for award; this is detailed in section 6, the special regulations).

MBBS regulations (4.175-218)

The Institute of Health Sciences Education conducted a full review of the MBBS regulations. There are a number of updates to terminology and phrasing.

A more significant update concerns a proposal to more easily permit third attempts in instances of severe extenuating circumstances (this is already permitted for the MBBS, though more tightly circumscribed), and to give the examination boards power to allow or require students to retake a year in attendance rather than to resit, depending on the timing of results notification and on student performance. The changes have been made as a response to a number of situations in recent years that have required suspension of regulations in order to achieve satisfactory outcomes.

Section 6: Special Regulations

These regulations comprise exceptions that apply to specific, named programmes. All changes for 2018-19 have been individually considered and approved by Taught Programmes Board, and do not require further consideration. The most significant changes relate to the MSc Mathematics (removal of an exception that allowed uncapped resits for that programme), undergraduate programmes in EECS (a requirement that students achieve minimum marks of 30.0 in every module to be eligible for award), and the MSc Endodontic Practice (new progression rules and the removal of the PGCert as an exit award option).

Section 7: Special Regulations for Collaborative Programmes

These regulations are self-contained, and relate to Queen Mary's joint, dual, and double award provision. Additions for 2018-19 have been reviewed by the Taught Programmes Board, the Partnerships Board, and equivalent committees at the partner organisations.

There are two new dual programmes with accompanying regulations: an LLB in English and French Law with Université Paris 1 Panthéon-Sorbonne, and an MSc in Digital Innovation in Media and Arts Technology with Ateneo de Manila University.

The regulations for the BSc Biomedical Sciences with Nanchang University have been amended to introduce exit awards, and to allow the Queen Mary award to be awarded independently of the Nanchang award.

A late change request has been received in relation to the classification scheme for the MA in the History of Political Thought and Intellectual History (with UCL), and the detail of new progression rules for the Queen Mary Online programmes in Global Public Health is under discussion. If approved by the Taught Programmes Board, these changes will be added to the Academic Regulations.



Queen Mary
University of London

ACADEMIC REGULATIONS

2018-19

Approved by the Senate of Queen Mary: [ADD DATE ONCE APPROVED]



Academic Regulations 2018-19

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Definitions

Glossary of terms

Academic credit: An indicator of the amount and level of learning.

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

- Level 3: Foundation or pre-degree
- Level 4: Introductory
- Level 5: Intermediate
- Level 6: Final
- Level 7: Masters
- 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*.

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

Award: Undergraduate, graduate, 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*.

College: Queen Mary University of London.

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

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

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

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

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

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

Dissertation, project: An extended piece of independent study assessed by an output report or extended essay. Comprises a significant part of most masters programmes.

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 re-enrol each year.

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

External examiner: A senior professional academic from outside 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 title of the award conferred upon a student.

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

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

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

Level: See *Academic level*.

Module assessment: Assessment of the performance of a student on a module. This may include a variety of elements and forms of assessment.

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

Module mark: The overall module result. This may be 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*

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

QMUL Model: an innovative and unique credit-bearing teaching and learning initiative integrated into undergraduate degree programmes that will broaden student opportunities within and beyond higher education by enhancing students' levels of social capital. Applicable to undergraduate programmes from 2017/18 entry onwards.

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

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

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

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

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

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

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

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

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

Threshold requirement: A progression requirement for 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.

University: The University of London, unless otherwise specified.

Assessment types

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

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

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

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

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

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

Common acronyms

ARCS	Academic Registry and Council Secretariat
BUPT	Beijing University of Posts and Telecommunications
DEB	Degree Examination Board
ECs	Extenuating circumstances
FHEQ	Framework for Higher Education Qualifications
GDC	General Dental Council
GMC	General Medical Council
NCU	Nanchang University
NPU	Northwestern Polytechnical University
PG	Postgraduate
PGR	Postgraduate (Research)
PGT	Postgraduate (Taught)
QMACF	Queen Mary Academic Credit Framework
QMUL	Queen Mary University of London
SEB	Subject Examination Board
UG	Undergraduate
UKVI	UK Visas and Immigration
ULIP	University of London Institute in Paris

1. Framework and Governance

Introduction

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

Applicability

- 1.2. These regulations take effect from 1 August 2018, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply. Any changes of substance introduced through the 2018-19 *Academic Regulations* beyond a restructuring of the format were agreed by the Senate at the end of the 2017-18 academic year.

Scope

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

Undergraduate awards (FHEQ levels 3-7)

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

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

Postgraduate taught awards (FHEQ level 7)

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

Postgraduate research awards (FHEQ level 8)

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

Higher doctorates

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

University of London awards and Queen Mary awards

- 1.10. Under the Ordinances of the University of London, constituent colleges possess delegated powers to make awards of the University and hold delegated responsibility for the regulation of programmes leading to the University's awards. Queen Mary also holds and exercises independent degree awarding powers for the conferral of awards in the name of Queen Mary University of London.
- 1.11. The Senate is responsible to Council for the management of the academic standards and quality of programmes leading to awards of the University of London and of Queen Mary University of London (Ordinance A15).

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

Approval of regulations, programmes and modules

Approval of the *Academic Regulations*

- 1.13. The *Academic Regulations* and programmes and modules shall be approved by the Senate, or its delegated authority.

Approval of programmes of study and modules

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

Programme regulations

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

Module regulations

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

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

Designation of special regulations

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

Suspension of regulations

- 1.22. The process for suspension of regulations may operate where:
- i. circumstances have arisen that are not foreseen in the regulations; or,
 - ii. the application of the regulations would be manifestly unfair to one or more students.
- 1.23. Suspension of regulations shall be approved by the relevant authority identified by the Senate, and on the recommendation of a Degree Examination Board (generally following the recommendation of a Subject Examination Board), or a Head of School, Institute, Directorate, or equivalent. Suspensions relating to examination board matters shall normally be recommended by examination boards rather than Heads of Schools, Institutes, Directorates or equivalent.
- 1.24. The outcome of a request to suspend regulations shall be communicated to the School, Institute or examination board by the Academic Registrar (or nominee). The SEB or the Head of School, Institute, Directorate, or equivalent shall communicate the outcome to students.

Examination boards

- 1.25. There are two types of examination boards: Subject Examination Boards and Degree Examination Boards.
- 1.26. A Subject Examination Board (SEB) shall be established for each programme of study, stage of a programme of study, or cognate group of programmes. Administrative support for SEBs shall be provided by the relevant academic school or institute.

- 1.27. Each Subject Examination Board shall report and make recommendations to a Degree Examination Board (DEB). Administrative support for DEBs shall be provided by the Academic Secretariat.
- 1.28. It is possible for certain examination boards to combine the functions of a Subject Examination Board and a Degree Examination Board where only one award is being considered (for example, UG Law) or due to the collaborative nature of a programme, where this is approved by the Senate, or its delegated authority.
- 1.29. The Senate shall delegate authority to examination boards for the consideration of students' achievement, progression and awards, and other related matters. The Senate, or its delegated authority, shall approve the *Assessment Handbook*, which provides further detail and requirements in relation to the conduct of SEBs and DEBs.

Subject Examination Boards (SEBs)

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

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

Chair of the Subject Examination Board

- 1.39. Each Subject Examination Board shall have a Chair, and shall normally also have a Deputy Chair. Chairs (and Deputies) shall be appointed by the Senate, or its delegated authority. The Chair (or Deputy) shall be an experienced member of academic staff, but not a serving Head of School or Institute, or a Faculty Dean for Taught Programmes, or an honorary member of academic staff. Programme directors shall not normally act as Chairs (or Deputies) for SEBs where their programmes are under consideration.
- 1.40. The term of office for a Subject Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms.
- 1.41. The Chair shall be responsible for the conduct of the examination board, and for ensuring adherence to the *Academic Regulations*.
- 1.42. The Chair shall be responsible for ensuring that security procedures for examination question papers within the School or Institute are rigorous, and for approving all examination papers.

Extenuating Circumstances Sub-board

- 1.43. Each SEB shall establish a sub-board for the preliminary consideration of extenuating circumstances. The terms of reference for Extenuating Circumstances Sub-boards are:
 - i. to consider extenuating circumstances claims and supporting evidence submitted by students, and the overall profile of the students with such circumstances;
 - ii. to consider whether or not, in the sub-board's judgement, the extenuating circumstances are valid and whether or not they had a negative impact upon a student's performance or participation in assessment;
 - iii. to make recommendations to the Subject Examination Board about actions to be taken in the light of extenuating circumstances;
 - iv. to maintain a record of extenuating circumstances submitted and considered, and of the recommended actions.

Degree Examination Boards (DEBs)

- 1.44. Degree Examination Boards report to the Senate. There are five undergraduate DEBs (Dentistry, Humanities & Social Sciences, Laws, Medicine, and Science & Engineering) and three postgraduate DEBs (Humanities & Social Sciences, Medicine and Dentistry, and Science & Engineering).
- 1.45. The terms of reference of Degree Examination Boards are:
 - i. to consider and approve recommendations from SEBs on awards and classifications, and fields of study where necessary (pre-2008/09 cohorts only);
 - ii. to consider and approve recommendations from Subject Examination Boards to set aside results affected by accepted extenuating circumstances;
 - iii. to consider and approve recommendations from Subject Examination Boards for the termination of registration and enrolment of students due to academic failure;
 - iv. to exercise discretion - where appropriate, and within the permitted scope of any Queen Mary policy - in order to agree results, progression and awards;

- v. to pay particular regard to matters of consistency across programmes leading to the same awards;
 - vi. to resolve differences between and within SEBs, where these occur;
 - vii. to consider recommendations for the suspension of regulations, and to make recommendations where appropriate;
 - viii. to consider recommendations for retakes and first takes, and to approve these where appropriate;
 - ix. to ensure the consistent application of the Academic Regulations;
 - x. to monitor the performance of Subject Examination Boards;
 - xi. to consider other matters referred by the Senate.
- 1.46. The membership of a Degree Examination Board shall be as follows:
- i. a Chair, appointed to the role by the Senate, or its delegated authority;
 - ii. the Chairs of the Subject Examination Boards reporting to the DEB;
 - iii. external members, where appointed to DEBs by the Senate, or its delegated authority;
 - iv. external examiners shall be members where the functions of SEB and DEB are combined;
 - v. the Vice-Principal (Student Experience, Teaching & Learning) may attend any DEB as a member;
 - vi. in the case of the MBBS DEB, the Head of Assessment and the Head of Year 5 shall also be members
- 1.47. The following may be in attendance:
- i. the Secretary to the DEB;
 - ii. the Academic Registrar (or nominee);
 - iii. staff from Academic Registry and the Academic Secretariat;
 - iv. Deputy Chairs of the SEBs reporting to the DEB;
 - v. Secretaries of the SEBs reporting to the DEB;
 - vi. External examiners;
 - vii. the Principal, Faculty Vice-Principal & Executive Dean, and Faculty Dean for Taught Programmes.
- 1.48. Should a DEB Chair be unable to attend a meeting and there is no Deputy Chair, an SEB Chair shall deputise, but shall not be empowered to take Chair's action.
- 1.49. The quorum for a DEB shall comprise 50 per cent of the total membership for the SEBs under consideration, excluding the Vice-Principal (Student Experience, Teaching & Learning).

Chair of the Degree Examination Board

- 1.50. The Chair shall be an experienced member of academic staff appointed to the role by the Senate, or its delegated authority. A Deputy Chair shall fulfil the duties of the Chair in the Chair's absence.
- 1.51. The term of office for a Degree Examination Board Chair shall be three years. A Chair shall not normally serve for more than two consecutive terms. Chairs shall be appointed through the delegated authority of the Senate.

External examiners

Appointment

- 1.52. External examiners shall be appointed by the Senate, or its delegated authority, in accordance with the approved processes and criteria. These processes and criteria pay due regard to the QAA [Quality Code for Higher Education](#), Chapter B7 (2011).
- 1.53. External examiners shall be appointed to each programme of study, and shall be members of the Subject Examination Board for that programme. In some cases multiple external examiners may be appointed, while in others one external examiner may cover a number of cognate programmes.
- 1.54. The appointment process requires the number of external examiners and their range of expertise to be sufficient to enable the execution of their duties.
- 1.55. External examiners have the right to view and comment upon all work submitted by students for all forms of assessment. The precise range of activity to be covered by an external examiner shall be agreed by the Senate, or its delegated authority, in consultation with the relevant academic schools and institutes. This shall include appropriate means of sampling assessments, etc. The Senate, or its delegated authority, shall approve the *Guidance for External Examiners*, which provides further detail on the role and its conduct.
- 1.56. The period of appointment for external examiners shall be four years. Exceptionally, this may be extended to a fifth year. External examiners who have completed terms cannot be reappointed until five years have elapsed.

Duties

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

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

Removal

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

External members

Appointment

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

Duties

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

Removal

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

Internal examiners

Appointment

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

Duties

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

2. General Regulations

Scope

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

Applicability

- 2.2. These regulations shall take effect from 1 August 2018, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply.

Student conduct

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

Student identity card

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

Medical examination

- 2.8. Queen Mary reserves the right to require any student to undertake a medical examination - as a condition of admission, or at any time during their studies - to determine fitness to study or practise. Queen Mary may require full disclosure of any report on a student's fitness to study or practise. If a student fails to comply with this regulation then their enrolment and registration may be terminated or they may be advised or required to interrupt their studies.

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

Replacement award certificates

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

Admission

- 2.13. The general entrance requirements for admission to Queen Mary shall be approved by the Senate, or its delegated authority. The admissions requirements for individual programmes of study shall be set out in the appropriate programme specifications, and approved by the Senate, or its delegated authority; these may be adjusted by Queen Mary as it deems applicable and published annually by the start of the relevant admissions cycle.
- 2.14. An applicant who has previously been registered as a student, at Queen Mary or elsewhere, may not subsequently apply for a programme with significant overlap with the previous programme. The Senate, or its delegated authority, shall determine where there is overlap and shall be empowered to grant exceptions to this rule on a case-by-case basis.
- 2.15. Applicants who have already been awarded an exit award from Queen Mary and who wish to complete their studies may be considered for admission subject to the following conditions:
 - i. the exit award was not made as a result of failure to meet the requirements for progression or award;
 - ii. no more than five years have elapsed since the award of the exit award;
 - iii. the applicant returns the certificate for the exit award prior to the award of a higher qualification being made.

Admission with advanced standing

- 2.16. An applicant for a programme of study who, in the judgement of the Senate or its delegated authority, has a cognate prior qualification or certified learning may be admitted with advanced standing. The following provisions apply:
 - i. such admission shall not normally be permitted where the advanced standing has counted towards a previously achieved qualification at the level of the qualification of the programme of study;
 - ii. advanced standing shall normally be no more than one half of the full programme of study (excluding Level 3 study);
 - iii. credit may only be accepted as advanced standing towards a Queen Mary programme within five years of the date of the original award of credit.

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

Admission with advanced standing: Undergraduate

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

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

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

Admission with advanced standing: Graduate

- 2.20. An applicant for a Graduate Certificate or Graduate Diploma programme who in the judgement of the Senate, or its delegated authority, has cognate prior study at or equivalent to Level 6 (that has not counted towards a previously achieved qualification at Level 6), may be admitted with exemption from up to 25 per cent of the taught component of the programme. This shall normally comprise advanced standing to a value of up to 30 credits for a GradDip and 15 credits for a GradCert.
- 2.21. A Queen Mary graduate, who has completed a Queen Mary Graduate Certificate (as the intended award) may be admitted to a programme leading to the associated Graduate Diploma with advanced standing. A period of 12 months must normally elapse between the award of the GradCert and registration for the GradDip. The student shall study only the elements of the programme yet to be completed for the GradDip, and the amount of academic credit to be taken shall be reduced accordingly. The award regulations shall take account of all marks and modules taken during both registration periods.

Admission with advanced standing: Postgraduate

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

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

Falsification of documents

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

Concurrent study

- 2.25. 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 the Senate, or its delegated authority. Similarly, a student may not be simultaneously registered for more than one Queen Mary programme, except with the express permission of the Senate, or its delegated authority.
- 2.26. A student registered for the MBBS or BDS programme who has permission to undertake an intercalated year, in accordance with the School of Medicine and Dentistry's policy on intercalation, shall be exempt from the regulation on concurrent study for the period of intercalation only. There shall be no overlap between the intercalated programme and the subsequent year of the MBBS or BDS programme except where the intercalation period results in the award of a one-year masters degree.

Change of programme

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

Modes of study

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

- 2.29. Some programmes may run in full-time and part-time modes. Where applicable, a programme may contain different modes of study in different developmental years.
- 2.30. In addition, subject to the decision of the relevant Examination Board, a student may be registered to:
- i. resit out of attendance;
 - ii. retake (attendance required);
 - iii. first take (attendance required).
- 2.31. In all cases, the mode of study may be full-time or part-time, depending upon the amount of academic credit being taken. Queen Mary shall charge fees for retakes and first takes.
- 2.32. Exceptionally (normally in cases related to severe extenuating circumstances), a Head of School, Institute, or equivalent may recommend that a part-time mode of study should be made available to an individual student already registered with Queen Mary where there is not normally part-time provision. This shall require the approval of the Senate, or its delegated authority.

Enrolment and registration

- 2.33. Students 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 issued by Queen Mary. A student must also register for a programme of study with Queen Mary, and for the modules associated with that programme.
- 2.34. A student who is not registered for a programme cannot be enrolled with Queen Mary. A student may be registered for a programme but not enrolled (normally where a student has interrupted, or is resitting out of attendance). Where termination of a student's registration occurs, enrolment is also terminated.
- 2.35. Individuals who are not enrolled or registered may not use Queen Mary facilities except in circumstances approved by the Senate, or its delegated authority. Students who have interrupted their studies, or are resitting out of attendance shall have limited access to facilities and limited library borrowing rights.
- 2.36. Queen Mary reserves the right to charge late enrolment or registration fees to a student who fails to enrol or register by the published deadlines.
- 2.37. All letters, transcripts, certificates and awards shall be issued in the name under which a student is enrolled. Any request to record a change of name must be made in writing, or by other prescribed means, and supported by appropriate documentary evidence. Queen Mary shall not issue revised documents for graduates who change their names after graduating, except where there has been an administrative error or where the graduate has undergone gender reassignment.
- 2.38. Queen Mary requires students to produce documentary evidence of identity upon initial enrolment; this may be required in advance. A student who enrolls or registers with Queen Mary under a false name or identity, or with other information that is subsequently found to be false, shall have their registration and enrolment terminated and cease to be a student.

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

Permission to study in the United Kingdom

- 2.42. Any student who fails to provide the following on request shall have their registration and enrolment terminated, and cease to be a student:
 - i. evidence that they hold immigration permission with conditions that do not restrict them from undertaking their programme of studies 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.

Module registration

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

Intercollegiate module registration

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

Registration for reassessment and first sits

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

Reassessment and first sits for associate students

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

Payment of fees and other charges

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

- 2.55. Queen Mary tuition fees shall be inclusive of fees for registration and examinations, but exclusive of fees for retakes or first takes, and field courses. Queen Mary reserves the right to increase fees at any time without prior notice, normally for implementation during the next academic year. Fees are not normally refundable.
- 2.56. Arrangements for the payment of tuition fees shall be stated in the [Tuition Fee Regulations](#), and shall be dependent upon each student's fee status and programme of study.
- 2.57. Students must make arrangements for the payment of tuition fees (in accordance with accepted methods of fee payment) at the beginning of the academic year, as a precondition of enrolment or re-enrolment. Exceptionally, a student may be temporarily enrolled for a specified period of time in order to make arrangements for the payment of fees. If, at the end of this period, the student has not made satisfactory arrangements for the payment of fees, their registration and temporary enrolment shall be terminated, and they shall cease to be a student.
- 2.58. In exceptional circumstances, Queen Mary may approve arrangements for a self-financing student to pay tuition fees by instalments. Any student who defaults upon the agreed instalments of tuition fees shall immediately become liable for the entire outstanding balance.
- 2.59. Each student must pay promptly, upon demand, all charges, fees, or debts incurred during their registration and enrolment, or residence, at Queen Mary.
- 2.60. A student with tuition fee debts to Queen Mary shall not be entitled to receive formal confirmation of results or progression from one year to the next, or any award of Queen Mary or the University.
- 2.61. An individual in debt to Queen Mary from a previous registration shall not be permitted to enrol as a new student at Queen Mary until the debt is cleared.

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

- 2.62. Upon default of payment for tuition fees, a student's registration and enrolment shall be terminated and they shall cease to be a student of Queen Mary, in accordance with [Ordinance C3](#).
- 2.63. Queen Mary shall give a student a formal, written notification of the intention to deregister, and a specific deadline by which they must pay the relevant fee or charge. Where no payment is received by this deadline, the student's registration and enrolment shall be terminated and they shall cease to be a student of Queen Mary.
- 2.64. An individual whose registration as a student has been terminated may appeal against the decision in accordance with the *Appeal Regulations*.

Attendance and participation

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

- 2.66. Queen Mary shall specify and publish term, semester, and examination dates, and hours of operation. Queen Mary shall deliver learning, teaching and assessment activities during these periods. Students shall be available to participate in these activities during term and semester dates and hours of operation. Where these activities take place during periods not specified as term or semester dates, students are still expected to attend (for example, field courses).
- 2.67. Each student shall ensure that their particular programme and modules are acceptable to them prior to registration, and shall ensure that they can meet the attendance, learning, and assessment requirements. Queen Mary cannot change the regulations, requirements, or scheduling for programmes or modules to meet the needs of individual students.
- 2.68. Each student shall regularly attend all forms of learning activity associated with their programme of study, and shall participate in their programme as required by Queen Mary. Each student must complete all assessment for the modules for which they are registered, as prescribed in the relevant module regulations.
- 2.69. A student shall not be absent from Queen Mary during term-time without obtaining written agreement in advance from their Head of School or Institute. Where the reason for absence or failure to complete assessment is due to illness, or other such cause that is unplanned and outside of the student's control, the student shall submit a claim for extenuating circumstances and provide appropriate documentary evidence.

