

Master's Level (Level 7) Academic Regulations

Section F of the regulations is informed by the following sections of the QAA UK Quality Code for Higher Education:

The Expectations and Practices in the revised Quality Code (November 2018)

The following themes in the QAA UK Quality Code Advice and Guidance section:

- Admissions
- Learning and Teaching
- Enabling Student Achievement
- Assessment

F1 The Admission of Students to Level 7 Programmes

F1.1 Minimum Requirements

- F1.1.1 The minimum entry qualifications are specified in individual programme regulations but are generally:
- (a) An Honours degree from a British University, or a qualification deemed to be equivalent by the Head of Programme; and/or
 - (b) Such other qualifications or appropriate experience as the Programme Leader deems to be equivalent.
 - (c) Where an applicant's first Language is not English, and/or where an applicant possesses qualifications other than those indicated above, evidence of level 6.5 attainment in the IELTS, with a score of 6.0 in each individual element (International English Language Testing Scheme) and/or a TOEFL (Teaching English as a Foreign Language) score of at least 80 (internet-based test) and/or a pass in the University's own English Language Proficiency Test. Applicants requiring a visa to study in the UK must also meet the specific English Language requirements of the UK Visa and Immigration department.

- F1.1.2 Programme admission regulations are listed in Programme Handbooks and set out:
- (a) The entry criteria and the means by which students will be judged for entry onto that programme, e.g. degree pass level and written tests.
 - (b) Any English language requirements; if required, the University minimum IELTS score is 6.5.
 - (c) Any other exceptional entry routes onto programmes.
 - (d) Recognition of prior learning.
 - (e) Any other requirements (such as specific professional requirements).

F1.1.3 All applicants are considered with due reference to the University's Equalities, Diversity and Inclusion Policy.

F1.1.4 The decision of the University will be final.

F2 The Admission of Students to Level 7 Programmes with Advanced Standing

F2.1 Recognition of Prior Learning (RPL)

F2.1.1 Applicants may be admitted to a programme of study with 'advanced standing' providing that this is permissible. Where this is applicable, programme regulations state:

F2.1.2 That prior learning will be mapped against the intended programme learning outcomes and that a record of recognised RPL will be stored with the applicant's record;

F2.1.3 Up to what level of a programme applicants with 'advanced standing' will be allowed to join;

F2.1.4 Regent's University London's acceptance of credit from other institutions of higher education is subject to the following conditions:

- (a) The transcript is an official transcript from the initiating institution. (An official translation should be provided where relevant).
- (b) The transferred credit must be similar in scope, content and competency to a Regent's University London credit.
- (c) The transferred credit must have a Pass grade, or higher.
- (d) All transfer students must subsequently complete at least 120 credits of their programme at Regent's University London.
- (e) Credits are awarded at the point of an offer being made to a student. Transcripts presented later will not be considered for credit.
- (f) Academic credits which meet the above conditions are not an automatic entitlement, but are at the discretion of Regent's University London's Heads of Programmes.

F3 Internal Programme Transfers

F3.1.1 Subject to any programme specific requirements, and with the permission of both Heads of Programmes, students may be allowed to transfer from one postgraduate programme within Regent's University London to the same point on another, providing that the intended programme learning outcomes and the curriculum can be demonstrated to be equivalent. Where the intended programme learning outcomes and the curriculum are demonstrably different, then the regulations regarding RPL above will apply.

- F3.1.2 Students must complete and submit an Internal Transfer Form to the Registry.
- F3.1.3 Where a student chooses to transfer internally to another programme of study at Regent's University London, using credit achieved from a programme or module(s) validated by the institution through the RPL scheme, the academic record and grades associated with the RPL credit will also be transferred.

F4 Registration for Master's Programmes

F4.1 Registration Requirements and Definitions

- F4.1.1 Students entering degree programmes at Regent's University London are expected to complete their degrees within the time specified within programme regulations. Unless stated otherwise within programme regulations, the maximum period of registration