Taking a module

- 2.70. A student who registers for a module shall be deemed to be taking that module or to have taken it, even where deregistration or withdrawal follows. A student who transfers to another module shall replace the original module with the new module.
- 2.71. The mark awarded in cases of deregistration or withdrawal shall normally be the mark for any assessment completed up to the point of deregistration or withdrawal, or else zero. There shall be no right of resit where deregistration or withdrawal occurs.

Completing a module

- 2.72. Completion of a module is not contingent on it being passed; however, *successful* completion of a module *is* contingent on it being passed. A student shall be deemed to have completed a module where one of the following outcomes occurs:
- i. module passed;
 - ii. module failed;
 - iii. deregistration from the module as a result of programme deregistration;
 - iv. withdrawal from the module.

Award of academic credit

- 2.73. The award of academic credit relates to achievement in individual modules. Academic credit shall be awarded to a student who meets the requirements to pass the module in question.
- 2.74. The academic credit awarded shall be that approved for the module. The amount of academic credit awarded shall not vary in accordance with the level of achievement, which is reflected by the module mark.

Award of academic credit in instances of failure

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

Interruption of enrolment

- 2.76. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of the Senate, or its delegated authority, before the published deadline and in accordance with the stated procedure. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of the Senate, or its delegated authority. A student who interrupts enrolment remains registered for their programme of study.
- 2.77. Periods of interruption shall not count towards minimum or maximum periods of registration, except where specifically stated for a named programme.
- 2.78. A student resitting out of attendance shall not be entitled to an interruption of enrolment, and shall remain registered for their programme of study.
- 2.79. A student may not interrupt and return from interruption during the same academic year (for example, a student cannot interrupt for the autumn semester only, returning in semester two) (not applicable to research students).
- 2.80. A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules, or for none of them.
- 2.81. Where a student's registration is continuous, the *Academic Regulations* in place at the time of initial registration for the programme shall continue to apply where it is specifically stated that this is the case.
- 2.82. A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.
- 2.83. 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 shall not be permitted to return. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.
- 2.84. Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar (not applicable to research programmes). Exceptions to this regulation shall only be granted under the provisions of the Equality Act (2010).

Deregistration and withdrawal

- 2.85. Where a student is persistently absent, fails to participate, or continually fails to submit assessment by the relevant deadlines without good reason, they may be deregistered from the programme of study. This shall lead to the immediate termination of registration and enrolment, upon which the individual shall cease to be a student of Queen Mary.
- 2.86. Heads of Schools and Institutes (or nominees) may deregister a student from a programme of study where one or more of attendance, participation, and submission of assessment fail to meet the School or Institute's published requirements for the programme. Deregistration from a programme of study shall result in the termination of the student's registration and enrolment, and they shall no longer be a student of Queen Mary.
- 2.87. Heads of Schools and Institutes (or nominees) must, in accordance with the stated procedure, give a student a formal, written warning and a specified period in which to improve one or more of attendance, participation, and submission of assessment, before deregistering them from a programme of study. In cases where a student holds a Tier 4 (General) Student Visa, Queen Mary is obliged to report non-engagement to UK Visas and Immigration, and may terminate enrolment and registration without this formal warning process.
- 2.88. A student may appeal against a decision to deregister them from a programme of study, in accordance with the [Appeal Regulations](#).
- 2.89. A student may elect to withdraw from their programme of study. This shall lead to the immediate termination of registration and enrolment, upon which the individual shall cease to be a student of Queen Mary.
- 2.90. Following deregistration or withdrawal, the individual shall not be admitted onto a programme of study as a new student until at least 12 months have elapsed from the point of withdrawal or deregistration; exceptions may be considered on a case-by-case basis by the Senate, or its delegated authority.
- 2.91. In accordance with its statutory obligations, Queen Mary shall report on when individuals cease to be students of Queen Mary to the relevant governmental and other external agencies. These shall include, but not be limited to: UK Visas and Immigration; the Student Loans Company; Local Education Authorities; any other sponsors; Transport for London.

Exchanges and study abroad

- 2.92. For certain programmes and awards, a student may be permitted to spend up to one developmental year - excepting the first year and the final semester - at another institution of university status in the United Kingdom or abroad. This study shall replace study at Queen Mary, and be known as an exchange or study abroad period. Permission to undertake an exchange or study abroad period shall be granted in accordance with procedures approved by the Senate, or its delegated authority. [Separate regulations](#) apply where the year abroad is a compulsory, integrated part of a programme of study.
- 2.93. In order to undertake an exchange or study abroad period, a student must have passed all modules from developmental years prior to the exchange or study abroad period, and have achieved a weighted average mark of 60.0 or higher (up to the relevant point in the weightings 1:3:6:6 (years 1:2:3:4)). Individual schools and institutes may specify a requirement for a higher weighted average mark.

- 2.94. Results achieved for modules taken during an exchange or study abroad period shall count towards the award of the University or Queen Mary for which a student is registered. The results achieved may be subject to rescaling and weighting to bring them into line with equivalent marks and results awarded by Queen Mary; scaling and weighting methods shall be approved by the Senate, or its delegated authority, and shall be subject to frequent periodic review.
- 2.95. The regulations of the host institution shall apply while a student is completing a study abroad or exchange period. In cases where an institution does not offer resits and a student fails the following regulations apply ([separate regulations](#) apply where the year abroad is a compulsory, integrated part of a programme of study, as detailed in point iii):
- i. A student studying abroad for semester one may, on their return to Queen Mary, 'retake' up to 30 failed credits in addition to the prescribed semester two diet – the student will take new modules, but these will count (in place of the resits) as the second and final attempt, and the module marks will be capped to the minimum pass mark. Retakes attract additional pro rata tuition fees.
 - ii. A student studying abroad for the full year may 'retake' the year at Queen Mary – the student will take new modules, but these will count (in place of the resits) as the second and final attempt, and the module marks will be capped to the minimum pass mark. Retakes attract additional pro rata tuition fees.
 - iii. Separate arrangements apply where a period of study abroad is a compulsory, integrated part of a programme of study. In such cases, a student shall normally be transferred to the version of the programme with no study abroad period in the event of failure, without an opportunity for resits/retakes unless these are provided under the regulations of the host institution. The requirement to pass a year abroad of this type shall be to take 120 and pass a minimum of 105 Queen Mary academic credits, and to achieve a minimum year average mark of 40.0. Individual programme regulations may specify alternative arrangements.

Regulations for Assessment Offences

- 2.96. In these regulations, the term 'Academic Registrar' shall include any member of the Academic Registry and Council Secretariat nominated by the Academic Registrar, either through delegated authority, or for individual cases.
- 2.97. In these regulations, the term 'Heads of Schools' shall include the Vice-Principal and Executive Dean (Health). A Head of School may delegate authority to act on assessment offences to a named member of academic staff within the school.
- 2.98. In these regulations, the term 'invigilator' shall include any member of staff supervising in-class tests. In-class tests shall not be covered by the section of the regulations relating to 'Invigilated examinations' except where the assessment represents 31 per cent or more towards the overall mark for any module.
- 2.99. In these regulations, the term 'Chair of the Assessment Offences Panel' shall include the Deputy Chair of the Assessment Offences Panel.
- 2.100. There shall be no statute of limitations on applying the *Regulations on Assessment Offences*. The *Regulations on Assessment Offences* shall be applied retrospectively if a graduate of Queen Mary is alleged to have committed an assessment offence whilst a student of Queen Mary. Under certain circumstances this may result in the reclassification or revocation of an award.
- 2.101. The Academic Registrar shall present an annual report to the Senate on all assessment offences, however resolved.

Definitions

2.102. Allegations of any of the following shall be dealt with according to the *Regulations for Assessment Offences*:

- i. breach of any section of the Academic Regulations relating to the conduct of assessment;
- ii. offences relating to an invigilated examination:
 - a. unauthorised access to an examination paper before an examination;
 - b. forgery of an examination timetable produced by Queen Mary;
 - c. removal of an question paper, answer script or other examination stationery from an examination venue;
 - d. causing a disturbance during an examination, either physically, verbally, or through an electronic device;
 - e. refusal to cooperate with an invigilator, or to follow an invigilator's instructions;
 - f. possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including cloakrooms and toilets);
 - g. access, possession or use of unauthorised material on a computer, mobile telephone, or other electronic device during an examination;
 - h. communicating with another candidate while under examination conditions;
 - i. copying, or attempting to copy, the work of another candidate;
 - j. having writing on the body in an examination venue;
- iii. plagiarism;
- iv. the fraudulent reporting of source material;
- v. the fraudulent reporting of experimental results, research, or other investigative work;
- vi. collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted;
- vii. use, or attempted use, of ghost writing services for any part of assessment;
- viii. submission of work, or sections of work, for assessment in more than one module or assignment (including work previously submitted for assessment at another institution);
- ix. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.

2.103. 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') shall also constitute plagiarism.

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

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

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

- 2.106. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternative arrangements within five working days of notification of the allegation.
- 2.107. Where the Academic Registrar concludes that there is no case to answer, the Academic Registrar shall report this to the Chair of the appropriate examination board and notify the student that the matter is closed.
- 2.108. Where an investigation reveals evidence of a potential assessment offence, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel, and notify the student to this effect.

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

- 2.109. This section relates to elements of assessment that contribute 31 per cent or more towards the overall mark for any module, and to allegations of second, or subsequent, assessment offences.
- 2.110. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of School responsible for the module. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.
- 2.111. Where the Head of School determines that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.
- 2.112. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken or that a corrected version of the assessment shall be submitted. Where the Head of School determines that there is evidence of an assessment offence, the Head of School shall notify the Academic Registrar, who shall be responsible for investigating the case.
- 2.113. As part of an investigation, a student may be tested on subject knowledge by a *viva voce* examination. In such cases, the viva shall be conducted by two members of academic staff who shall submit a report on the viva to the Assessment Offences panel for consideration.
- 2.114. A student accused of committing an assessment offence in a major element of assessment, or of a second or subsequent offence, shall be invited to attend an interview with the Academic Registrar and shall be given copies of all evidence submitted in support of the allegation.
- 2.115. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternate arrangements within five working days of notification of the allegation.
- 2.116. On completion of the investigation, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel and notify the student as to the outcome of the case.

Allegations of assessment offences in other elements of assessment

- 2.117. This section relates to elements of assessment that contribute 30 per cent or less towards the overall mark for any module.
- 2.118. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of the School responsible for the module.
- 2.119. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.
- 2.120. Where the Head of School determines that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.

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

- 2.121. Where an investigation reveals evidence of an assessment offence, the Head of School may either deal with the offence, or report it to the Academic Registrar for referral to the Chair of the Assessment Offences Panel. Where a student has previously been found guilty of an assessment offence, the case must always be reported to the Academic Registrar for referral to the Chair of the Assessment Offences Panel.
- 2.122. Where a Head of School elects to deal with an offence, they shall give the student an opportunity to explain the circumstances and present any circumstances in mitigation. Where the Head of School is then satisfied that an offence has been committed, they shall impose one or more of the following penalties:
- i. a formal reprimand;
 - ii. a requirement for the student to resubmit the relevant element of assessment by a specified deadline, with the maximum mark limited to the minimum pass mark;
 - iii. failure with a mark of zero for the relevant element of assessment, with no right to resubmit.
- 2.123. Where the penalty involves resubmission of an element of assessment, this shall take place during the current academic year. Where a student does not resubmit, a mark of zero shall be given for the element of assessment.
- 2.124. All offences must be reported to the Academic Registrar.

Assessment Offences Panel

- 2.125. There shall be an Assessment Offences Panel with responsibility for determining whether assessment offences have been committed and determining penalties.
- 2.126. The Chair of the Panel shall have authority to act on behalf of the Panel in cases where a student admits or does not deny an offence.
- 2.127. The Chair of the Assessment Offences Panel may, at any point, decide to call a full meeting of the Panel.

- 2.128. The Assessment Offences Panel shall comprise:
- i. a Chair, appointed by the Senate from among the academic staff to hold office for a term of three years. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair
 - ii. a member of the academic staff of a cognate department to that of the student (normally in the same faculty), drawn from the membership of the Senate;
 - iii. a member of the academic staff, drawn from the membership of the Senate;
 - iv. one student member, normally the President of the Students' Union (or nominee).
- 2.129. The quorum of the Panel shall be 75 per cent (three members).
- 2.130. The Assessment Offences Panel shall follow the procedures approved by the Senate.
- 2.131. The student may be assisted or represented by any one person. Both the student and the Academic Registrar may submit written evidence and call witnesses. If the Panel determines that an assessment offence has been committed, the student shall have the right to address the Panel in mitigation.
- 2.132. The Academic Registrar shall nominate a member of staff as Secretary to the Panel. The Secretary is responsible for advising the Panel on the Regulations.
- 2.133. If a student, having been given proper notice, fails to attend a hearing of the Assessment Offence Panel without a reasonable explanation, the hearing shall proceed as planned. In the event that the student is not able to attend a meeting or hearing, for good reason, it shall be rearranged.
- 2.134. In the event of the Panel being divided over a decision to be taken, the Chair shall have a second and casting vote to determine the decision.

Penalties

- 2.135. If it is determined that an offence has been committed, the Chair or the Panel shall impose one or more of the following penalties:
- i. a formal reprimand;
 - ii. failure (a mark of zero) in the element of assessment in which the offence occurred, with a resubmission of that element permitted within the same attempt at the module. This resubmission shall not count as an additional attempt, but the mark for the resubmitted element of assessment shall be capped to the minimum pass mark.
 - iii. failure (a mark of zero) in the module of which the assessment forms a part, with the maximum mark on any resit or retake limited to the minimum pass mark;
 - iv. failure (a mark of zero) in the module which the assessment forms a part, with no permission to resit or retake the module;
 - v. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred. Where resit attempts remain, the resit mark shall not be automatically capped to the minimum pass mark, irrespective of the regulations for that programme of study. However, the maximum mark achievable on resit shall be no higher than that achieved at the first attempt (before the penalty mark of zero was applied). If a module was failed at the first attempt then the resit mark shall be capped to the minimum pass mark.
 - vi. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark;

- 2.136. The following penalties may only be applied following a full hearing of the Assessment Offences Panel:
- vii. recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year with all modules taken during the academic year in which the offence occurred recorded with a module result of zero;
 - viii. recommendation to the Principal that the student be expelled from Queen Mary with all modules taken during the academic year in which the offence occurred recorded with a module result of zero.
- 2.137. For the purposes of assessment offences, each Section (A, B, C, D and E) of each Part of the MBBS, and each Section of Parts 3, 4 and 5 of the BDS shall count as a module. Any penalty applicable to a module shall apply to the relevant Section where an offence is determined to have occurred.
- 2.138. Where a penalty involves failure in a module but the student is not prohibited from resitting or retaking the module, any reattempt shall be at the next normally available opportunity.
- 2.139. In all cases, penalties applied for an Assessment Offence shall be reported to the Professional Capability Committee, or other professional body, such as the Law Society.
- 2.140. Where a penalty involves the reworking or resubmission of an element of assessment, this shall take place during the current academic year. If the student does not resubmit, a mark of zero shall be given for the element of assessment.
- 2.141. Where a student is given a penalty that involves failure in one or more modules, with resits permitted, a School/Institute may choose to retain any coursework marks achieved during the academic year of the assessment offence, except in elements where offences occurred. Schools/Institutes may require a student to resubmit some or all of the coursework if this is deemed academically appropriate; this may also be dependent on whether the reassessment is formative or synoptic.

Appeal Regulations

- 2.142. The *Appeal Regulations* provide a single process for students who wish to appeal against outcomes arising from the following procedures:
- i. decisions of examination boards or research degree examination panels on assessment, progression or award (academic appeals);
 - ii. [Regulations for Assessment Offences](#);
 - iii. decisions to terminate the registration of a student (including research students);
 - iv. *Professional Capability and Fitness to Practise Procedure*, as detailed in the [Fitness to Practise and Professional Capability Regulations](#);
 - v. *Student Disciplinary Procedure*, as detailed in the [Code of Student Discipline](#);
 - vi. disciplinary actions taken under the [Library Regulations](#);
 - vii. disciplinary actions taken under the Residences Regulations;
 - viii. decisions on student bursaries, scholarships and grants administered by Queen Mary.
- 2.143. Chairs and Deputy Chairs of Appeal Panels shall be appointed by the Senate, normally for a term of three years. Deputy Appeal Chairs shall have the authority to act on behalf of the Chair where appropriate.

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

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

Definitions

2.145. In the *Appeal Regulations*:

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

Authority and delegations

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

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

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

Grounds for appeal

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

- i. procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with 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 shall include alleged administrative or clerical error, and bias in the operation of the procedure.
- ii. that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

- 2.150. 'Good reason' requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances shall not count as 'good reason' for the purposes of these regulations.
- 2.151. In all cases, the original outcome is final and not varied until and unless a successful appeal results in an alternative decision. For example, where a student is excluded due to academic failure, the student shall not be reinstated until the appeals process is complete and the outcome of the appeal results in an amendment to the original decision. Similarly, a student issued with notice to quit their room in halls of residence must leave Queen Mary accommodation on the prescribed date; extensions to the notice period shall not be granted, and the student shall be re-housed only in the event that the notice to quit is revoked as a result of the appeal process.

Submitting an appeal

- 2.152. A student must submit an appeal to the Appeals, Complaints and Conduct Unit in writing by completing the appeal form. In the appeal form, the student must detail the decision being appealed against, present the grounds on which the appeal is made, outline the supporting evidence to be submitted and state whether an interview with the a caseworker from the Appeals, Complaints and Conduct Unit is requested.
- 2.153. An appeal must be received within 14 days of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or else the official publication of results date. The Assistant Academic Registrar (Student Casework) may exercise discretion to consider and allow a late request where a student demonstrates good reason for delay.
- 2.154. Supporting evidence must be submitted by the student together with the appeal request or within seven calendar days of submission of the appeal, and must provide evidence of the points covered in the written request for appeal (for example, medical certification). The Assistant Academic Registrar (Student Casework) may exercise discretion to allow late submission of evidence where a student demonstrates good reason for delay.

Actions on receipt of a request for appeal

- 2.155. On receipt of an appeal request, the Assistant Academic Registrar (Student Casework) shall allocate the request to a caseworker who will determine if the appeal was submitted in time, as specified above.
- 2.156. If an appeal is determined to be out of time then a Completion of Procedures letter shall be issued to reflect this decision. Where an appeal is deemed to be out of time, the substance of an appeal shall not be considered.
- 2.157. Where an appeal is deemed to be submitted in time the caseworker and the Chair shall consider all appeals on their merit; however, the following shall not be deemed legitimate grounds for appeal. Any appeal founded exclusively on one or more of these grounds shall be rejected automatically:
- i. appeals against the academic judgement of internal or external examiners;
 - ii. appeals based upon the informal assessment of a student's work by members of academic staff;
 - iii. marginal failure to attain a higher classification of award;

- iv. in the case of disciplinary matters, the provision of an apology by a student for their actions shall not be deemed reason for an appeal to be heard;
 - v. lack of awareness by a student of the relevant procedure or regulations;
 - vi. vexatious or frivolous appeals.
- 2.164. Where an appeal is automatically rejected, an outcome letter shall be provided to the student explaining the reason(s) for the decision. Students whose appeals are automatically rejected may submit a request for final review. For cases where a student is appealing a mark and it is deemed to fall under i., above, the marking trail shall normally be provided to the student with the outcome letter as evidence that Queen Mary assessment procedures have been undertaken correctly.
- 2.165. Where an appeal is deemed to be submitted in time and is not automatically rejected the caseworker shall be responsible for investigating the substance of the appeal. These enquiries may involve consulting documentation from the process leading to the original decision, discussions with those responsible for the original decision, interviewing the student, and other relevant enquiries. The details of the investigation will be shared with the student, who will be invited to comment upon the summary report and any additional evidence relating to the case.
- 2.166. The caseworker and the Chair of the relevant Appeal Panel shall consider the appeal to determine whether it should be upheld or rejected based on the grounds for appeal specified above.
- 2.167. Where the caseworker and appropriate Chair cannot agree upon a course of action, or the case is deemed to be more complex, cases shall be referred to the Appeal Panel for consideration.

Notification of outcome of an appeal

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

Actions where an appeal is upheld

- 2.159. Where an appeal is upheld, and the grounds of appeal are of either an administrative or regulatory nature, the Assistant Academic Registrar (Student Casework) and appropriate Chair may take action to remedy the situation without referral to the original decision making body.
- 2.160. Where an appeal is upheld and there is substantive evidence that extenuating circumstances were either not considered appropriately, or for good reason could not have been made known at the time of the original decision, the caseworker and appropriate Chair shall refer the case back to the body that made the original decision for reconsideration.
- 2.161. For appeals where the decision is referred back to the examination board, the Chair of the examination board shall consult with the relevant internal examiner and the Assistant Academic Registrar (Student Casework). Chair's action may be employed for this purpose.

Actions where an appeal is not upheld

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

Appeal Panel composition

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

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

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

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

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

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

Appeal Panel terms of reference

2.168. The terms of reference of Appeal Panels are:

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

Appeal Panel procedure

- 2.169. The student shall receive at least ten calendar days' notice, in writing, of the date, time and location of the Appeal Panel hearing.
- 2.170. The Appeal Panel shall receive the original documentation considered by the decision making committee, and any relevant additional documentation relating to the appeal; this shall include the written appeal request and any response to the request from Queen Mary.
- 2.171. The student shall receive the same set of documentation as the Appeal Panel.
- 2.172. All papers and proceedings shall be confidential.
- 2.173. The student may be accompanied, or represented, by any one person of their choosing.
- 2.174. A Queen Mary representative shall put Queen Mary's case to the Panel, and shall be present throughout the hearing but not during the Panel's deliberations.
- 2.175. Witnesses may be called to the Appeal Panel where permitted by the Chair.
- 2.176. The Appeal Panel meeting shall normally follow the following format:
- i. the members of the panel shall be introduced to those present;
 - ii. the student (or representative) shall be asked to address the Appeal Panel as to the substance of their appeal. The student and the Queen Mary representative may remain present throughout. The Appeal Panel members shall ask the student questions relevant to the case;
 - iii. the Queen Mary representative shall put forward Queen Mary's case. The Appeal Panel shall ask the Queen Mary representative questions relevant to the case;
 - iv. the Appeal Panel shall meet alone with the Secretary to consider its decision.
- 2.177. The Appeal Panel shall inform the student of its decision and the reasons for it within three working days of the meeting. The decision shall be confirmed in writing within seven days of the meeting, in an appeal outcome letter.

Final review

- 2.178. A student dissatisfied with the outcome of an appeal may request a final review by the Principal's nominee within fourteen days of the appeal outcome letter if they believe that their case has not been handled properly or fairly. This request must be submitted on the relevant form to include explicit reasons for requesting the review. The Principal's nominee has discretion to allow and consider late requests where a student is able to demonstrate good reason for the delay.
- 2.179. The final review process will involve a review of the existing case file to determine whether appeal procedures were followed appropriately and whether the outcome was reasonable in the light of the available evidence. New issues or evidence will not be considered at the review stage unless the student is able to demonstrate why this evidence was not made available with the formal request for an appeal.
- 2.180. If the Principal's nominee determines that the case was not handled in accordance with proper procedures, the Principal's nominee has authority to take corrective action where appropriate, or may refer the case back to the Appeals, Complaints and Conduct Unit for reconsideration under the appeal regulations.

2.181. The review by the Principal's nominee is the final stage in Queen Mary's procedures. The outcome of the final review will be communicated to the student in a Completion of Procedures letter. The final review stage will normally conclude twenty one days after the request has been submitted. Queen Mary aims to complete all stages of its appeal procedures within ninety days. In cases where it is necessary to exceed ninety days, students will be informed of the reasons for the delay, together with a revised timeframe for the conclusion of the case.

Review by the Office of the Independent Adjudicator for Higher Education

2.182. A student not satisfied with the outcome provided by Queen Mary following receipt of their Completion of Procedures letter may submit a complaint to the Office of the Independent Adjudicator (OIA).

2.183. Information on submitting a complaint to the OIA shall be contained in the Completion of Procedures letter. Information on how to submit a complaint to the OIA can also be found on their website: www.oiahe.org.uk.

2.184. The OIA will consider whether Queen Mary followed its policy correctly, and whether the outcome is reasonable in the light of the facts of the case. Please note that the OIA will not normally consider a submission until a student has completed Queen Mary's internal procedures.

3. Regulations for the Conduct of Assessment

Scope

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

Applicability

- 3.2. These regulations take effect from 1 August 2018, and supersede all previous regulations and policies for the areas detailed herein, except where it is specifically stated that the regulations in force at the time of a student's enrolment apply.

General

- 3.3. The structure, learning aims and outcomes, and type and format of assessment and reassessment (including relevant weightings) for each module shall be set out in the approved module specification and regulations approved by the Senate, or its delegated authority.
- 3.4. Students shall be informed of the arrangements for teaching and learning, the module syllabus, and the assessment and reassessment requirements at the start of the academic year and in accordance with the approved module specification and regulations.
- 3.5. Where modules are no longer taught, assessment shall normally be offered for only one year after the discontinuation date. Subject Examination Boards may impose alternative forms of assessment beyond that point.
- 3.6. All material submitted for assessment, including formative assessment, shall be the student's own work (except where group work specifically forms part of the assignment). All quotations from the published or unpublished work of other persons must be properly attributed, both at the appropriate point in the text and in the bibliography.
- 3.7. Where an examiner or invigilator suspects a student of committing an assessment offence, the allegation shall be investigated in accordance with the [Regulations for Assessment Offences](#).
- 3.8. Exceptionally, Queen Mary may use its discretion to use alternative methods to those stated in the module specifications for individual candidates, either when making assessment arrangements for students with registered disabilities (on the advice of the Disability and Dyslexia Service), or when setting a resit or first sit assessment, subject to the following conditions:
- i. The alternative assessment must involve some additional assessment activity that constitutes a justifiable and efficient assessment of the intended learning outcomes;
 - ii. A full statement of the alternative assessment methods and the reasons for their use is made in a Chair's action form from the SEB Chair, submitted to the Academic Secretariat.

Invigilated examinations

Setting examination papers

- 3.9. The Senate, or its delegated authority, shall approve minimum prescribed standards for the production and security of examination papers. Examination question papers, including front pages, shall be produced to meet these standards.
- 3.10. Head of Schools and Institutes shall be responsible for ensuring that appropriate mechanisms are in place for the production of examination papers. Procedures for the setting, scrutiny, and security of examination papers shall be the responsibility of the relevant Subject Examination Board Chair. Internal examiners and module organisers shall be responsible for the production of the specific examination papers for their modules.
- 3.11. All examination papers shall be approved by the appropriate internal and external examiners, and by the SEB Chair (or nominee).
- 3.12. The Chair of the appropriate SEB and the individual internal examiner for each examination shall be responsible for ensuring the security of examination papers. Students must not gain access to any examination paper before it is sat. Breaches of this regulation shall be deemed assessment offences, and dealt with under the [Regulations for Assessment Offences](#).

Examination timetable

- 3.13. Queen Mary shall make individual examination timetables available for students, detailing the dates, times, and venues of all invigilated examinations for their registered modules. Queen Mary shall publish the full examination timetable for the May/June session at least three weeks before the first examination occurs; any necessary amendments may be made to the published timetable, and shall be published alongside.
- 3.14. Students shall be responsible for: informing themselves of the dates, times, and venues of their examinations; checking the details of their personal timetables and making enquiries on possible errors or omissions; and checking for amendments to the full examination timetable.
- 3.15. Forgery of an examination timetable produced by Queen Mary is an assessment offence and shall be dealt with under the [Regulations for Assessment Offences](#).
- 3.16. Where an examination clash occurs and cannot be resolved, the affected student shall sit both examinations on the same day; the student shall be quarantined during the interim period.

Invigilation and the presence of internal examiners

- 3.17. One senior invigilator shall be assigned to each examination venue, plus one additional invigilator for every 50 additional students. Students must be under continuous supervision for the duration of each examination.
- 3.18. An internal examiner familiar with the examination subject must be present or contactable for the full duration of each invigilated examination to provide any clarifications needed through the senior invigilator. Senior invigilators shall also note any queries in their reports.

- 3.19. The clarification of examination questions shall be limited to the correction of misprints or typographical errors, and shall be announced to all students. Under no circumstances shall examiners or invigilators seek to elucidate questions.
- 3.20. All incidents or abnormalities that occur during an examination shall be noted by the senior invigilator, using the appropriate *pro forma*.

Special arrangements

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

Arrival and departure

- 3.22. Students shall arrive in good time to be able to consult the seating lists displayed outside examination venues. Students shall normally be admitted to venues five minutes before the scheduled start time, so that they can find their desks. Students must only sit at their allocated desks.
- 3.23. Examinations shall begin at the prescribed times. Where this is not possible, the senior invigilator shall record this in their report. Once examinations commence, students shall be under examination conditions until an invigilator terminates the examination or until students complete their attempts and leave the venue.
- 3.24. Students shall be permitted admittance to the examination venue up to 30 minutes after the start of the examination. After this period, a student may only be admitted if no other student for the same examination has left the venue. No additional time shall be given to latecomers.
- 3.25. Students shall not be permitted to leave an examination venue within the first 30 or final 15 minutes of an examination. In exceptional circumstances, an invigilator may permit a student to leave a venue within these periods on the grounds of illness or similar unexpected cause, where they are accompanied by an invigilator. Senior invigilators shall record such cases in their reports.

Equipment and personal items

- 3.26. Excepting writing materials, students shall bring to their examination desks only the equipment authorised in the rubric of the question paper. Bags, coats, jackets and non-religious or medical headwear shall be left in a space within the venue designated by the senior invigilator. Wallets, purses, mobile telephones, electronic watches and other electronic devices may be placed beneath students' desks for the duration of an examination, but may *not* be kept in pockets or worn. Possession of such items shall be investigated under the [Regulations for Assessment Offences](#).
- 3.27. Mobile telephones and other electronic devices, regardless of location, must be switched off and deactivated for the duration of an examination so that they cannot be used or cause disturbances. Devices causing disturbances shall be confiscated by senior invigilators, who shall record the incidents in their reports. Owners shall be informed that such incidents shall be investigated under the [Regulations for Assessment Offences](#).

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

Start of an examination

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

Identification of students

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

During the examination

- 3.39. A student may not have in their possession - or make use of - any materials not specifically mentioned in the rubric of the examination paper. A student in possession of, or using, unauthorised materials at any time whilst under examination conditions (even if not physically in the examination venue) shall be considered under the [Regulations for Assessment Offences](#).
- 3.40. Mathematical tables shall be provided where appropriate. The use of electronic calculators may be permitted in certain examinations, and students shall be informed in advance where this applies, as well as on the question paper rubric. Students must comply with any requirements regarding types of calculators that may be used. Examination paper rubrics may specify permitted models; where no specific guidance is given, calculators must be of the hand-held type, quiet in operation and compact, and have their own power supplies. Students shall be responsible for ensuring that machines are in working order, and for providing in advance for alternative means of calculating in the event of calculators failing during examinations. Where students use electronic calculators in examinations, they must state the name and type of machine clearly on their answer scripts. The use or possession of prepared programs and stored information shall not be permitted in examinations, and shall constitute an [assessment offence](#). Any calculator used by or in the possession of a student during an examination must not form part of a communications or electronic entertainment device (e.g., a mobile telephone).
- 3.41. Students must complete all work, including rough work, on the stationery provided. Work that is not intended to be assessed shall be clearly crossed through. Correction fluid shall not be used.
- 3.42. Unless directed by the rubric, students shall not write their answers upon question papers.
- 3.43. Students must write legibly. Illegible handwriting shall not normally be transcribed, nor shall students be permitted to dictate the contents. Any part of a script deemed illegible by an examiner shall normally be awarded no marks.
- 3.44. All answers must be written in English, except where question papers specify otherwise. The use of English-foreign language dictionaries is prohibited, except where specifically authorised in the question paper rubric.
- 3.45. Students must not communicate, or attempt to communicate, with any persons other than invigilators or members of staff invited to do so by invigilators. A student wishing to attract the attention of invigilators must do so without causing a disturbance.
- 3.46. A student who causes an unnecessary disturbance in an examination venue may be required to leave. Such incidents shall be recorded by senior invigilators in their reports, and treated as [assessment offences](#).
- 3.47. Students may not leave their seats without the permission of invigilators. A student who completes their attempt before the end of an examination may leave the venue quietly once their answer script has been collected, but not during the first 30 or final 15 minutes.
- 3.48. A student who wishes to leave an examination venue temporarily may do so with the permission of invigilators, provided they are accompanied.
- 3.49. A student may not remove any examination stationery (used or unused) or question paper from an examination venue.

Emergency evacuation

- 3.50. In the event of the emergency evacuation of an examination venue students shall remain under examination conditions at all times, to enable the examinations to recommence. Students shall leave their question papers, answer scripts, and any personal items in the examination venue. The examination venue shall be locked by the senior invigilator, and students shall be supervised and escorted by invigilators to the nearest assembly point.
- 3.51. Where disruption lasts for more than 15 minutes, or where 25 per cent or less of the examination duration remains, examinations shall be terminated early. Once deemed safe to do so, invigilators shall collect question papers and answer scripts before permitting students to return to the venue and collect personal belongings. For interruptions of less than 15 minutes, examinations may be resumed. Decisions to resume or end examinations shall be taken by the Chief Invigilator. Decisions to reschedule terminated examinations shall be taken by the Chief Invigilator in consultation with the Academic Registrar.

End of the examination

- 3.52. At the end of an examination students must stop writing promptly when directed, and remain quietly in their seats until all answer scripts and question papers are collected and permission to leave is given.
- 3.53. Students shall be responsible for ensuring:
- i. that all answer scripts are clearly labelled with their Student Identity Number or name (as directed), and firmly tied together;
 - ii. that all answers are clearly labelled with the number of the question;
 - iii. that the required information on the front covers of answer scripts is given in full;
 - iv. that all completed answer scripts are handed to the invigilator: any script or part thereof that is not handed in by the end of the examination shall not normally be marked.

Suspected assessment offences in examinations

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

Illness and extenuating circumstances for invigilated examinations

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

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

Invigilated examinations using virtual learning environments (VLE)

- 3.58. All computers used for invigilated examinations must be in 'kiosk mode', so that students cannot access the Internet, or resources on the machine other than the examination itself and any relevant permitted materials. Accessing or using prohibited sources of information shall be considered an assessment offence, and shall be dealt with under the *Regulations for Assessment Offences*.
- 3.59. Internal examiners must provide any necessary instructions for invigilated examinations using a virtual learning environment.
- 3.60. Internal examiners must provide paper copies of question papers, both for students unable to sit examinations at computers, and so that in the event of computer failure examinations may continue using paper.

Other assessments

- 3.61. The design and setting of non-examination assessment shall be the responsibility of the relevant internal examiners and module organisers, in accordance with the approved module specifications and regulations. Where required, these assessments shall also be subject to the approval of the relevant Subject Examination Board, external examiner, and (in the case of professional capability assessments) the relevant professional body. Definitions of coursework, practical assessments (including oral assessments in languages), dissertations and projects, and professional capability assessments are given in the [Definitions](#) of the *Academic Regulations*.
- 3.62. A student must adhere to all published dates and deadlines for assessment.
- 3.63. A student unable to complete an assessment by, or on, the specified date due to medical or other reasons beyond their control, shall submit a claim for extenuating circumstances supported by appropriate documentary evidence.

Late submission of an assessment

- 3.64. If an assignment is submitted after the specified deadline, it shall be recorded as late and a penalty shall be applied:
- i. For every period of 24 hours or part thereof that an assignment is overdue there shall be a deduction of five per cent of the total marks available (i.e. five marks for an assessment marked out of 100). After five working days (120 hours or more late) the mark shall be reduced to zero, and recorded as OFL (zero, fail, late).

- ii. Deductions shall not be applied on weekends or days on which Queen Mary is closed. Schools and institutes are advised not to set deadlines on days preceding non-working days.
- iii. In a case where a student has submitted work of passing standard but fails the module because of the late submission penalty and the student has a resit attempt remaining, the student shall be deemed to have passed the module with the minimum pass mark for that module. This gives the same outcome as putting the student into reassessment, but without delaying progression or award outcomes or requiring resubmission of the late assignment. Where a student does not have a further resit attempt remaining, this provision shall not apply and the penalty shall be applied in its standard form.
- iv. Certain assessments may cease to be a valid measure of a module's learning outcomes prior to the five working day cut-off. For example, where feedback is provided to the class, any submission made after that would not be an accurate measure of attainment. In such cases, the late submission policy shall apply as normal up to the day on which feedback is given; at that point, a mark of zero (0FL) shall be applied, even if this is within five working days of the deadline. Schools and institutes must make clear to students in advance where this variant policy applies, or else the general policy shall be applied.
- v. 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 in order for the circumstances to be considered.
- vi. Schools and institutes may award extensions to submission deadlines. This is at the discretion of the school/institute. Where a school/institute does consider the award of an extension, a student must apply before the submission date with an extenuating circumstances claim and supporting evidence. In no circumstances shall an extension set a new deadline beyond the next meeting of the relevant subject examination board.

Coursework

- 3.65. Students shall be informed of the arrangements, dates, and deadlines for coursework assessment at the start of each semester.
- 3.66. The School or Institute responsible for a module shall inform students of any penalties applied to assignments that go over a specified word limit.
- 3.67. 'Coursework' shall include both assessments that must be submitted by set deadlines (essays, reports, etc), and assessments taken on specific dates (tests, orals excluding language orals, etc). The term 'non-completion' therefore refers both to non-submission and non-attendance.

Practical assessment

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

Oral examinations

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

Dissertations and projects

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

Professional capability

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

Extenuating circumstances

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

- 3.79. Queen Mary operates a 'fit to sit' policy. If an assessment of any type is attempted or submitted, that attempt will be marked and counted as the student is deemed to be fit to sit (or submit). Any subsequent claim for extenuating circumstances shall not normally be considered.
- 3.80. Where a student is taken ill during a timetabled assessment such as an examination or in-class test, the invigilator shall record this in their report. In such cases, the student must submit an extenuating circumstances claim with supporting documentary evidence in the normal manner if they wish the circumstances to be considered. Such claims shall only be accepted if the student was fit to sit on entering the examination venue, but – for unforeseen reasons - became ill during the examination. Where a student leaves the venue in these circumstances, any work completed up to the point of departure shall become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student shall be treated as if they had never attended the examination.
- 3.81. Where an undergraduate student cannot meet their progression requirements due to non-completion of assessment and there are valid, accepted extenuating circumstances, Subject Examination Boards may award first sits in the affected modules, which shall be taken at the next normally available assessment opportunity. Non-completion of assessment refers both to absence from invigilated examinations, practical assessments, coursework assessments and assessments of professional capabilities, and to non-submission of coursework assessments, professional capability assessments, and dissertations and projects.
- 3.82. Where a student cannot meet their award requirements due to non-completion of assessment and there are valid, accepted extenuating circumstances, Subject Examination Boards may award first sits or recommend first takes in the affected modules to be taken at the next available opportunity.
- 3.83. Where a student meets the requirements for award but, due to valid, accepted extenuating circumstances, was unable to sit or submit some or all of the final year assessments, a Subject Examination Board may recommend to the Degree Examination Board that:
- i. the award shall be postponed, and first sits or first takes permitted at the next available opportunity; or,
 - ii. where permitted by the award regulations, the award shall be agreed but the module marks from the affected modules shall be discounted from the calculation of the College Mark; the value of discounted modules must not exceed 30 credits. (SEBs should note that the College Mark displayed at the DEB will not include this discounting, as the decision to discount is only taken at the DEB (on the SEB's recommendation). SEBs are advised to calculate the revised College Mark and classification outside of the SIS and to bring that to the DEB; otherwise, the revised mark will be calculated after the DEB, and the award made by Chair's Action).
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4. Regulations for Undergraduate & Graduate Programmes

Scope

- 4.1. These regulations apply to all students enrolled and registered for undergraduate or graduate programmes of study of Queen Mary. These regulations also apply to students registered as associated students of Queen Mary; Ordinance C1 designates these individuals as students of Queen Mary. Undergraduate and graduate programmes shall lead to awards of Queen Mary or of the University of London.
- 4.2. 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.
- 4.3. The awards covered by these regulations are as follows:
- Foundation Certificate (FdCert)
 - Certificate of Higher Education (CertHE)
 - Diploma of Higher Education (DipHE)
 - Graduate Certificate (GradCert)
 - Graduate Diploma (GradDip)
 - Foundation Degree in Arts (FdA)
 - Foundation Degree in Science (FdSc)
 - Bachelor of Arts (BA)
 - Bachelor of Dental Surgery (BDS)
 - Bachelor of Engineering (BEng)
 - Bachelor of Laws (LLB)
 - Bachelor of Medical Science (BMedSci)
 - Bachelor of Medicine and Bachelor of Surgery (MBBS)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Economics) (BSc (Econ))
 - Bachelor of Science (Engineering) (BSc (Eng))
 - Master of Engineering (MEng)
 - Master in Science (MSci)
 - Ordinary Degree

Applicability

- 4.4. These regulations apply to all students registering for the first year of an undergraduate or graduate programme from 1 August 2018, with the exception of the following:
- i. students admitted with advanced standing to a subsequent (for example, second) developmental year of a programme. The regulations for the cohort joined apply;
 - ii. students transferred from other programmes within Queen Mary to another programme. The regulations for the cohort transferred to apply;
 - iii. students changing programme duration (for example, from a four year programme to a three year programme). The regulations for the cohort joined apply;
 - iv. where programmes have existing, approved special regulations;
 - v. where it is otherwise specified in these regulations.

General requirements

- 4.5. Students shall be enrolled with Queen Mary and registered for programmes and modules in accordance with the requirements set out in Section 2 of the *Academic Regulations*. Students shall meet all other general requirements as specified in Section 2 of the *Academic Regulations*.
- 4.6. A student must undertake an approved programme of study under the programme regulations, and meet the compulsory and core elements for progression from one developmental year to the next and for award.

Normal duration of a programme of study

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

Minimum and maximum registration periods

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

Developmental years

- 4.10. The term 'developmental year' refers to one year of full-time study, or the equivalent workload where study is not full-time. Where study is not full-time, developmental years may be taken over longer periods than one academic year.
- 4.11. One developmental year comprises modules to the value of 120 academic credits. The progression points within programmes of study shall normally occur at the end of each developmental year.
- 4.12. Students shall take modules to the value of 120 credits in a full-time academic year.
- 4.13. In each developmental year, a student shall take at least 75 per cent of their credits at or above the academic level equivalent to that developmental stage. The final year of an MSci/MEng programme is an exception, in which a student must take 120 credits at level 7. Individual programme regulations may set more stringent requirements.

Compulsory years abroad and compulsory placement years

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

Marks and grades for student performance in individual modules

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

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

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

Requirements to pass a module

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

Number of attempts

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

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

- 4.24. For the LLB there shall be a maximum of three permitted attempts to pass each module. The three attempts shall comprise one first attempt (or first sit) and two resit attempts or referrals.
- 4.25. For the MBBS and BDS, exceptionally, a third attempt may be permitted at the discretion of the Subject Examination Board or Degree Examination Board.

Failure of a module

- 4.26. A student who does not meet the requirements to pass a module shall fail that module (normally because the module mark is lower than the pass mark).
- 4.27. It is possible to achieve a module mark higher than the pass mark but still fail a module, where not all requirements are met (as specified in the approved module regulations). In such cases, the module mark shall be recorded as FQ (qualified fail).
- 4.28. Where a student fails to take an element of assessment required for a module (whatever its form), the mark for that element shall be ONS (non-submission). This mark shall be used and aggregated, according to the prescribed methods, to determine the module mark.
- 4.29. In all cases where award requirements are met, awards shall be made. There shall be no further opportunities for students to resit failed modules in order to attempt to achieve higher marks.

Resits

- 4.30. Resits do not involve attendance at classes and do not count towards the value of academic credit for which a student is registered during the academic year of the resit. Resit module marks count towards the developmental year in which the module was taught, and not the developmental year in which the resit was taken.
- 4.31. Excepting the LLB, where resits result in passes the module marks shall be capped at the minimum pass mark, regardless of the standard achieved by a student. LLB results shall not be capped, and the marks achieved shall stand.
- 4.32. Excepting the LLB, where a student fails on all attempts the highest module mark ('best fail') shall be used. For the LLB, the most recent module mark shall stand.
- 4.33. In the event of failure, the Subject Examination Board may impose alternative forms of assessment for resits. Alternative assessment must test the same learning outcomes and be of comparable complexity to the original assessment.
- 4.34. There shall be two modes of reassessment; standard reassessment, and synoptic reassessment. Each module specification shall state whether standard or synoptic reassessment applies. Where synoptic reassessment is used, students failing the modules shall normally take a single assessment weighted at 100 per cent for the resit (individual module regulations may specify more than one element). Where standard reassessment is used, students shall resit the failed elements of assessment, and the marks for any elements that were passed on the first attempt shall stand unless the programme or module regulations state otherwise.
- 4.35. A student due to resit must do so at the next available opportunity. Interruption or deferral of resits shall not be permitted. Where a student is abroad as part of their programme at the next available opportunity, the student may resit at the next opportunity upon their return without penalty.

- 4.36. All students shall be automatically registered to take any available resits or first sits at the next normally available assessment opportunity. A student may opt out of one or more of these opportunities by the published deadline and in accordance with the published procedure. In opting out of an opportunity a student shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 4.37. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.
- 4.38. Students shall not be permitted to resit passed elements of assessment. Where a module has been passed but some elements of assessment were failed, a student shall not be permitted to resit any elements of assessment. Synoptic reassessment may sometimes prove an exception to this rule, where specifically approved in a module's regulations.

First sits

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

Retakes

- 4.42. Subject Examination Boards may require a student to retake a module. Retakes shall only normally be recommended where a module cannot be reattempted by a resit (i.e. where attendance to use, for example, laboratory facilities is required). Retakes involve attendance at classes and completion of all elements of assessment, whether previously failed or not. Where a student retakes a module, this shall count towards the value of academic credit for which the student is registered during the year of the retake.
- 4.43. Approval for a retake shall be given by the relevant Degree Examination Board, on the recommendation of a Subject Examination Board.
- 4.44. Retakes attract pro rata tuition fees.
- 4.45. For the LLB, MBBS, and BDS, permission to retake shall normally require the student to retake an entire academic year.
- 4.46. The mark for a module that has been retaken following failure shall be capped at the pass mark; the LLB is an exception in that its retake marks shall not be capped. Each retake shall count as one of the two attempts permitted for the module.

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

First takes

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

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

Discretion in classification

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

The QMUL Model

- 4.62. The QMUL Model is an innovative and unique credit-bearing teaching and learning initiative integrated into undergraduate degree programmes that will broaden student opportunities within and beyond higher education by enhancing students' levels of social capital. All undergraduate students governed by these regulations are required to take a minimum of 10 QMUL Model credits in each developmental year.

Aegrotat award

- 4.63. An aegrotat award is an unclassified honours degree.
- 4.64. A Subject Examination Board may recommend an aegrotat award to a student who has taken the full number of modules required for award but was absent from the final assessment for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the assessments but considers that their performance was adversely affected by serious illness or other cause judged sufficient by the Subject Examination Board, or where a student has died. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the programme of study.
- 4.65. A student who meets the requirements for the award for which they are registered cannot be considered for an aegrotat award. Subject Examination Boards shall recommend award classifications for such students in the normal manner, but may use the borderline classification policy to take account of the students' circumstances when doing so (*Academic Regulations*, Section 3: Extenuating Circumstances).
- 4.66. Where a student has not taken the full quota of academic credit, Subject Examination Boards shall consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for award. Where a Subject Examination Board agrees that a student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 4.67. Where a student is offered an aegrotat award, the student may accept the offer and the award shall be conferred. Alternatively, the student may decline the offer and take the missed or failed assessments as first sits, where applicable. A student who elects to take the assessments ceases to be eligible for the aegrotat award. A student who accepts the aegrotat ceases to be eligible to take the missed or failed assessments.

Revocation of awards

- 4.68. 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 the Senate, or its delegated authority.

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

Progression

- 4.69. To progress from one developmental year to the next, a student must:
- i. meet all programme and pathway requirements;
 - ii. fail (after resit) no more than 30 credits in any one developmental year;
 - iii. maintain an average mark of 40.0 or higher, calculated across all credits taken to date and weighted to the appropriate point on the scale 1:3:6 (years one:two:three);
 - iv. take and pass modules as follows:
 - a. foundation year to year one (where applicable): take 120 credits, including a minimum of 90 at level 3. Pass modules to the value of at least 105 credits.
 - b. years one to two: take 120 credits, including a minimum of 90 at level 4. Pass modules to the value of at least 90 credits.
 - c. years two to three: take 120 credits, including a minimum of 90 at level 5. Pass modules to the value of at least 195 credits.
- 4.70. To progress from one developmental year to the next, a student taking a degree apprenticeship programme must:
- i. meet all programme and pathway requirements;
 - ii. fail (after resit) no more than 30 credits in any one developmental year;
 - iii. achieve an average mark of 40.0 or higher, calculated across all credits taken to date and weighted to the appropriate point on the scale 1:3:3:6 (years one:two:three:four);
 - iv. take and pass modules as follows:
 - a. years one to two: take 90 credits at level 4. Pass modules to the value of at least 75 credits.
 - b. years two to three: take 90 credits. Pass modules to the value of at least 150 credits.
 - c. years three to four: take 90 credits, including a minimum of 30 at level 6 and 60 at level 5. Pass modules to the value of at least 225 credits.
- 4.71. For programmes with a compulsory year abroad or compulsory placement year, the progression requirement from the year abroad or placement year to the next developmental year shall be to take and satisfactorily complete modules to the credit value prescribed in the appropriate programme regulations. Satisfactory completion shall require a student to (during the year abroad/in industry) take 120 credits, pass a minimum of 105 credits, and achieve a mean year average mark of 40.0 or higher; individual programme regulations may specify exceptions to this rule.
- 4.72. A student who meets the progression requirements shall be permitted to resit any failed modules at the next available assessment opportunity, where attempts remain.
- 4.73. For programmes with an associated MEng or MSci, the SEB may recommend the transfer of a student to these programmes where the approved requirements have been met.

Failure to meet progression requirements

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

Eligibility for awards

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

Academic credit requirements for awards

- 4.77. To be eligible for the award of BA, BSc, BSc (Econ), BEng, or BSc (Eng), a student must:
- i. take modules to a total value of 360 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 315 credits (excluding modules at level 3)
 - vi. pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.78. To be eligible for award, a student registered for a BA, BSc, BSc (Econ), BEng, or BSc (Eng) programme with a compulsory year abroad or on placement (except in the Schools of Languages, Linguistics & Film, and Electronic Engineering & Computer Science) must:
- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 420 credits (excluding modules at level 3)
 - vi. pass modules to a minimum value of 90 credits at level 6 or higher.

- 4.79. To be eligible for award, a student registered for a programme with a compulsory year abroad in the School of Languages, Linguistics & Film must:
- take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;
 - take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - take modules to a maximum value of 150 credits at level 4 or lower;
 - take modules to a maximum value of 30 credits at level 3;
 - pass modules to a minimum value of 315 credits (excluding modules at level 3 and the compulsory year abroad module)
 - pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.80. To be eligible for award, a student registered for a programme with a compulsory placement year in the School of Electronic Engineering & Computer Science must:
- take modules to a total value of 390 credits, equivalent to 120 credits per developmental year with the exception of the placement year (valued at 30 credits);
 - take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - take modules to a maximum value of 150 credits at level 4 or lower;
 - take modules to a maximum value of 30 credits at level 3;
 - pass modules to a minimum value of 315 credits (excluding modules at level 3)
 - pass modules to a minimum value of 90 credits at level 6 or higher.
- 4.81. Provisions for advanced standing may apply where individual cases allow for it and the advanced standing has been approved; in such cases the required value of academic credit shall be reduced accordingly.

Classification of awards

- 4.82. Each student shall be classified when the requirements for award are met (i.e. once the award requirements are met, the Degree Examination Board will make the award; this means that students who meet the award requirements but have resit attempts remaining will not be eligible to take those reassessments.). The classification of award shall be based upon the College Mark.
- 4.83. The College Mark shall provide a weighted average across the modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 4.84. The College Mark shall be calculated by one of the following methods:

Award	Weighting of each developmental year			
	Year 1	Year 2	Year 3	Year 4
BSc, BA, BEng, BSc (Eng), BSc (Econ)	1 (10%)	3 (30%)	6 (60%)	-
BEng/BSc programmes in SEECs with a compulsory placement year*	1 (10%)	3 (30%)		6 (60%)
Bachelors programmes with a compulsory year abroad: SLLF, History, Geography, Global Health.	1 (9.1%)	3 (27.3%)	1 (9.1%)	6 (54.5%)
Bachelors programmes with a compulsory year abroad: SEF, SED, EECS, SMS, SEMS, SBCE.	1 (10%)	3 (30%)	0 (0%)	6 (60%)
Degree apprenticeship programmes	1 (7.69%)	3 (23.07%)	3 (23.07%)	6 (46.15%)

- 4.85. Unless specified for a particular programme, the results of a compulsory year abroad or on placement shall not count towards the calculation of the College Mark.
- 4.86. The College Mark shall be calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board in that form.
- 4.87. The classification of honours shall be made according to the following scale:

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

- 4.88. A student who passes the required value of academic credits but does not meet the programme or pathway requirements for award due to failure in core modules may, subject to the approval of the Subject Examination Board:
- be awarded the degree for which they meet the requirements;
 - resit the required modules at the next available opportunity, where attempts remain.

Field of study

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

Failure to meet award requirements

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

Award regulations: Intercalated BSc and BMedSci

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

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

Eligibility for award

- 4.94. To be eligible for the award of intercalated BSc or BMedSci, a student must:
- meet the requirements for the approved programme for which they are registered;
 - meet the requirements for the duration of registration;
 - take the required total credit value for the award (see below);
 - meet the minimum credit value at the level of the award (see below)
 - not exceed the maximum credit value at the lowest level for the award (see below);
 - meet the progression requirements at the end of each developmental year, and be in the final developmental year;
 - achieve a minimum College Mark of 40.0 or higher.

Academic credit requirements for awards

- 4.95. To be eligible for the award of intercalated BSc or BMedSci, a student must:
- take modules to a total value of 120 credits in one developmental year;
 - take modules to a minimum value of 90 credits at level 6;
 - take modules to a maximum value of 30 credits at levels 4 or 5;
 - pass modules to a minimum value of 105 credits;
 - pass modules to a minimum value of 90 credits at level 6 or higher.

Classification of award

- 4.96. The classification of award shall be based upon the College Mark. The College Mark provides a weighted average across all modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 4.97. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form.
- 4.98. The classification of honours shall be made according to the following scale:

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

Progression and award regulations: MEng and MSci

Progression

- 4.99. To progress from one developmental year to the next, a student (except in the School of Geography) must:
- Meet all programme and pathway requirements;
 - Pass (after resit) modules to a minimum value of 90 credits in each developmental year after the foundation year (where applicable);

- iii. Take modules to the value of 120 credits in each developmental year, and pass modules to the following minimum cumulative credit values:
 - a. Foundation year to developmental year one (where applicable): 105;
 - b. Developmental years one to two: 90 (excluding foundation year credits);
 - c. Developmental years two to three: 195 (excluding foundation year credits);
 - d. Developmental years three to four: 315 (excluding foundation year credits);
 - iv. Achieve a minimum weighted mean average mark as follows:
 - a. Foundation year to developmental year one (where applicable): foundation year mean average of 40.0;
 - b. Developmental year one to developmental year two: first year mean average of 40.0;
 - c. Developmental year two to developmental year three: first and second year weighted mean average of 40.0, weighted 1:3 (years one:two);
 - d. Developmental year three to developmental year four: first, second and third year weighted mean average of 60.0, weighted 1:3:6 (years one:two:three). Exceptionally, an SEB may use its discretion to permit progression to developmental year four where there is a weighted mean average of 57.0 or higher; in doing so, the SEB shall consider factors including the strength of the student's academic profile and any approved extenuating circumstances.
- 4.100. To progress from one developmental year to the next, a student in the School of Geography must:
- i. Meet all programme and pathway requirements;
 - ii. Pass (after resit) modules to a minimum value of 105 credits in each developmental year;
 - iii. Take modules to the value of 120 credits in each developmental year, and pass modules to the following minimum cumulative credit values:
 - a. Developmental years one to two: 105 (excluding foundation year credits);
 - b. Developmental years two to three: 210 (excluding foundation year credits);
 - c. Developmental years three to four: 315 (excluding foundation year credits);
 - iv. Achieve a minimum weighted mean average mark as follows:
 - a. Developmental year one to developmental year two: first year mean average of 40.0;
 - b. Developmental year two to developmental year three: first and second year weighted mean average of 60.0, weighted 1:3 (years one:two). Exceptionally, an SEB may use its discretion to permit progression to developmental year three where there is a weighted mean average of 57.0 or higher; in doing so, the SEB shall consider factors including the strength of the student's academic profile and any approved extenuating circumstances.
 - c. Developmental year three to developmental year four: first, second and third year weighted mean average of 40.0, weighted 1:3:6 (years one:two:three).
- 4.101. A student who meets the progression requirements shall be permitted to resit any failed modules at the next available assessment opportunity, where attempts remain.
- 4.102. Where a student meets the progression requirements for an associated bachelors programme and transfers to an MEng or MSci, the progression requirements for the programme on which the student was previously registered shall be deemed sufficient up to the point of transfer.
- 4.103. For programmes with a compulsory year abroad or compulsory placement year, the progression requirement from the year abroad or placement year to the next developmental year shall be to take and complete modules to the credit value prescribed in the appropriate programme regulations. Individual programme regulations may specify exceptions to this rule.

Failure to meet requirements for progression

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

Transfer to BEng, BSc (Eng), or BSc

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

Award of BEng, BSc (Eng), or BSc

- 4.107. SEBs may recommend the award of BEng, BSc (Eng), or BSc to a student who does not meet the requirements for progression from developmental year three to the final developmental year, but does meet the award requirements for BEng, BSc (Eng) or BSc.
- 4.108. A student in developmental year three may request to exit with BEng, BSc (Eng), or BSc. This may result in the discounting of some modules for the purposes of meeting the requirements of the new programme.
- 4.109. A student who joins the third year of an MEng or MSci with advanced standing, and who fails to progress at the end of developmental year three shall not be eligible for the award of BEng, BSc (Eng), or BSc.

Eligibility for award

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

Academic credit requirements for awards

- 4.111. To be eligible for the award of MEng or MSci, a student must:
- i. take modules to a total value of 480 credits, equivalent to 120 credits per developmental year;

- ii. take modules to a minimum value of 90 credits at each of levels 4, 5 and 6;
 - iii. take modules to a minimum value of 120 credits at level 7;
 - iv. take modules to a maximum value of 150 credits at level 4 or lower;
 - v. take modules to a maximum value of 30 credits at level 3;
 - vi. pass modules to a minimum value of 420 credits (excluding modules at level 3)
 - vii. pass modules to a minimum value of 90 credits at level 7.
- 4.112. Provision for advanced standing may apply where individual cases allow for it and the advanced standing has been approved. In such cases, the value of academic credit required shall be reduced accordingly.

Classification of awards

- 4.113. A student shall be classified when the requirements for award are met (i.e. once the award requirements are met, the Degree Examination Board will make the award; this means that students who meet the award requirements but have resit attempts remaining will not be eligible to take those reassessments). The classification of award shall be based on the College Mark.
- 4.114. The College Mark provides a weighted average across the modules taken by a student. In all cases, the College Mark shall be calculated as though the required value of academic credit was taken.
- 4.115. The College Mark shall be calculated as follows:

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

- 4.116. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form.
- 4.117. Unless specified for a particular programme, the results of a compulsory year abroad or on placement shall not count towards the calculation of the College Mark.
- 4.118. The classification of honours shall be made according to the following scale:

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

Failure to meet award requirements

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

Progression and award regulations: LLB

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

- LLB in Laws
- LLB in Laws Senior Status
- LLB in Global Law
- LLB in English and European Law
- LLB in Law in Practice
- LLB in Law with History
- BA in Law and Politics

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

Maximum duration of study

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

Number of attempts

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

Resits

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

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

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

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

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

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

Referral

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

- i. the mark obtained in the failed module (or the average mark across two 15 credit modules where one or both are failed) is at least 30.0; and,
- ii. no module mark in the relevant developmental year is below 20.0; and,
- iii. the Examination Board agrees there is sufficient countervailing strength in the passed modules.

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

First sits

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

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

Progression

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

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

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

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

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

Eligibility for award

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

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

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

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

4.138. Regulation 4.134 shall apply to the final year.

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

Classification of awards

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

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

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

- 4.142. The classification of award shall be primarily based upon the prevailing quality of a student's performance as reflected in the classes to which relevant module marks belong, and the overall profile of those marks:
- i. for LLB, BA Law and Politics, and LLB Law with History, the classification of the award shall be based upon the modules taken in the second and third developmental years;
 - ii. for LLB with a Year in Hong Kong, LLB in Global Law, LLB in English and Chinese Law, LLB Law in Practice, LLB in Global Law, and LLB in English and European Law the classification of the award shall be based upon the modules taken in the second and third developmental years spent at Queen Mary (the first year and the year abroad shall not count towards classification);
 - iii. for LLB Senior Status, the classification shall be based upon modules taken in both developmental years;
- 4.143. The College Mark may also be considered. The College Mark provides a weighted average across all the modules taken by a student. The College Mark shall be calculated to one decimal place, and presented to the Examination Board in that form.
- 4.144. The College Mark shall be based on the developmental years specified above, which shall be weighted equally. All other developmental years shall be weighted at zero.
- 4.145. The minimum profiles of module marks needed to obtain classifications are set out in the following table for students on all undergraduate law programmes except for the LLB Senior Status:

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

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

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

4.147. In applying the minimum module profiles, the Examination Board may use its discretion and take into account the following when agreeing classification:

- i. a significant improvement in the module marks achieved in the final developmental year;
- ii. a College Mark close to, or higher than, the borderline of the class indicated by the module profile;
- iii. in relation to the LLB English and European Law, a strong performance in the year abroad;
- iv. that one or more modules (up to 30 credits) were failed in the final developmental year;
- v. that one or more module marks in the relevant years were obtained on a resit or referral.

4.148. The Examination Board may depart from the minimum module profiles when exercising its discretion in cases of extenuating circumstances.

Progression and award regulations: BDS

4.149. 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.

Definitions

4.150. The following definitions apply to the award of BDS:

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

Maximum duration of study

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

Programme requirements for award

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

Exemptions

4.153. No advanced standing is permitted for the BDS programme.

Attendance and professional attitude and conduct

4.154. Students must attend all classes and clinical practice, and must submit work by the prescribed deadlines.

4.155. 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.

4.156. 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.

- 4.157. 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.
- 4.158. A student whose attendance, professional attitude and conduct, clinical performance or quality of work is considered to be unsatisfactory shall be warned and, if performance does not improve, may have their registration terminated.

Structure of examinations

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

Compensation

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

Requirements to pass a Section, Part and Stage

- 4.161. The requirements to pass a Part shall be set out in the mark scheme for that Part which specifies:
- i. the minimum requirements for satisfactory performance in continuous assessment;
 - ii. the minimum requirements for satisfactory clinical performance
 - iii. the minimum requirements for the written or practical/ clinical examinations
 - iv. the requirements for resit examinations in the event of failure.
- 4.162. Where a student has been unable to complete the required component of the Part due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:
- i. the student having completed sufficient in-course assessments / experience to satisfy the examiners that they have achieved an adequate command of the material; *and*,
 - ii. the quality of the completed in-course assessments being of a satisfactory standard; *and*,
 - iii. the student passing any specified additional course work or written element.

Progression for BDS

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

4.167. To progress from Part 4 to Part 5, a student must pass all the components that comprise Part 4.

Eligibility for award

4.168. To be eligible for the award of BDS, a student must:

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

Classification of award

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

4.170. 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.

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

Failure to meet award requirements

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

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

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

Professional registration

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

Progression and award regulations: MBBS

Definitions

4.175. 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 shall require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance.

Maximum duration of study

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

4.177. Students will normally be permitted to repeat any given year once only.

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

Programme requirements for award

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

Exemptions

- 4.180. 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.
- 4.181. 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.
- 4.182. 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

- 4.183. 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.
- 4.184. 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*](#).
- 4.185. 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.
- 4.186. 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

- 4.187. Examinations for the award of MBBS shall be in five Parts. Each Part shall examine core studies and also require passes in all SSCs covered by the Part.
- 4.188. Each Part shall normally be in five Sections. Section A, Section B, Section C and Section D assess core studies. Each of Sections A, B, C and D comprises one or more compulsory assessments. Section E is the annual progression hurdle for SSCs.

Compensation

- 4.189. No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.
- 4.190. No compensation is permitted between SSCs.
- 4.191. For Section A, which comprises continuous and in-course assessment, the Scheme for Assessment and Progression shall specify the requirements for a pass, which may be determined by aggregate marks from all assessments, or by separate passes in each and all elements of assessment, or by a combination of aggregate and separate passes. The Scheme for Assessment and Progression shall further specify which elements of the course or assessments require compliance with requirements rather than a passing score (for example: portfolio work and appraisal; attitude and conduct measures), and shall specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

Requirements to pass a Section and Part

- 4.192. The pass mark for the MBBS is 50 per cent, following standard-setting and marks' adjustment.
- 4.193. The requirements to pass a Part shall be set out in the Scheme for Assessment and Progression for that Part, which shall specify:
- i. the requirements for satisfactory performance in Section A;
 - ii. the consequences of failure to meet the requirements for Section A. 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 shall include the successful completion of all SSCs covered in the Part. For successful completion of Section E, SSCs must either be passed outright, or remedial work (or additional assessment) completed by the date of the Late Summer Subject Examination Board.
- 4.194. 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

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

Resits

- 4.196. Failure of any element at resit examinations shall normally lead to deregistration from the programme. Resit marks shall normally be capped at the pass mark.
- 4.197. 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

- 4.198. Queen Mary operates a fit to sit policy. Students wishing to claim extenuating circumstances must not sit the examination, and must submit an extenuating circumstances form as described in the *MBBS Extenuating Circumstances Policy* 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.
- 4.199. 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

- 4.200. The Subject Examination Board may give further consideration to any student who is to be deregistered, or at risk of deregistration, from the programme, as follows:
- i. where a student, otherwise in good standing, has failed to pass any or all Sections of a Part within the permitted number of attempts and has a well-documented record of severe difficulties during the year, the Board may permit the student to retake the year without penalty with resit provisions operating as if the student is taking the year for the first time. Marks achieved during the retake year shall not be capped;
 - ii. in a very limited number of cases, where a student has failed to pass any or all Sections of a Part at the second attempt and does not meet the requirements of (i), above, but is deemed to have sufficient potential to succeed, the Board may permit the student to re-take the year for a third and final attempt with strict conditions imposed by the Subject Examination Board (such conditions shall be to retake all elements [including those passed] in full attendance and take and pass all assessments in Sections A, B, C, D and E as required by the mark scheme). Such students shall be closely monitored and unsatisfactory performance may lead to deregistration at any point in the year. On passing the Part, such students shall not have their marks capped to the pass mark.

- 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

- 4.201. Individual SSCs may be assessed either by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. A student who fails to complete the assessment for each SSC by the end of the timetabled period of that SSC shall normally be failed in that SSC.
- 4.202. Performance in an SSC shall be graded on the scale of A to E, where A to C are passing grades, grade D is a marginal fail, and grade E is a clear fail.
- 4.203. 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).
- 4.204. Resit examinations shall not normally be held for SSC assessments.
- 4.205. 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

- 4.206. To progress from Part 1 to Part 2, a student must pass Sections A, B, C, D and E of Part 1.
- 4.207. To progress from Part 2 to Part 3, a student must pass Sections A, B, C, D and E of Part 2.
- 4.208. To progress from Part 3 to Part 4, a student must pass Sections A, B, C, D and E of Part 3.
- 4.209. 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

- 4.210. 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

- 4.211. The Subject Examination Board may award passes ‘with Distinction’, or ‘with Merit’ at each Part.
- 4.212. Distinctions shall be cited on the degree certificate, as they may form a part of the award. Merits shall not be cited on the degree certificate, as they do not form a part of the award.
- 4.213. A student with a failure in any assessment used to calculate the award of Distinction shall not be eligible for that Distinction.
- 4.214. The criterion for Distinction shall be sustained excellence over a defined period of time. The standards required for the award of Distinctions shall be determined by the Subject Examination Board and ratified by the Degree Examination Board. The Board shall only use marks obtained at first sittings, and shall apply either a criterion-referencing or ranking system to target the top ten per cent of the cohort for the award.
- 4.215. 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.
- 4.216. A Merit may be awarded to a student for any Part (1 to 5) of the MBBS programme. Merits shall be awarded by the Subject Examination Board for the relevant Part of the MBBS degree and ratified by the Degree Examination Board. The Board shall only use marks obtained at first sittings, and shall apply either a criterion-referencing or ranking system to target the next 15 per cent of the cohort for the award.

Failure to meet award requirements

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

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

Progression and award regulations: FdA and FdSc

Progression

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

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

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

Eligibility for award

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

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

Academic credit requirements for awards

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

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

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

Classification of award

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

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

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

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

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

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

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

Failure to meet requirements for award

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

Progression to honours degree programmes

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

Award regulations: FdCert

Eligibility for award

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

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

Academic credit requirements

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

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

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

Classification of award

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

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

Progression and award regulations: DipHE and CertHE

- 4.237. The Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE) shall normally be used as interim (or 'exit') awards. These may be recommended by Subject Examination Boards where a student fails to meet the requirements for the award of the relevant degree.
- 4.238. Where a Diploma of Higher Education or Certificate of Higher Education is used as an exit award, the College Mark shall be calculated using the marks from the best 120 (CertHE) or 240 (DipHE) credits of modules across the student's period of registration. Alternative provisions apply to MBBS and BDS exit awards; refer to the relevant regulations for details.
- 4.239. Students may request to exit from Queen Mary with a Diploma of Higher Education or Certificate of Higher Education where they do not intend to continue with the degree programme. In such cases, some modules may be discounted for the purpose of meeting the award requirements.
- 4.240. Where an approved programme leads to the award of Diploma of Higher Education or Certificate in Higher Education as its highest award, the requirements set out below shall apply.

Progression: Diploma of Higher Education

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

- 4.242. A student who fails to progress may resit failed modules up to the permitted number of attempts, as approved by the SEB.
- 4.243. A student who passes the required value of academic credit, but does not meet the programme or pathway requirements for progression due to failure in a core module, may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements;
 - ii. resit the required modules at the next available opportunity, where attempts remain;
- 4.244. A student who meets the progression requirement but fails modules up to the value of 30 academic credits shall be permitted to resit those failed modules in order to improve the mark achieved, as approved by the SEB. The maximum module mark achievable shall be the minimum pass mark.

Eligibility for award: Diploma of Higher Education

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

Academic credit requirements: Diploma of Higher Education

- 4.246. To be eligible for the award of Diploma of Higher Education, a student must:
- i. take modules to a total value of 240 credits, equivalent to 120 credits per developmental year;
 - ii. take modules to a minimum value of 90 credits at each of levels 4 and 5;
 - iii. take modules to a maximum value of 150 credits at level 4 or lower;
 - iv. take modules to a maximum value of 30 credits at level 3;
 - v. pass modules to a minimum value of 210 credits (excluding modules at level 3)
 - vi. pass modules to a minimum value of 90 credits at level 5 or higher.
- 4.247. Provision for advanced standing may apply to Diploma of Higher Education students where individual cases allow for it and the advanced standing has been approved; in such cases, the required value of academic credit shall be reduced accordingly.

Eligibility for award: Certificate of Higher Education

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

Academic credit requirements: Certificate of Higher Education

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

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

Classification of awards

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

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

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

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

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

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

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

Failure to meet requirements for award of DipHE

4.255. A student who does not meet the requirements for DipHE and who is entitled to resits may elect to exit with the award of CertHE, where the requirements for that award are met. Any such student shall then be ineligible to resit any failed modules in order to meet the requirements for the DipHE.

4.256. A student for the DipHE who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for award of CertHE, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: GradCert and GradDip

Progression

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

Eligibility for award

4.258. To be eligible for the award of Graduate Diploma or Graduate Certificate, a student must:

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

Academic credit requirements for award: Graduate Certificate

4.259. To be eligible for the award of Graduate Certificate, a student must:

- i. take modules to a total value of 60 credits in one developmental year;
- ii. take modules to the value of 60 credits at level 6;
- iii. pass modules to the value of 60 credits at level 6;

Academic credit requirements for award: Graduate Diploma

4.260. To be eligible for the award of Graduate Diploma, a student must:

- i. take modules to a total value of 120 credits in one developmental year;
- ii. take modules to a minimum value of 90 credits at level 6;
- iii. take modules to a maximum value of 30 credits at level 5 or lower;
- iv. pass modules to a minimum value of 105 credits (excluding modules at level 3)
- v. pass modules to a minimum value of 90 credits at level 6 or higher.

Classification of award

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

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

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

4.264. The classification of the Graduate Certificate and Graduate Diploma shall be made according to the following scale:

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

Failure to meet requirements for award of Graduate Diploma

4.265. A student who does not meet the requirements for the award of Graduate Diploma, but meets the requirements for award of Graduate Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

4.266. A student who does not meet the requirements for Graduate Diploma but is entitled to a resit may elect to exit with the award of Graduate Certificate, where the requirements for award have been met. The student shall then be ineligible to resit failed modules in order to meet the requirements for the Graduate Diploma.

4.267. Students who do not meet the requirements for Graduate Diploma and have exhausted all attempts, but who meet the requirements for award of Graduate Certificate, shall be conferred the award for which they are qualified.

Award regulations: Ordinary degree

4.268. The Ordinary degree exists only as an exit award.

Eligibility for award

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

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

Academic credit requirements for award

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

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

Classification of award

- 4.271. The classification of award shall be based upon the College Mark.
- 4.272. The College Mark for the Ordinary Degree shall be the mean mark of the best 360 credits taken by a student, including at least 60 passed credits at level 6.
- 4.273. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 4.274. The classification of the Ordinary Degree shall be made according to the following scale:

College Mark	Classification
40.0 – 100.0	Pass

5. Regulations for Postgraduate Programmes

Scope

- 5.1. These regulations apply to all taught postgraduate programmes of study of Queen Mary, and to the students registered upon them. These regulations do not apply to postgraduate research programmes or students.
- 5.2. The processes of enrolment and registration confirm a student's acceptance of 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.
- 5.3. The awards covered by these regulations are as follows:
- Postgraduate Certificate (PGCert)
 - Master of Arts (MA)
 - Master of Laws (LLM)
 - Master of Research (MRes)
 - Master of Science (MSc)
 - Postgraduate Diploma (PGDip)
 - Master of Business Administration (MBA)
 - Master of Clinical Dentistry (MCLinDent)
 - Master of Public Administration (MPA)

Applicability

- 5.4. These regulations shall apply to those students registering for the first year of a programme from 1 August 2018, with the exceptions of the following:
- i. Students entering with advanced standing, and students who have changed duration or interrupted; the regulations for the cohort joined shall apply.
 - ii. Where programmes have existing approved special regulations.

General requirements

- 5.5. Students shall enrol with Queen Mary, and register for programmes and modules in accordance with the requirements set out in Section 2 of the *Academic Regulations*. Students shall meet all other general requirements as set out in Section 2 of the *Academic Regulations*.
- 5.6. Students must undertake an approved programme of study and meet any compulsory and core elements for progression and award.

Normal duration of a programme of study

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

Minimum and maximum registration periods

- 5.8. A student must be registered for a minimum of one third of the normal duration of the programme of study in order to be eligible for the award.
- 5.9. A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. First takes, and

periods of interruption or intercalation shall not count towards the maximum permitted duration of study. Retakes, and periods spent resitting or first sitting out of attendance shall count towards the maximum permitted duration of study. In exceptional circumstances, the Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

- 5.10. Programmes with a flexible study mode shall specify the minimum and maximum durations of study as part of the programme regulations. The provisions in the two preceding regulations do not apply to flexible study programmes.

Taught component

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

Research projects and dissertations

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

Marks and grades for student performance in individual modules

- 5.13. Module marks shall be held to one decimal place.
- 5.14. Module marks shall be awarded for student performance as follows:

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

Requirements to pass a module

- 5.15. The pass mark for modules for postgraduate programmes shall be 50.0, irrespective of the academic level of the module.
- 5.16. Modules may comprise a number of elements of assessment and requirements that must be completed in order to pass. The pass mark for any element of assessment for a postgraduate module shall be 50.0. The module regulations shall specify those elements of assessment that must be passed, those that must be taken and those that are not compulsory.

- 5.17. To pass a module, a student must undertake the approved assessment for the module, meet all requirements for a pass as specified in the module regulations, and achieve a mark of 50.0 or more. Where the module comprises more than one element of assessment, these elements of assessment shall normally be aggregated to one overall mark for the module. The elements of assessment may be weighted, as specified in the module regulations.
- 5.18. A student may not resit, first sit, retake or (normally) first take a module that has been passed.

Number of attempts

- 5.19. A maximum of two attempts shall be permitted to pass a module: a first attempt (or first sit, or first take), and one resit attempt (or retake).
- 5.20. Failure must be agreed by the Subject Examination Board before any resit occurs.

Failure of a module

- 5.21. A student who does not achieve the requirements to pass a module shall fail that module. In most cases, this shall be because the module mark is lower than the pass mark of 50.0.
- 5.22. In some cases it may be possible to achieve module marks higher than the pass mark of 50.0, but fail the module where not all of the requirements set out in the approved module regulations are met. In these instances, the module mark shall be recorded as a qualified fail (recorded as FQ).
- 5.23. Where a student fails to complete an element of assessment required for a module (whatever its form), the mark for that element shall be zero (held as ONS). This mark shall be used and aggregated according to the prescribed method to determine the module mark.
- 5.24. In all cases where the requirements for award are met, the award shall be made. There shall be no further opportunity for a student to resit failed modules in an attempt to achieve a higher mark.

Condoned failure

- 5.25. Examination boards may normally condone failure in the taught component of modules up to the value of 30 credits (or 15, for PGCert) where:
- i. the student has achieved a module mark of 40.0 or more; *and*,
 - ii. the average achieved across all modules is 50.0 or greater.
- 5.26. This outcome shall be known as 'fail condoned, academic credit awarded'.
- 5.27. The rules on condoned failure described above shall not apply where the regulations for the award or special regulations do not permit condoned failure, or specify an alternative requirement. This includes the universal rule that core modules (those that must be taken and passed) cannot be condoned. This has implications for progression and award, as students who fail core modules shall not meet the requirements of the programme.
- 5.28. Condoned failure shall not be permitted for core modules, research projects, or dissertations.

Resits

- 5.29. Resits do not involve attendance at classes, and shall not count towards the total value of academic credit for which students are registered during the academic year of the resit.
- 5.30. Where a resit results in a pass, the module mark shall be capped at the minimum pass mark regardless of the standard achieved by the student.
- 5.31. In the event of failure in all attempts, the highest module mark ('best fail') shall stand.
- 5.32. In the event of failure, the Subject Examination Board may determine alternative forms of assessment for resits.
- 5.33. A student due to resit must do so at the next available opportunity. Interruption or deferral of resits shall not be permitted.
- 5.34. All students shall be automatically registered to take any available resits or first sits at the next normally available assessment opportunity. A student may opt out of one or more of these opportunities by the published deadline and in accordance with the published procedure. In opting out of an opportunity a student shall forfeit any remaining attempts to pass the relevant module, and may have their registration terminated and cease to be a student.
- 5.35. Where a student is registered for resits or first sits but does not attempt the required assessment, the registration shall count as one of the permitted attempts at the module; for a student designated 'resitting out of attendance', the Subject Examination Board may also recommend that the student's registration and enrolment be terminated.
- 5.36. A student shall not be permitted to resit elements of assessment that have been passed. Where a module has been passed but some elements of assessment were failed, the student shall not be permitted to resit any element of assessment.

First sits

- 5.37. Where a student submits evidence of extenuating circumstances that impacted negatively upon their performance and these are accepted, the Subject Examination Board may grant a first sit in the affected assessment. Where a student attempts an element of assessment as a first sit, the mark achieved stands (i.e. first sit marks are not capped).
- 5.38. A resit attempt may be a first sit resit. In any such cases, resit provisions shall apply, including capped marks where the regulations require this.
- 5.39. A first sit replaces one of the two attempts permitted for the module, replacing the attempt discounted due to extenuating circumstances.

Retakes

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

- 5.41. Approval for a retake shall be given by the relevant Degree Examination Board, on the recommendation of a Subject Examination Board.
- 5.42. Retakes attract pro rata tuition fees.
- 5.43. The mark for a module that has been retaken following failure shall be capped at the pass mark. Each retake shall count as one of the two attempts permitted for the module.
- 5.44. Where a student fails to retake at the next available opportunity, the missed retake shall count as one of the permitted attempts, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated when the student does not register to retake at the first available opportunity.
- 5.45. Where a retake is granted, the student must attempt the same module that was originally attempted; no substitution shall be permitted except where the original module has been discontinued, or where there has been an approved change to the title or code of the original module, where the original module is not running in the year of the first take, or where there is an unavoidable clash with another module.
- 5.46. A retake shall count as one of the permitted attempts at a module.
- 5.47. Where a student fails to take a retake at the next available opportunity the missed retake shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 5.48. Transcripts shall list all takes of modules, including both first attempts and retakes.

First takes

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

year of the first take, or where there is an unavoidable clash with another module (in which case a core of compulsory module(s) may take precedence over the first take module(s)).

- 5.54. Resit provision for first takes shall operate as though the modules were taken for the first time during the first take.
- 5.55. Where a student fails to take a first take at the next available opportunity the missed first take shall count as one permitted attempt, regardless of whether or not the student formally registered. Additionally, Subject Examination Boards may recommend that a student's registration and enrolment be terminated if they do not register for first takes or retakes at the first available opportunity.
- 5.56. Transcripts shall list all takes of modules, including both first attempts and first takes.

Discretion in classification

- 5.57. A Subject Examination Board may recommend to a Degree Examination Board that a small degree of discretion be used in the classification of a student, within the permitted scope of Queen Mary's borderline classification policy. There is no discretion at the Pass/Fail borderline.

Aegrotat award

- 5.58. A Subject Examination Board may recommend an aegrotat award to a student who has taken the full complement of modules required for award, but was absent from the final examinations for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally, this may also apply to a student who was present at the examinations but whose performance was adversely affected by serious illness or other cause judged to be sufficient by the Subject Examination Board, or where a student has died. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the programme of study.
- 5.59. A student who meets the requirements for the award for which they are registered shall not be considered for an aegrotat award. The Subject Examination Board shall classify the award in the normal manner, but may use its discretion to take account of the circumstances of the student when doing so (*Academic Regulations 2013-14, Section 3: Extenuating Circumstances*).
- 5.60. Where a student has not taken the full complement of modules, the Subject Examination Board may consider the evidence available from other assessments to determine the likelihood of the student achieving the required standard for the award. Where the Subject Examination Board agrees that the student would have achieved the required standard, a recommendation for an aegrotat award shall be made.
- 5.61. Aegrotat awards are unclassified degrees.
- 5.62. Where a student is offered an aegrotat award the student may either accept the offer, upon which the award shall be conferred, or decline the offer and take the missed or failed assessments as first sits where applicable. A student who chooses to take the missed or failed assessments shall cease to be eligible for the aegrotat award. A student who chooses to accept the aegrotat award shall cease to be eligible to take the missed or failed assessments.

Revocation of award

- 5.63. 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 the Senate or its delegated authority.

Progression and award regulations: MA, MSc, MRes, MBA, MPA

Progression

- 5.64. In all cases where a formal progression point is a part of the programme regulations, a student who fails to progress may resit or retake failed modules, up to the permitted number of attempts;

Progression from the taught element to the dissertation/project

- 5.65. Individual programme regulations may specify that the taught component must be taken and passed before a student progresses to the dissertation or project (programmes using the hurdle are listed in the *Special Regulations*). Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:
- i. take modules to the value of 120 credits; and,
 - ii. pass modules to the value of at least 90 credits; and,
 - iii. achieve an average mark of at least 50.0 across all taught modules; and,
 - iv. achieve module marks of at least 40.0 in all modules.
- 5.66. Individual programme regulations may specify that, where the taught component must be taken and passed before a student progresses to the dissertation or project, the following variant scheme shall apply (programmes using the hurdle are listed in the *Special Regulations*). This variant scheme shall normally only be used for programmes with larger than usual dissertation/project modules. Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:
- i. take modules to the value of 60 credits; and,
 - ii. pass modules to the value of at least 45 credits; and,
 - iii. achieve an average mark of at least 50.0 across all taught modules; and,
 - iv. achieve module marks of at least 40.0 in all modules.

Progression to the second developmental year for part-time students

- 5.67. Individual programme regulations may specify that a progression hurdle must be passed before a part-time student can progress to the second developmental year (programmes using the hurdle are listed in the *Special Regulations*). Where this is the case, progression shall be considered and agreed by the relevant Subject Examination Board. In such cases, a student must:
- i. take modules to the value of 60 credits; *and*,
 - ii. pass modules to the value of at least 30 credits; *and*,
 - iii. achieve module marks of at least 40.0 in all modules.

Failure to meet progression requirements

- 5.68. Where a student meets the requirements for progression based on the value of academic credit taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core module, the student may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements; or,
 - ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.
- 5.69. Students who meet progression requirements but fail modules up to the value of 30 credits shall be permitted to resit or retake those failed modules at the next available opportunity to improve the mark achieved, where attempts remain, provided that the requirements for award are not met.

Eligibility for award

- 5.70. To be eligible for the award of MA, MSc, MRes, MBA or MPA a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. meet the progression requirements, where these exist;
 - iv. meet the total credit value for the award (see below);
 - v. meet the minimum credit requirements at the level of the award (see below);
 - vi. not exceed the maximum credit value at the lowest level for the award (see below);
 - vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for awards

- 5.71. To be eligible for the award of MA, MSc, MRes, MBA or MPA, a student must:
- i. take modules to the value of 180 credits - normally comprising a dissertation or project of 60 credits and a taught component of 120 credits (except MRes) - during one developmental year;
 - ii. take modules to a minimum value of 150 credits - including the dissertation or project - at Level 7;
 - iii. take modules to a maximum value of 15 credits at Level 5;
 - iv. pass modules to the value of 180 credits, including the dissertation or project.
- 5.72. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.
- 5.73. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of award

- 5.74. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.
- 5.75. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

- 5.76. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.77. The classification of the degree shall be made according to the following scale:

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

Failure to meet requirements for award

- 5.78. An MSc, MA, MRes, MPA, or MBA student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for that award are met. Any such student shall then be ineligible to resit or retake the failed modules in order to meet the requirements for the MSc, MA, MRes, MPA or MBA.
- 5.79. An MSc, MA, MRes, MPA, or MBA student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: LLM

Condoned failure

- 5.80. The Examination Board may condone failure in modules (including the dissertation) to a maximum total value of 45 credits where:
- a student achieves a module mark of 45.0 or greater; and,
 - the average mark achieved across all modules is 50.0 or greater.

Eligibility for award

- 5.81. To be eligible for the award of LLM, a student must:
- meet the requirements for the approved programme for which they are registered;
 - meet the requirements for the duration of registration;
 - meet the progression requirements, where these exist;
 - meet the total credit value for the award (see below);
 - meet the minimum credit requirements at the level of the award (see below);
 - not exceed the maximum credit value at the lowest level for the award (see below);
 - achieve a minimum College Mark of 50.0.

Academic credit requirements for award

- 5.82. To be eligible for the award of LLM, a student must:
- take modules to the value of 180 credits during one developmental year;
 - take modules to a minimum value of 150 credits at Level 7, including the dissertation;
 - take modules to a maximum value of 15 credits at Level 5 or 6;
 - pass modules to the value of 180 credits, including the dissertation.

- 5.83. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.
- 5.84. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of award

- 5.85. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.
- 5.86. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 5.87. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.88. The classification of the degree shall be made according to the following scale:

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

Failure to meet requirements for award

- 5.89. An LLM student who fails to meet the requirements for the award of LLM but is entitled to resits may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for that award are met. Any such student shall then become ineligible to resit any failed modules to meet the requirements for the LLM.
- 5.90. An LLM student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: MClintDent

Advanced standing

- 5.91. A student who obtains an MSc degree in the same specialist area of dentistry that contains taught and dissertation components equivalent to those for the MClintDent may be admitted with advanced standing into the second year of the programme.
- 5.92. In other cases considered appropriate by the Dean for Dentistry, advanced standing may be granted for up to 25 per cent of the taught element of the programme.

Period of study

- 5.93. The normal period for full-time study shall be two calendar years, or the equivalent period of part-time study.

Progression

Progression to the second developmental year for full-time students

- 5.94. To progress from developmental year one to developmental year two, a student must meet any programme and pathway requirements, and:
- i. take modules to the value of at least 90 credits; and,
 - ii. pass modules to the value of at least 90 credits; and,
 - iii. have resit or first sits attempts remaining in any failed modules.

Failure to meet progression requirements

- 5.95. A student who fail to progress may resit or retake failed modules, up to the permitted number of attempts.
- 5.96. Where a student meets the requirements for progression based on the value of academic credits taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core module, the student may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements; *or*,
 - ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.

Eligibility for award

- 5.97. To be eligible for the award of MClinDent, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. meet the total credit value for the award (see below) by passing all modules;
 - iv. meet the minimum credit requirements at the level of the award (see below);
 - v. not exceed the maximum credit value at the lowest level for the award (see below);
 - vi. meet the progression requirements (see below);
 - vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

- 5.98. To be eligible for the award of MClinDent, a student must:
- i. take modules to the value of 360 credits;
 - ii. take modules to a minimum value of 330 credits at Level 7;
 - iii. where modules are not at Level 7, take a maximum of 30 credits at Levels 5 or 6;
 - iv. pass modules to the value of 360 credits.
- 5.99. Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly.

Condoned failure

- 5.100. Condoned failure shall not be permitted for the MClinDent; a student must pass all modules in order to be eligible for award.

Classification of award

- 5.101. A student shall be classified when the requirements for award are met. The classification of award shall be based on the College Mark.
- 5.102. The College Mark provides a weighted average across the modules taken by a student, up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.
- 5.103. The College Mark for the MClinDent shall not be calculated using year weightings, but rather shall be a flat average of all module marks (weighted by credit value).
- 5.104. The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 5.105. The classification of the degree shall be made according to the following scale:

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

Failure to meet requirements for award

- 5.106. An MClinDent student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma, or Postgraduate Certificate, where the requirements for the award are met. Any such student shall then be ineligible to resit or retake any failed modules in order to meet the requirements for the MClinDent.
- 5.107. An MClinDent student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of MSc, Postgraduate Diploma, or Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: MSc designated Euromasters

Period of study

- 5.108. The normal period for full-time study shall be a minimum of two academic years, or the equivalent period of part-time study.

Condoned failure

- 5.109. The examination board may condone failure in the taught component modules up to the value of 30 credits, where:
- a module mark of 40.0 or more is achieved; and,
 - the average achieved across all modules is 50.0 or greater.
- 5.110. This outcome shall be known as 'fail condoned, academic credit awarded'.
- 5.111. Failure in core modules or the dissertation or project shall not be condoned.

Progression

- 5.112. To progress from developmental year one to developmental year two, a student must meet any programme or pathway requirements, take modules to the value of 120 academic credits, pass modules to the value of 90 credits, have no module marks below 30.0 and have an overall average mark of at least 50.0.
- 5.113. Where a student misses the progression hurdle by 30 or fewer credits due to approved extenuating circumstances or because late summer resits were not offered, the SEB may apply its discretion and, if it deems it appropriate, permit the student to progress.

Failure to meet progression requirements

- 5.114. A student who fails to progress may resit or retake failed modules, up to the permitted number of attempts.
- 5.115. A student who meets the requirement for progression based on the value of academic credits taken and passed, but does not meet the programme or pathway requirements for progression due to failure in a core, or key, module may, subject to the approval of the Subject Examination Board:
- i. transfer to another pathway or programme for which they meet the requirements;
 - ii. resit the required modules at the next available opportunity, where attempts remain. Failure at resit of a core module is likely to lead to deregistration if there is no suitable programme to which the student may transfer.
- 5.116. A student who meets the progression requirement but fails modules up to the value of 30 credits may resit or retake those failed modules during the at the next available opportunity, where attempts remain, to improve the mark achieved, provided that the requirements for award have not been met. The maximum module mark achievable shall be the minimum pass mark.

Eligibility for award

- 5.117. To be eligible for the award of Masters Degree designated Euromasters, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. meet the progression requirements, where these exist;
 - iv. meet the total credit value for the award (see below);
 - v. meet the minimum credit requirements at the level of the award (see below);
 - vi. not exceed the maximum credit value at the lowest level for the award (see below);
 - vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

- 5.118. To be eligible for the award of Masters Degree designated Euromasters, a student must:
- i. take modules to the value of 240 credits, normally comprising a research project or dissertation of 90 credits and taught component of 150 credits, during two developmental years;
 - ii. take modules to a minimum value of 210 credits at Level 7, including the dissertation or project;
 - iii. take modules to a maximum value of 15 credits at Level 5;
 - iv. pass modules to the value of 240 credits, including the dissertation or project.

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

5.120. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of award

5.121. A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project.

5.122. The College Mark provides a weighted average across all the modules taken by students up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken.

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

5.124. The classification of the degree shall be made according to the following scale:

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

Failure to meet requirements for award

5.125. A student for a Masters Degrees designated Euromasters who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma or Postgraduate Certificate, where the requirements for those awards are met. The student shall then be ineligible to resit or retake the failed modules to meet the requirements for the Masters Degree designated Euromasters.

5.126. A student for a Masters Degrees designated Euromasters who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma or Postgraduate Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

Progression and award regulations: PGCert and PGDip

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

5.128. A student may request to exit Queen Mary with a Postgraduate Diploma or Postgraduate Certificate where they do not intend to continue with the degree programme. In such cases, some modules may be discounted for the purpose of meeting award requirements.

5.129. Where a Postgraduate Diploma or Postgraduate Certificate is offered or conferred as an interim award, only modules to the required value of academic credit shall be considered for meeting the requirements for award and for classification

5.130. Where approved programmes lead to Postgraduate Diplomas or Postgraduate Certificates as the highest award, the requirements set out below shall apply.

Taught component and dissertation/project modules

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

Condoned failure

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

- i. a module mark of 40.0 or higher has been achieved; and,
- ii. the average mark over all taught modules is 50.0 or greater.

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

Progression

5.134. Individual programme regulations may specify progression and review points.

Eligibility for awards

5.135. To be eligible for the award of Postgraduate Certificate or Postgraduate Diploma, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. meet the progression requirements where they exist;
- iv. meet the total credit value for the award;
- v. meet the minimum credit requirements at the level of the award;
- vi. not exceed the maximum credit value at the lowest level for the award;
- vii. achieve a minimum College Mark of 50.0.

Academic credit requirements for award: Postgraduate Certificate

5.136. To be eligible for the award of Postgraduate Certificate, a student must:

- i. take modules to the value of 60 credits;
- ii. take modules to a minimum value of 45 credits at Level 7;
- iii. take modules to a maximum value of 15 credits at Levels 5 or 6;
- iv. pass modules to the value of 60 credits.

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

5.138. Any modules not at Level 7 must be at Levels 5 or 6.

Academic credit requirements for award: Postgraduate Diploma

5.139. To be eligible for the award of Postgraduate Diploma, a student must:

- i. take modules to the value of 120 credits;
- ii. take modules to a minimum value of 90 credits at Level 7;
- iii. take modules to a maximum value of 15 credits at Level 5;
- iv. pass modules to the value of 120 credits.

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

5.141. Any modules not at Level 7 must be at Levels 5 or 6.

Classification of awards

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

5.143. The College Mark provides a weighted average across all modules taken by a student. The College Mark is always calculated as though all modules were taken.

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

5.145. The classification of Postgraduate Diploma and Postgraduate Certificate shall be made according to the following scale.

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

Failure to meet requirements for award of Postgraduate Diploma

5.146. A student who does not meet the requirements for the award of Postgraduate Diploma but is entitled to resits or retakes may elect to exit with the award of Postgraduate Certificate, where the requirements for that award are met. The student shall then be ineligible to resit or retake the failed modules in order to meet the requirements for the Postgraduate Diploma.

5.147. A student who does not meet the requirements for the award of Postgraduate Diploma and has exhausted all attempts, but who meets the requirements for award of Postgraduate Certificate, shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

6. Special Regulations

Scope

- 6.1 These Special Regulations detail those individual programmes regulations that diverge from the standard *Academic Regulations*.
- 6.2 In all cases, only the elements of the regulations that are different shall be recorded as special regulations; all other regulatory requirements for the programmes shall follow those detailed in the *Academic Regulations*.
- 6.3 Collaborative programmes between Queen Mary and other institutions shall normally have approved special regulations. These shall generally be rather fuller and more detailed than the differences detailed in this section, and may be found in Section 7 of the *Academic Regulations* – the *Special Regulations for Collaborative Programmes*.

Faculty of Humanities and Social Sciences

School of Law

BA in Law and Politics

- 6.4 The LLB award and progression regulations shall apply to the BA in Law and Politics.

LLB in English and European Law and LLB in Global Law

Period of study at an overseas university

- 6.5 The third year of each of these LLB programmes shall be spent at an overseas university. During this period students shall follow courses of study approved by the host institutions and by the Head of the School of Law at Queen Mary. Students may not select subjects that correspond to, or substantially overlap with, subjects offered at the Intermediate or Part I examinations.
- 6.6 The courses of study overseas shall be governed by the regulations of the host institutions. In some cases this may mean that there are no resit opportunities.
- 6.7 Students must satisfy the examiners of the host institutions in the examinations that form part of the year overseas in order to proceed with the LLB with a year overseas. Notwithstanding this provision, students may be permitted to provisionally embark upon the programme leading to the Part II examinations pending completion of the examinations of the European host institutions by no later than 30 November of the year in question.
- 6.8 A student who satisfactorily completes Part I of the LLB, but who either fails to progress to the year overseas or fails the year overseas, shall be permitted to transfer to the third year of the programme for the award of LLB Laws.

MA in Law by Research

Condoned failure

- 6.9 The examination board may condone failure in modules to a maximum value of 45 credits, where:
- i. the student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

School of Law: Centre for Commercial Law Studies

LLM/PGDip/PGCert Computer & Communications Law (Distance Learning)

Duration of study

- 6.10 The normal and maximum permitted durations of study for the Computer and Communications Law by Distance Learning programmes shall be as detailed below. All study shall normally be part time.

	Normal duration (years)	Maximum duration (years)
LLM	3	6
PGDip	2	6
PGCert	1	2

Study load

- 6.11 Students may progress through the degree at their own pace, but it is expected that each student will normally attempt modules or dissertations to the value of at least 30 credits in each year of study.

Condoned failure

- 6.12 The examination board may condone failure in modules (including dissertations) to a maximum value of 30 credits (LLM/PGDip) or 15 credits (PGCert), where:
- a student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules at the date of the examination board.

Resits

- 6.13 A student who fails a module or dissertation at the second attempt and whose failure is not condoned may carry that failure and take additional modules or dissertations to achieve the credits required for the award of the LLM or PGDip, provided that the total credit value of all modules or dissertations failed by that student (not including condoned failures) does not exceed 30 credits. A student who fails modules or dissertations in excess of 30 credits shall fail the programme.

MSc in Management of Intellectual Property Law

Condoned failure

- 6.14 The examination board may condone failure in modules to a maximum value of 45 credits, including dissertation modules, where:
- a student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules.

PGDip programmes in CCLS

Condoned failure

- 6.15 The examination board may condone failure in modules (including dissertations) to a maximum value of 45 credits, where:
- a student achieves a module mark of 45.0 or higher; and,
 - the student achieves an average mark of 50.0 or higher across all modules.

PGCert programmes in CCLS (except PGCert in Intellectual Property Law)

Condoned failure

- 6.16 The examination board may condone failure in modules (including dissertations) to a maximum value of 22.5 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

PGCert in Intellectual Property Law

- 6.17 There are two pathways leading to the award of Postgraduate Certificate in Intellectual Property Law, with separate examination boards:
- i. Pathway A: Students follow a full programme of study and complete all assessments;
 - ii. Pathway B: Students do not follow a programme, and take a special examination.

Pathway A (programme of study and examinations)

Additional entry qualifications

- 6.18 Applicants shall be eligible to sit the Trade Mark, Patent and/or Common Foundation papers relating to the Register of Patent Agents and the Register of Trade Mark Agents, as specified in the current regulations of those bodies. Persons with previous experience deemed an equivalent preparation for the programme may also be admitted.

Assessment

- 6.19 For the purpose of classification, the Paper A and Paper B marks for modules IPLC021 (Trade Mark Law) and IPLC023 (Patent Law) shall be treated as a single module mark by dividing each paper mark between two and adding both paper A and paper B marks together. The two modules are each valued at 15 academic credits.

Condoned failure

- 6.20 The examination board may condone failure in modules (including dissertations) to a maximum value of 15 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

Pathway B (special examination)

Eligibility

- 6.21 Those who hold, or have been recommended for award of, the University of London's MSc Management of Intellectual Property following study at Queen Mary and who, as part of the MSc, achieved passes in *Law of Trade Marks and Unfair Competition I and II* and *Patent Law I and II* shall be eligible for the special examination.

Condoned failure

- 6.22 The examination board may condone failure in modules (including dissertations) to a maximum value of 30 credits, where:
- i. a student achieves a module mark of 45.0 or higher; and,
 - ii. the student achieves an average mark of 50.0 or higher across all modules.

Classification

6.23 The PGCert in Intellectual Property Law (Pathway B) shall be classified as follows (there is no classification of merit or distinction for Pathway B):

College Mark	Other requirements	Classification
50.0 or higher	N/A	Pass

Faculty of Science and Engineering

School of Biological and Chemical Sciences

PGDip in Chemical Research

Condoned failure

6.24 The examination board may condone failure in modules to a maximum value of 15 credits, where:

- i. a student achieves a module mark of 40.0 or higher; and,
- ii. the student achieves an average mark across all modules of 50.0 or higher.

MSc in Chemical Research

Timing of resits

6.25 The timetabling of reassessment shall be at the discretion of the SEB, but in no case shall this be more than 12 months after the initial failed attempt.

Condoned failure

6.26 The examination board may condone failure in modules to a maximum value of 15 credits, where:

- i. a student achieves a module mark of 40.0 or higher; and,
- ii. the student achieves an average mark across all modules of 50.0 or higher.

School of Electronic Engineering and Computer Science

All undergraduate programmes (including integrated masters programmes)

6.27 In addition to the standard eligibility for award requirements, a student must achieve a minimum mark of 30.0 in every module to be eligible for the intended award. The project module is designated core, and therefore must be passed. Exit awards, including alternative fields of study, may be available where students do not meet these requirements.

All taught postgraduate programmes

Progression to dissertation or project

6.28 To progress to the dissertation or project module, a student must:

- i. take modules to the value of 120 credits; *and*,
- ii. pass modules to the value of at least 90 credits; *and*,
- iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
- iv. achieve module marks of at least 40.0 in all modules.

MSc programmes with a period in industry

Progression to the period in industry

- 6.29 To progress to the period in industry, a student must:
- i. take modules to the value of 180 credits; *and*,
 - ii. pass modules to the value of at least 150 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Eligibility for award

- 6.30 To be eligible for the award of MSc with a period in industry, a student must meet the standard award requirements for an MSc, and pass the zero-credit industrial placement module.

School of Engineering and Materials Science

BEng programmes with Industrial Experience

Progression

- 6.31 To progress to developmental year two, students on these programmes must meet the standard BEng progression requirements and achieve a year one average mark of 55.0 or higher.

MEng programmes

Progression

- 6.32 To progress from year three to four, a student must (in addition to meeting the requirements specified in the MEng progression rules) pass the core module DEN318 (for Engineering programmes) or MAT500 (for Materials programmes). Failure to meet this requirement shall result in automatic consideration for the award of BSc (Eng), where the requirements are met, with no right of resit in DEN318/MAT500.

All taught postgraduate programmes

Progression to dissertation or project

- 6.33 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Progression for part-time students

- 6.34 To progress to the second developmental year, a part-time student must:
- i. take modules to the value of 60 credits; *and*,
 - ii. pass modules to the value of at least 30 credits; *and*,
 - iii. achieve module marks of at least 40.0 in all modules.

School of Mathematical Sciences

Undergraduate programmes with a year in industry

6.35 To progress to the year in industry, students on these programmes must meet all standard progression requirements but with a weighted average mark of 50.0 (rather than 40.0) or higher.

MSc Mathematics (and exit awards) (not applicable to other PGT programmes in SMS)

Condoned failure

6.36 The examination board may condone failure in the taught component of modules up to a maximum value of 30 credits (MSc, PGDip) or 15 credits (PGCert), where:

- i. A student achieves a module mark of 0.0 or higher; and,
- ii. The student achieves an average mark of 50.0 or higher across all modules.

Academic credit requirements for award

6.37 A student may take a maximum of 30 (MSc, PGDip) or 15 (PGCert) credits of taught modules at Level 6. These shall be selected from a list of modules approved by the Head of School.

Degree title

6.38 Exceptionally, and at the discretion of the examination board, a student may request an alternative degree title that reflects the content of the taught modules and dissertation or project undertaken. The title shall be selected from a list approved by the Programme Director, and the student must make the request in writing to the Programme Director at the time of entry to the examinations.

School of Physics and Astronomy

Undergraduate programmes with an integrated year abroad

Progression

6.39 In order to progress to the year abroad, a student must have passed all modules from developmental years prior to the exchange or study abroad period, and have achieved a weighted average mark of 70.0 or higher (up to the relevant point in the weightings 1:3:6 (BSc) or 1:3:6:6 (MSci) (years 1:2:3:4)).

MSc in Astrophysics

Condoned failure

6.40 The examination board may condone failure in the taught component of modules up to a maximum value of 30 credits, where:

- i. A student achieves a module mark of 0.0 or higher; and,
- ii. The student achieves an average mark of 50.0 or higher across all modules.

MSci programmes

Pass mark for level 7 modules

6.41 The pass mark for level 7 modules on MSci programmes in Physics shall be 50.0 (applicable to all cohorts, rather than only cohorts from 2012/13 and later as elsewhere).

Foundation programmes

Postponement of award to meet Queen Mary admission or progression requirements (FGHZ and FGHY variants of the SEFP, and the FdCert Humanities and Social Sciences)

- 6.42 A student who has met the conditions for the award after the May examinations may opt to defer the award and then take resits in any failed modules (or first sits if appropriate) during the late summer examination period, provided they submit a written request for deferment of the award to the Academic Director (or nominee) by no later than 24 hours before the scheduled start of the Undergraduate Science and Engineering DEB meeting.
- 6.43 Where a student elects to accept the award of Foundation Certificate in these circumstances, the student shall become ineligible to resit or retake the failed modules in order to meet the specified progression or admission requirements.

Faculty of Medicine and Dentistry

Barts Cancer Institute

All taught postgraduate programmes (except MRes Translational Immunology)

Progression to dissertation or project

- 6.44 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Blizard Institute

MSc in Trauma Science, MSc in Orthopaedic Trauma Science, and MSc in Trauma Sciences (Military and Humanitarian)

Progression to second developmental year and project

- 6.45 The MSc programmes in Trauma Science and Trauma (Military and Austere) run over two developmental years. To progress to developmental year two and take the project module, a student must:
- i. take modules to the value of 120 credits in developmental year one; *and*,
 - ii. pass modules to the value of at least 90 credits in developmental year one; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

MRes/PGDip/PGCert in Clinical Research

Transfer to higher programmes

- 6.46 PGCert Clinical Research students wishing to transfer to the PGDip or MRes must complete two modules (for PGDip) or three modules (MRes) in order to be considered. The PGCert must not have been awarded prior to the transfer.

MSc in Emergency and Resuscitation Medicine

Progression to the second year for part-time students

6.47 To progress to the second developmental year, a part-time student must:

- i. take modules to the value of 60 credits; *and*,
- ii. pass modules to the value of at least 30 credits; *and*,
- iii. achieve module marks of at least 40.0 in all modules.

Progression to project

6.48 To progress to the dissertation or project module, a student must:

- i. take modules to the value of 120 credits; *and*,
- ii. pass modules to the value of at least 60 credits; *and*,
- iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
- iv. achieve module marks of at least 40.0 in all modules.

MSc in Gastroenterology

Progression to the second year for part-time students (distance learning, only)

6.49 To progress to the second developmental year, a part-time student must:

- i. take modules to the value of 60 credits; *and*,
- ii. pass modules to the value of at least 30 credits; *and*,
- iii. achieve module marks of at least 40.0 in all modules.

Progression to dissertation or project

6.50 To progress to the dissertation or project module, a student must:

- i. take modules to the value of 120 credits; *and*,
- ii. pass modules to the value of at least 90 credits; *and*,
- iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
- iv. achieve module marks of at least 40.0 in all modules.

Alternative pathways

6.51 The MSc in Gastroenterology permits differently named pathways (and degree awards). All students shall register initially for the MSc in Gastroenterology. However, where a student achieves at least a pass in the relevant module (neurogastroenterology, hepatology, or paediatric gastroenterology), they may change their pathway (and therefore the name of their final degree) to either:

- i. MSc Gastroenterology (Neurogastroenterology)
- ii. MSc Gastroenterology (Hepatology)
- iii. MSc Gastroenterology (Paediatric)

Institute of Dentistry

DipHE in Dental Hygiene and Therapy

Pass mark

6.52 The pass mark for assessments, modules and award shall be 50.0.

MSc in Endodontic Practice

Exit awards

- 6.53 There shall be no Postgraduate Certificate exit on this programme. The Postgraduate Diploma is, however, available as an exit award.

Progression to the second year

- 6.54 To progress to the second developmental year, a part-time student must:
- i. take modules to the value of 60 credits; *and*,
 - ii. pass modules to the value of at least 30 credits; *and*,
 - iii. achieve module marks of at least 40.0 in all modules.

Progression to project

- 6.55 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 60 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

William Harvey Research Institute

MSc in Endocrinology and Diabetes

Progression to dissertation or project

- 6.56 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

Institute of Health Sciences Education

MA in Education for Clinical Contexts

Normal duration of study

- 6.57 The normal duration of study for the part-time MA in Education for Clinical Contexts shall be three years.

Progression to the second year for part-time students

- 6.58 To progress to the second developmental year, a part-time student must:
- i. take modules to the value of 60 credits; *and*,
 - ii. pass modules to the value of at least 30 credits; *and*,
 - iii. achieve module marks of at least 40.0 in all modules.

Progression to the dissertation/project (and third year) for part-time students

- 6.59 To progress to the dissertation or project module, a student must:
- i. take modules to the value of 120 credits; *and*,
 - ii. pass modules to the value of at least 90 credits; *and*,
 - iii. achieve an average mark of at least 50.0 across all taught modules; *and*,
 - iv. achieve module marks of at least 40.0 in all modules.

MSc in Physician Associate Studies

Progression to the second year for part-time students

- 6.60 To progress to the second developmental year, a student must:
- i. take modules to the value of 75 credits; *and*,
 - ii. pass modules to the value of 75 credits.

MBBS Graduate Entry Programme (GEP)

- 6.61 These regulations are in addition to the [Progression and award regulations: MBBS](#) unless those regulations are superseded by the sections below.

Definitions

- 6.62 Part: a discrete period of the programme of study. There are five Parts in the MBBS Graduate Entry Programmes. Parts 1 & 2 are Year 1; Part 3 is Year 2; Part 4 is Year 3; and Part 5 is Year 4 of the programme. Each full year of study has a progression point at the end of the year.

Maximum duration of study

- 6.63 The maximum permitted duration of study for the MBBS Graduate Entry Programme shall be six years (the normal duration, plus two years).

Entry requirements and exemptions

- 6.64 The minimum entry qualification for entry to Parts 1 & 2 of the GEP shall be a Second Class (Upper Division) Honours Degree.

Programme of study

- 6.65 The Graduate Entry Programme of study for the award of MBBS shall extend over a minimum period of 44 months, and shall comprise four Parts:
- i. GEP Parts 1 & 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.

Structure of examinations

- 6.66 The examinations for the award shall be in five Parts. GEP Parts 1 & 2 shall assess core MBBS studies and inter-professional learning (Stage 1). Parts 2, 3 and 4 shall examine core MBBS studies only.

Classification of the award

6.67 The criteria for distinctions and merits are as per the MBBS programme.

6.68 The following distinctions may be awarded to students:

- i. Distinction in Part 1 & 2 MBBS [GEP];
- ii. Distinction in Part 3 MBBS;
- iii. Distinction in Part 4 MBBS;
- iv. Distinction in Part 5 MBBS.

FdCert in Clinical Foundation Studies

Requirements for award and for progression to the clinical programmes

6.69 To pass the programme and meet the requirements for progression to Year 1 of the MBBS or BDS programme, a student must:

- i. Pass 120 credits, with a minimum College Mark of 50.0; and,
- ii. Achieve a mark of 50.0 or higher in all modules; and,
- iii. Achieve a mark of 60.0 or higher in the module Practical Skills for Professionals 1 (15 credits). The pass mark of 60.0 is equivalent to attaining IELTS score of 7.0 or above, to be eligible for progression to BDS/MBBS Year 1. Students are required to pass the module rather than simply obtain the IELTS score of 7.0; and,
- iv. Achieve a pass mark in UKCAT moderated to a level appropriate to entry to the undergraduate programme.

Exit award

6.70 A student who does not meet the requirements for progression to the clinical programme, but does meet the requirements for the award of Foundation Certificate shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award.

6.71 The minimum pass mark for the Clinical Foundation Studies FdCert exit award for shall be 50.0. The FdCert shall be classified on a pass/fail basis.

Professional Services

Educational Development

Certificate in Learning and Teaching

6.72 The Certificate in Learning and Teaching (CILT) is a 30 credit programme with a unique award.

Advanced standing

6.73 Provision for advanced standing may apply where individual cases allow for it, and the advanced standing is approved. In such cases, the value of academic credit required shall be reduced accordingly. A student may be admitted to this programme with up to 15 credits advanced standing.

Eligibility for award

- 6.74 To be eligible for the award of Certificate in Learning and Teaching, a student must:
- i. meet the requirements for the approved programme for which they are registered;
 - ii. meet the requirements for the duration of registration;
 - iii. meet the total credit value for the award;
 - iv. meet the minimum credit requirements at the level of the award;
 - v. achieve a minimum College Mark of 50.0.

Academic credit requirements for award

- 6.75 To be eligible for the award of Certificate in Learning and Teaching, a student must:
- i. take modules to the value of 30 credits, all at Level 7;
 - ii. pass modules to the value of 30 credits.

Condoned failure

- 6.76 Condoned failure is not permitted for the Certificate in Learning and Teaching.

Classification of awards

- 6.77 A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark.
- 6.78 The College Mark provides a weighted average across all modules taken by a student. The College Mark is always calculated as though all modules were taken.
- 6.79 The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.
- 6.80 The classification of the Certificate in Learning and Teaching shall be made according to the following scale:

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

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

Advanced standing

- 6.81 Students may be admitted to these programmes with up to 30 credits of advanced standing, rather than the standard 15 credits.

7. Special Regulations for Collaborative Programmes

Scope

7.1 The *Special Regulations for Collaborative Programmes* individual regulations for collaborative programmes that diverge from the standard *Academic Regulations*. The regulatory procedures for the (non-collaborative) programmes run by the University of London Institute in Paris (ULIP) are also detailed in this section.

7.2 The following collaborative programmes have approved special regulations:

Programme	School	Partner
University of London Institute in Paris programmes	ULIP	ULIP
MA in History of Political Thought and Intellectual History	History	UCL
BSc (Eng) in Telecommunications Engineering with Management BSc (Eng) in E-Commerce Engineering with Law BSc (Eng) in Internet of Things Engineering	EECS	BUPT
BSc Biomedical Sciences	SBCS	NCU
BEng Materials Science Engineering BEng Polymer Materials Science Engineering	SEMS	NPU
LLM in Commercial Law: Singapore and London	CCLS	SMU
LLB in English and French Law	Law	Sorbonne
Sorbonne Law School - Queen Mary Double LLM	CCLS	Sorbonne
MSc in Digital Innovation in Media and Arts Technology	EECS	AdMU
Queen Mary Online programmes	Various	CEG Digital

University of London Institute in Paris

7.3 The programmes delivered by the University of London Institute in Paris (ULIP) shall follow the standard Queen Mary regulations in all respects except that students meeting the requirements for award shall receive awards of the University of London rather than awards of Queen Mary.

7.4 Any continuing student who commenced their studies prior to 2015/16 shall follow the progression and award regulations of Royal Holloway, University of London from the year in which that student began the programme (rather than Queen Mary's *Regulations for Undergraduate and Graduate Programmes* and/or *Regulations for Postgraduate Programmes*).

MA in History of Political Thought and Intellectual History

Partner institution: University College London

7.5 The MA in History of Political Thought and Intellectual History shall follow the standard Queen Mary regulations except in the following particulars:

Classification

7.6 The MA in History of Political Thought and Intellectual History shall be classified as follows:

College Mark	Dissertation mark	Other criteria	Classification
70.0 – 100.0	70.0 or higher	No condoned failure or resits	Distinction
60.0 or higher	60.0 or higher	No condoned failure or resits	Merit
50.0 or higher	N/A	N/A	Pass

BSc (Eng) in Telecommunications Engineering with Management
BSc (Eng) in E-Commerce Engineering with Law
BSc (Eng) in Internet of Things Engineering

Partner institution: Beijing University of Posts and Telecommunications (BUPT)

7.7 The following regulations shall 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) Telecommunications Engineering with Management, BSc(Eng) E-Commerce Engineering with Law, and BSc(Eng) Internet of Things Engineering. The programmes are offered jointly by Beijing University of Posts and Telecommunications [BUPT] and Queen Mary University of London [QMUL].
- 1.2. The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the contract between BUPT and QMUL. The day-to-day management of the programme shall be the responsibility of the Programme Director.
- 1.3. The programme consists of two phases:
 - [a] Year 1 is equivalent to a Foundation Year in the United Kingdom;
 - [b] Years 2-4 are equivalent to Years 1-3 of a BEng degree in the United Kingdom

2. Definition of Terms

- 2.1. **Technical modules:** modules prescribed as constituting the core technical knowledge for that Programme (including transferable skills, Business, and Law).
- 2.2. **Minor programme modules:** technical modules taken from another programme to form an additional strand of study outside the core requirements of the degree. These modules do not count towards the QMUL degree but marks are recorded and used towards the BUPT degree.
- 2.3. **English Language modules:** modules teaching English.
- 2.4. **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.
- 2.5. **Optional modules:** modules that are not related directly to the programme, but are required for students to be awarded a BUPT degree (a minimum of ten Chinese credits (2011/12 and earlier cohorts), or six credits (2012/13 and later cohorts)).
- 2.6. **Engineering Environment modules:** modules that combine to form the Engineering Environment component of the UK Honours marks; these exclude technical modules.
- 2.7. **Project:** the independent technical project carried out in the final year. This is a technical module but is treated differently in the UK Honours calculation.

- 2.8. **Taught technical modules:** technical modules excluding the Project
- 2.9. **Credit:** a measure of load that is related to the contact hours in the Chinese system.
- 2.10. **Take:** the first attempt at a module.
- 2.11. **First take:** where a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.12. **Retake:** where a student fails to progress and must attempt the failed modules again, including attending lectures and attending laboratories where necessary. Marks for retakes are capped.
- 2.13. **Resit:** where a student may attempt the failed module again without attending lectures and laboratories again. Marks for resits are capped.
- 2.14. **Reattempt:** second and subsequent attempts at a module by either a resit or retake student.
- 2.15. **Coursework hurdle:** the requirement for students to obtain at least 30% (UK scale; 45% CN scale) in the overall mark for assessed coursework in order to pass the module.
- 2.16. **Jie Ye Zhengshu:** a certificate awarded by BUPT that allows a student to subsequently complete the degree.
- 2.17. **Yi Ye Zhengshu:** a certificate of incompleteness awarded by BUPT.
- 2.18. **Cap on marks** (marks are capped): the module mark on retake/resit is “capped” at the minimum pass mark for the UK transcript and calculation of Honours; the Chinese retake/resit mark is shown separately and is not capped.
- 2.19. **Year:** study years on the JP are numbered 1-4 to follow Chinese practice; these correspond to years 0-3 at QMUL.

3. Admission

- 3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities.
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

4. Programme of Study

- 4.1. The minimum period of study shall be four academic years. The period of study shall normally be continuous.
- 4.2. The maximum period of study is six years.
- 4.3. Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.

4.4. Composition of the Programme of Study

- [a] The programme of study will consist of a list of modules published by the Academic Committee and approved by the Chinese Ministry of Education.
- [b] The list of modules will show the number of credits allocated to each module.

5. Enrolment and Attendance

- 5.1. Students are required to enrol at the beginning of their programme of study at both BUPT and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study.
- 5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.
- 5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.
- 5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

6. Assessment

- 6.1. The Programme Director (in consultation with the Academic Affairs Office of BUPT or with the Academic Registrar for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.2. Different marking scales are used by BUPT and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module descriptor. The relationship between the marks is:
 - [a] A pass mark at BUPT is 60% and for QMUL modules at all levels on the programme it is 40%.
 - [b] The mark showing distinction performance at BUPT is 85% and QMUL is 70%.
 - [c] Marks above the pass mark are mapped as*: $cn = \lfloor \frac{-0.05uk^2 + 13uk + 100}{9} \rfloor$
 - [d] Marks below the pass mark are mapped as††: $cn = \lfloor 1.5u \rfloor$
 - [e] QMUL 99% is mapped to the BUPT scale as 99% rather than BUPT 100%.
 - [f] Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
 - [g] 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.

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

- [h] 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.
- [a] The overall module mark attainable for any reattempt shall be capped at the minimum pass mark [2.13].
- [b] 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.
- [c] 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.
- 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 speaker[†].
 - [c] All requests must be made at least five working days before the examination board (for examinations) and within one week of the student's return from being ill (or other cause) for coursework.
- 6.13. The organisation of assessments for each module on the programme shall be governed by the regulations of the institution responsible for teaching that module.
- 6.14. The conduct of assessments for each module on the programme shall be governed by the regulations of the institution responsible for conducting that assessment.
- 6.15. The consideration of any allegation of an examination offence is specified in 12.

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.

[†] Medical and other evidence will generally be in Chinese.

- 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:
- [a] been registered on the programme for a minimum period of four academic years;
 - [b] completed all requirements within a maximum period of 6 years (subject to 4.3);
 - [c] passed all English Language modules (a pass in the Chinese national examination CET4 counts as having met all requirements on passing English Language);
 - [d] achieved credit for all technical modules, up to two of which may be compensated;
 - [e] passed all Chinese compulsory modules; and
 - [f] 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:
- [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 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) $0.18 * \text{average \% mark for Year 2 modules}$
 - (ii) $0.33 * \text{average \% mark for Year 3 modules}$
 - (iii) $0.24 * \text{average \% mark for Year 4 modules}$
 - 2017/18 and later cohorts
 - (i) $0.17 * \text{average \% mark for Year 2 modules}$
 - (ii) $0.41 * \text{average \% mark for Year 3 modules}$
 - (iii) $0.17 * \text{average \% mark for Year 4 modules}$
- 8.10. Honours shall be awarded based on the Honours weighted average as follows:
- [a] 2012/13 and earlier cohorts
 - (i) 1st Class $\geq 70\%$
 - (ii) Upper second class $\geq 60\%$ and $< 70\%$
 - (iii) Lower second class $\geq 50\%$ and $< 60\%$
 - (iv) Third class $\geq 45\%$ and $< 50\%$
 - (v) Pass $\geq 40\%$ and $< 45\%$
 - [b] 2013/14 and later cohorts
 - (i) 1st Class $\geq 70\%$
 - (ii) Upper second class $\geq 60\%$ and $< 70\%$
 - (iii) Lower second class $\geq 50\%$ and $< 60\%$
 - (iv) Third class $\geq 40\%$ and $< 50\%$
- 8.11. The Honours Board may recommend the award of a higher classification of degree in line with the QMUL Borderline Classification Policy.
- 8.12. A student with tuition fee debts to either institution shall not be entitled to receive the QMUL award.
- 8.13. A candidate who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the relevant Subject Examination Board, may apply to the Programme Director, for consideration at the Subject Examination Board, to be considered for a degree under the aegrotat provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within two weeks from the last examination to which the application refers.

- 8.14. In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of the candidate's performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the degree. If the board is so satisfied, it shall recommend the award of an aegrotat degree.
- 8.15. On receipt of the offer of an aegrotat degree, the candidate may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter the examinations shall cease to be eligible for an aegrotat degree in respect of the examinations on which the original application was based.
- 8.16. Request for a review of a module result or for a degree classification:
- [a] Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days or 14 calendar days whichever is later, of the results being released to students using the standard form for JP students.
 - [b] This form must be completed in English for modules taught by QMUL and in Chinese for modules taught by BUPT. The form will be dealt with by the university teaching the module using its normal procedures.
 - [c] For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
 - [d] A decision on the review will normally be communicated to the student and the other university within 10 working days or 14 calendar days whichever is later, of the request being received. This may exceptionally be extended where QMUL teaching staff are in Beijing and the relevant examination material is in London.
 - [e] If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

9. Interruption of Enrolment

- 9.1 A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of the Programme Director under the procedures specified by BUPT and in line with the Chinese Ministry of Education regulations. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of the JP Steering Committee. A student who interrupts enrolment remains registered for their programme of study.
- 9.2 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

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 classification[‡].

Students may request a review of an examination board decision using the standard form from either university, which will be copied to the other university. The form must be submitted to the appropriate university within 14 days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS. Students are expected to check their results in a timely manner and the 14 day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures.

A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QM teaching staff are in Beijing and the relevant examination material is in London.

If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

12.3 Appeals

Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for BUPT.

12.4 Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated[§] and both universities will be bound by that decision subject to Chinese Law^{**}.

12.5 Harmonised Penalties for assessment offences

QM penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) but the mark recorded by BUPT will be the uncapped mark as BUPT does not use capping of marks.

[‡] Since BUPT does not award Honours

[§] E.g. the OIA in the UK

^{**} QMUL may only award degrees in China under licence from the Chinese Ministry of Education and must comply with Chinese Law.

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.

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 Committee^{††} that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled.
- Penalty vi. will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by 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.

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.

^{††} The contract between QM and BUPT states that this level of disciplinary action should go through the SC

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 QM 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
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

Appendix I

JP Resit arrangements

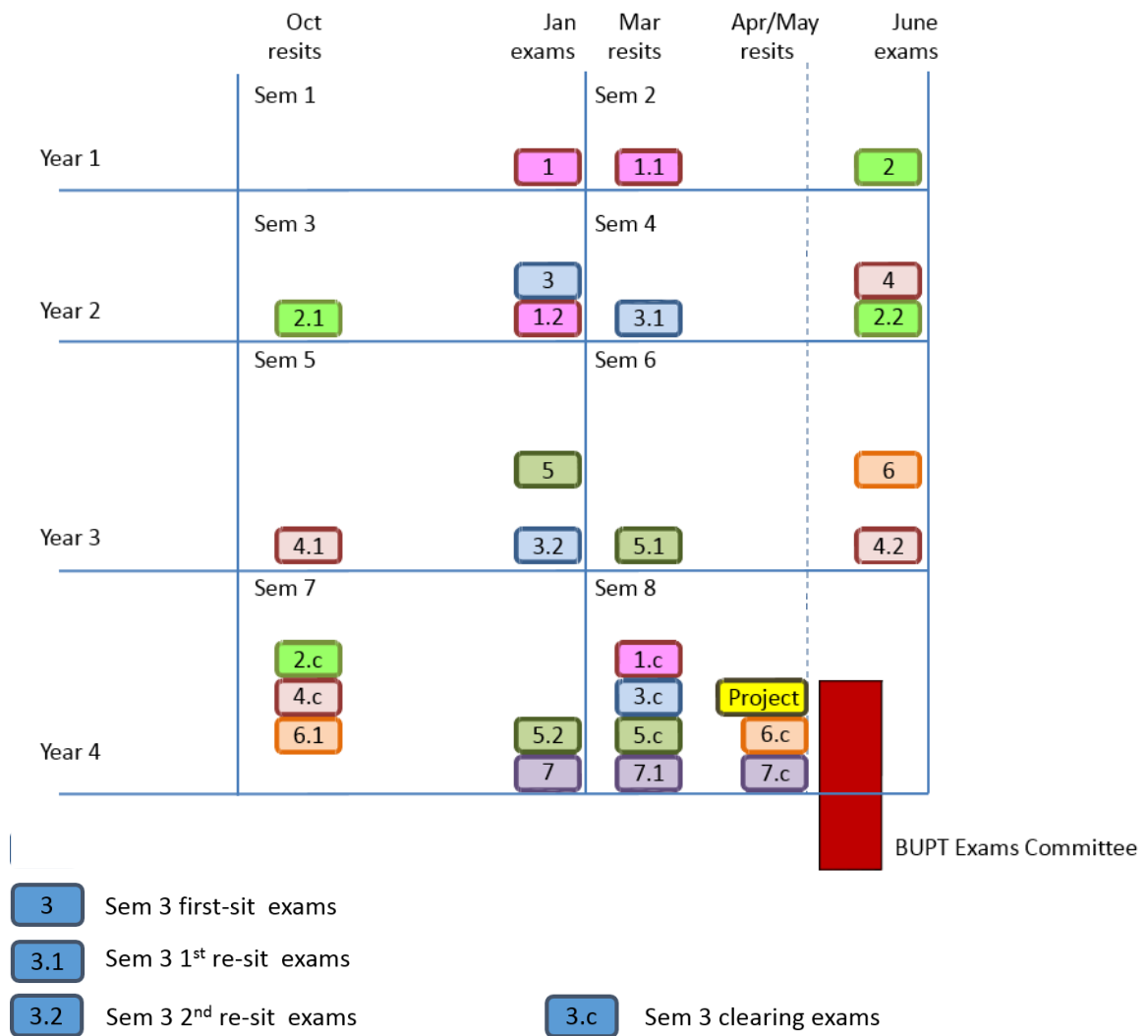


Figure 1 JP Resit Arrangements

BSc Biomedical Sciences

Partner institution: Nanchang University (NCU)

7.8 The following regulations shall apply to the collaborative BSc programme with NCU.

1. Introduction

- 1.1. These Regulations apply to students enrolled on the programmes of study leading to the Degrees of BSc in Biomedical Sciences and Bachelor of Medicine in Medicine. The programmes are offered jointly by Nanchang University [NCU] and Queen Mary, University of London [QMUL]. The programmes run concurrently, with elements of the BSc in Biomedical Sciences [QMUL] contributing to the Bachelor of Medicine offered by NCU.
- 1.2. The BSc in Biomedical Sciences is the award offered by QMUL. The duration of the programme extends to five years, in parallel with the medical degree offered by Nanchang University. 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) at least 105 credits at level four 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 as⁺⁺: $cn = (-0.05uk^2 + 13uk + 100)/9$
- [d] Marks below the pass mark are mapped as¹: $cn = 1.5uk$
- [e] Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
- [f] The implementation of the mapping between scales is through a lookup table (§13) with marks specified as integers. A separate mapping table is used for each direction.
- [g] Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.
- 6.3. A student who has passed a module may not repeat any part of the assessment for that module unless, exceptionally, this is specifically permitted by the examination board.
- 6.4. Where a student has failed a module, the examination board may require him/her either to undertake a synoptic reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark [2.13].
- 6.5. Resits shall be taken at the next appropriate opportunity except that, in exceptional circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her resit(s).
- 6.6. 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.

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

- 6.11. Where a module is withdrawn, examinations will be set to give students a maximum of 3 resit attempts.
- 6.12. Extenuating circumstances:
- [a] A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
 - [b] Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to the examination board.
 - (i) For modules taught by NCU requests will be considered by the Programme Director.
 - (ii) For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker^{§§}.
 - [c] All requests must be made at least one week before the examination board (for examinations) and within one week of the student's return from absence for coursework.
- 6.13. The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.
- 6.14. The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.
- 6.15. The consideration of any allegation of an assessment offence is specified in 10.1.

7. Progression

- 7.1. To progress from the first and second years of study in the Joint programme, a student must have an accumulated failure of less than 20 Chinese credits outstanding from technical or 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);

^{§§} Medical and other evidence will generally be in Chinese.

- [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

QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

13.2. Conversion from NCU to QMUL marks

NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

QMUL-NCU Joint Programme Disciplinary and Appeals Procedures

Disciplinary Procedures

- 1) Each university has its own discipline and appeals procedures, which are not repeated here.
- 2) The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in (4) below) and the normal procedures of that university apply, but any penalty applied will be from the “harmonised penalties” in the appendix. The penalty will be kept on record in both universities and each

university will follow its normal practice in whether the offence will be shown on the transcript.

- 3) CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- 4) Offences during an invigilated examination will be dealt with by the university providing the teaching, and penalties imposed from the harmonised list.
- 5) Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China.
- 6) Students spending part of the degree in Queen Mary will be treated exactly the same as any other Queen Mary student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

Request for a review of a module result or for a degree classification

For any request for review a student can only go through the procedure of one institution as follows:

- (i) For individual modules the university teaching
- (ii) QMUL for review requests on Honours classification¹

Students may request a review of an examination board decision using the standard form produced by each university, which will be copied to the other university. The form must be submitted to the appropriate university^{***} within 10 working days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS for QMUL modules and the NCU system for NCU modules. Students are expected to check their results in a timely manner and the 10 working day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures.

A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in China and the relevant examination material is in London.

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.

^{***} Since NCU does not award Honours

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for NCU.

Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated^{†††} and both universities will be bound by that decision subject to Chinese Law^{†††}.

Harmonised Penalties for assessment offences

In general, the penalties at both universities are broadly similar and both universities require penalties to be proportionate. However, because the Regulations of the Joint Programme are different from those at either university some standard penalties are not appropriate.

Two QMUL penalties that cannot be used are:

- “Failure in the module which the assessment forms a part, with no permission to resit or retake the module” – this would mean the student would never graduate as they need to pass everything.
- Failure in the diet of examinations as NCU regulations would mean the student would be immediately expelled as they would not be allowed to progress with that many failures.

QMUL penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) and the mark recorded by NCU will also be a capped mark.

Where the penalty involves failure in the module the student may resit but, unless specified in the harmonised penalties, must miss the next opportunity except for students spending the final year in London where examinations are held annually.

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.

^{†††} E.g. the OIA in the UK

^{†††} QMUL may only award degrees in China under licence from the Chinese Ministry of Education and must comply with Chinese Law

- vii. Recommendation to the JP Steering Committee^{§§§} that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled

Penalty vi will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by NCU as the students cannot fail more than 30 credits under NCU regulations.

BEng Materials Science and Engineering

BEng Polymer Materials Science and Engineering

Partner institution: Northwestern Polytechnical University (NPU)

- 7.9 The following regulations shall apply to the collaborative BEng programmes with NPU.

1. Introduction

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.

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

- 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.
- 2.13. *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 QMUL BEng degree.
- 2.14 *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

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 subsequent

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

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

QMUL	NPU	QMUL	NPU	QMUL	NPU	QMUL	NPU
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

NPU	QMUL	NPU	QMUL	NPU	QMUL	NPU	QMUL
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

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

LLM in Commercial Law: Singapore and London

Partner institution: Singapore Management University

7.10 The following regulations shall apply to the LLM in Commercial Law: Singapore and London.

1. Dual award and programme specific information

1.1 The LLM in Commercial Law: Singapore and London is a dual degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions.

1.2 For the purposes of the 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

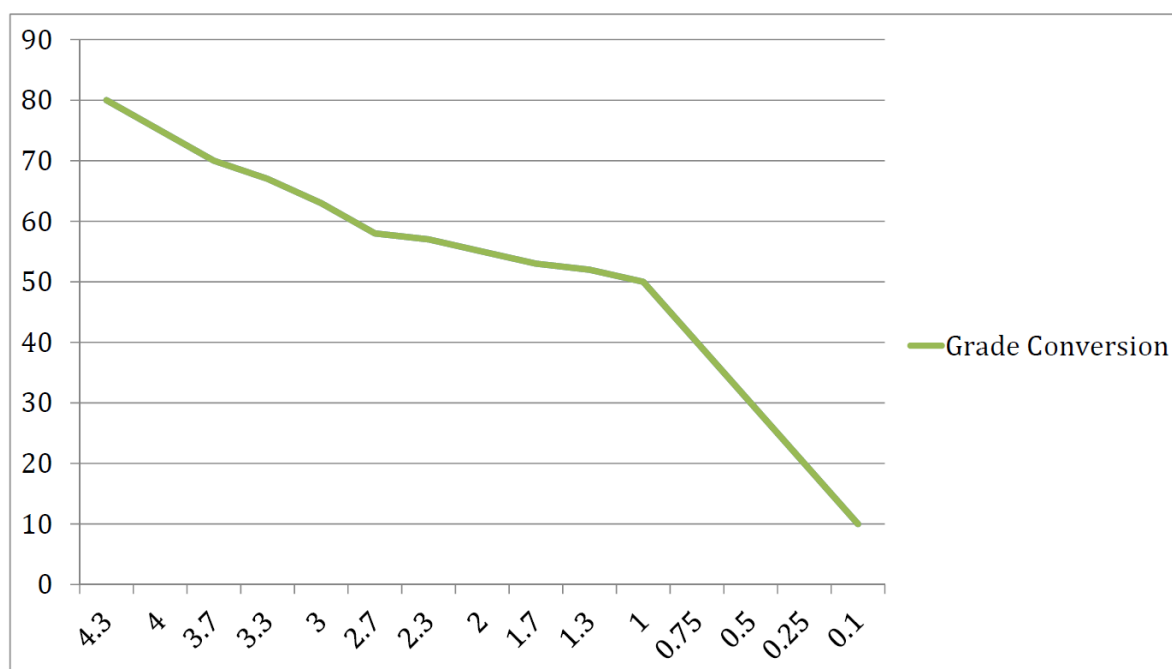
4.1 Queen Mary shall recognise two modules taught and assessed by SMU as core modules for the Queen Mary award. Each of the recognised modules is equivalent to two 22.5 credit modules in the Queen Mary modular scheme. Students complete the assessment for these modules while at SMU, and in the event of 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.

LLB in English and French Law

Partner institution: Université Paris 1 Panthéon-Sorbonne

7.11 The following regulations shall apply to the LLB in English and French Law:

7.12 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.

- 7.13 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.
- 7.14 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.
- 7.15 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.

Sorbonne – Queen Mary Double LLM

Partner institution: Université Paris 1 Panthéon-Sorbonne

- 7.16 The following regulations shall apply to the Sorbonne-Queen Mary Double LLM:
- 7.17 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 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 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 each 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. 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.

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	65	13 - 14.99: Assez bien - Quite Good. Honours.	50.0 - 59.9
12	60	10.0 - 12.99: Passable - Satisfactory.	
11	55		
10	50		
9	45		0.0 - 9.99: Échec - fail
8	40		
7	35		
6	30		
5	25		
4	20		
3	15		
2	10		
1	5		
0	0		

MSc in Digital Innovation in Media and Arts Technology

Partner institution: Ateneo de Manila University (AdMU)

7.18 The MSc in Digital Innovation in Media and Arts Technology shall follow the standard QMUL regulations except in the following particulars:

- a. The MSc in Digital Innovation in Media and Arts Technology is part of a double degree arrangement. On successful completion of the programme, a student shall receive an award from each institution. Should a student not successfully complete the programme they shall not be eligible for either award.

- b. 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 AdMU regulations apply to elements of the programme delivered by AdMU.
- c. A student must successfully complete the AdMU elements of the programme before progressing to the QMUL 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	50-59.9	55.0
B-	40.0-49.9	45.0
C	0.0-39.9	20.0
INC	0.0	0.0

Queen Mary Online programmes

Partner institution: CEG Digital

- 7.19 Queen Mary Digital programmes are online learning programmes run in collaboration with CEG Digital. Standard Queen Mary regulations apply in all respects.

8. Regulations for Research Programmes

Appendix: Delegations of the Senate

Note on delegations from Section 8, the Regulations for Research Programmes

In this delegation framework, a Dean for Research may nominate a named individual to whom they delegate their authority for decisions, typically a faculty lead for postgraduate research studies. In such situations, the delegation cannot be transferred further to another individual.

In this delegation framework, a Director for Research may nominate a named individual to whom they delegate their authority for decisions, typically a School/Institute Director of Graduate Studies. In such situations, the delegation cannot be transferred further to another individual.

Regulation:	1.13
Authority:	Approval of the <i>Academic Regulations</i> .
Delegated to:	The Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.14
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.16
Authority:	Approval of programme regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.17
Authority:	Approval of special regulations in respect of programmes.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.18
Authority:	Approval of module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.19
Authority:	Approval of special regulations in respect of modules.
Delegated to:	Taught Programmes Board (or nominees).
Process:	Programme and module approval processes.

Regulation:	1.2
Authority:	Approval of special regulations.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval processes.

Regulation:	1.23
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB/Head of School/Institute and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via ARCS. Informed by past decisions.

Regulation:	1.28
Authority:	Establishment of examination boards with combined SEB and DEB roles.
Delegated to:	The Senate (not delegated).
Process:	Formal recommendation from the relevant school or institute.

Regulation:	1.29
Authority:	Consideration of students' achievement, progression and awards.
Delegated to:	Subject and Degree Examination Boards.
Process:	Examination board procedures and processes.

Regulation:	1.29
Authority:	Approval of the <i>Assessment Guide</i> .
Delegated to:	The Senate (not delegated).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.30xii
Authority:	Suspension of regulations
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of an SEB and DEB (examination board related requests), or a Head of School or Institute (non-examination board related requests) via the Academic Secretariat. Informed by past decisions.

Regulation:	1.31
Authority:	Establishment of examination board sub-boards.
Delegated to:	Head of School or Institute.
Process:	Nomination to the Academic Secretariat.

Regulation:	1.32 (i and ii)
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.39
Authority:	Appointment of Chairs and Deputy Chairs of Subject Examination Boards.
Delegated to:	Head of School/Institute
Process:	Formal nomination to the Academic Secretariat.

Regulation:	1.45.i
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the appropriate Faculty Dean for Taught Programmes.

Regulation:	1.46.iii
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.

Regulation:	1.50
Authority:	Appointment of Chairs and Deputy Chairs of Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Formal nomination from the Academic Secretariat, following endorsement from the Faculty Dean for Taught Programmes.

Regulation:	1.52
Authority:	Appointment of external examiners to Subject Examination Boards.
Delegated to:	Faculty Dean for Taught Programmes (H&SS, S&E) or Dean for Education Quality (SMD) in all cases; Vice-Principal (Student Experience, Teaching & Learning), in addition, in cases where there is a potential conflict with the appointment criteria.
Process:	External examiner appointment process.

Regulation:	1.55
Authority:	Work to be considered by external examiners and participation in oral and other examinations by external examiners.
Delegated to:	Head of School or Institute.
Process:	Agreed through discussion with the external examiner, the SEB Chair, and the Programme Organiser.

Regulation:	1.55
Authority:	Approval of the <i>Guidance for External Examiners</i> .
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning).
Process:	Consideration and approval of a document prepared by the Academic Secretariat.

Regulation:	1.59
Authority:	Termination of external examiner contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	1.60
Authority:	Appointment of external members to Degree Examination Boards.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	External member appointment process.

Regulation:	1.64
Authority:	Termination of external member contracts.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation from ARCS, the relevant SEB, and the Dean for Taught Programmes/Associate Dean (Education Quality).

Regulation:	2.10
Authority:	Deregistration or interruption of a student who is unfit to study.
Delegated to:	Head of School/Director of Institute, or equivalent.
Process:	Written confirmation.

Regulation:	2.11
Authority:	Identification of health conditions to be reported to Queen Mary by SMD students.
Delegated to:	Vice-Principal (Health).
Process:	Approval and communication (through student handbooks) of a policy on this issue.

Regulation:	2.13
Authority:	Approval of the general entrance requirements for admission to Queen Mary.
Delegated to:	The Senate (not delegated).
Process:	Approval of recommendations for this purpose from the Vice-Principal (Student Experience, Teaching & Learning).

Regulation:	2.13
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Taught Programmes Board (PMAB) (ii) Vice-Principal (Student Experience, Teaching & Learning)
Process:	(i) Approval of the type and subject of qualifications required, though the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.

Regulation:	2.14
Authority:	Refusal of admission to an applicant who has previously been registered on a programme with significant overlap.
Delegated to:	Head of Admissions.
Process:	Admissions processes.

Regulation:	2.16
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.18
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.20
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.22
Authority:	Admission of applicants with advanced standing.
Delegated to:	Programme Admissions Tutor or (for SMD) the Associate Dean (Admissions)
Process:	Admissions processes.

Regulation:	2.24
Authority:	Termination of enrolment where a student is found to have falsified information in the admissions process.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Recommendation of the Head of Admissions. Consideration on a case-by-case basis, which may also involve Queen Mary disciplinary procedures.

Regulation:	2.25
Authority:	Approval of concurrent study elsewhere, or at Queen Mary.
Delegated to:	Head of Admissions
Process:	Consideration on a case-by-case basis.

Regulation:	2.28
Authority:	Permission for an individual student's request to change modes of study.
Delegated to:	Head of School or Institute.
Process:	Consideration on a case-by-case basis.

Regulation:	2.32
Authority:	Permit part-time study on a programme where this is not normally available.
Delegated to:	Academic Registrar
Process:	Formal request from Head of School/Institute (or nominee) to Registry.

Regulation:	2.35
Authority:	Permission for an individual not enrolled with Queen Mary to use Queen Mary facilities.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Consideration on a case-by-case basis, on the recommendation of the Head of School or Institute.

Regulation:	2.45
Authority:	Replacement of a core or compulsory module with an alternative.
Delegated to:	Academic Registrar
Process:	Formal request from Head of School/Institute (or nominee) to Registry.

Regulation:	2.76
Authority:	Permission for an individual student to interrupt their studies for a period of up to two years.
Delegated to:	Head of School or Institute, or Programme Organiser.
Process:	Consideration on a case-by-case basis.

Regulation:	2.76
Authority:	Permission for an individual student to interrupt their studies for a period longer than two years.
Delegated to:	Academic Registrar.
Process:	Consideration on a case-by-case basis.

Regulation:	2.90
Authority:	Approval of exceptions to the rule preventing a withdrawn/deregistered student from reapplying within 12 months.
Delegated to:	Head of Admissions and Recruitment.
Process:	Consideration on a case-by-case basis.

Regulation:	2.92
Authority:	Approval of procedures for study abroad and exchange periods.
Delegated to:	Vice-Principal (Student Experience, Teaching & Learning)
Process:	Consideration of recommendations made for these purposes.

Regulation:	2.94
Authority:	Approval of procedures for scaling and weighting results from assessments taken during a study abroad or exchange period, in order to align them with Queen Mary's standards.
Delegated to:	Education Quality Board
Process:	Module and programme approval processes.

Regulation:	3.3
Authority:	Approval of programme and module regulations, including assessment regulations.
Delegated to:	Taught Programmes Board
Process:	Programme and module approval processes.

Regulation:	3.9
Authority:	Approval of minimum prescribed standards for the production and security of examination papers.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration of recommendations developed for this purpose.

Regulation:	4.9
Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	4.68
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

Regulation:	4.89
Authority:	Approval of field of study.
Delegated to:	Taught Programmes Board.
Process:	Programme and module approval process.

Regulation:	4.92
Authority:	Approval of admissions requirements for individual programmes.
Delegated to:	(i) Student Recruitment and Admissions Group. (ii) Vice-Principal (Student Experience, Teaching & Learning).
Process:	(i) Approval of the type and subject of qualifications required, through the programme approval process. (ii) Approval of entry grades required, through executive decision-making on the recommendation of the Admissions and Teaching Resource Planning Group.

Regulation:	5.9
Authority:	Approval of an extension to the maximum permitted duration of study.
Delegated to:	Academic Registrar & Council Secretary.
Process:	Consideration on a case by case basis. To be granted only in exceptional circumstances, normally in cases of severe and persistent extenuating circumstances.

Regulation:	5.63
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.

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

Regulation:	
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 8.26.

Regulation:	
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:	
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:	
Authority:	Transfer to 'writing up' status
Delegated to:	Deputy Dean for Research (PGR) 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:	
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:	
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:	
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:	
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:	
Authority:	The 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 his/her general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
Delegated to:	Director of Graduate Studies on the recommendation of the progression panel or on the recommendation of the primary supervisor following progress monitoring.
Process:	Progress monitoring or formal progression processes.

Regulation:	
Authority:	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:	
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:	
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:	
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:	
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:	
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:	
Authority:	Termination of the registration of a student who fails to meet the progression requirements for his/her research studies programme.
Delegated to:	Director of Graduate Studies on the recommendation of the progression panel and Deputy Dean for Research (PGR)
Process:	Following the outcome of the progression process

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

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

Regulation:	
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:	
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:	
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:	
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:	
Authority:	Posthumous award of research degree
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	In accordance with the approved policy and procedure.
Regulation:	
Authority:	Availability of the thesis – extension of the twelve month restricted access period.
Delegated to:	Deputy Dean for Research (PGR)
Process:	By individual application setting out the reasons for the request and why the circumstances are exceptional.
Regulation:	
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 the Senate
Regulation:	
Authority:	Revocation of an award.
Delegated to:	Principal.
Process:	Recommendation from the Academic Registrar.
Regulation:	
Authority:	European Doctorate award requirements.
Delegated to:	Research Degrees Programmes and Examinations Board
Process:	In accordance with the approved policy and procedure.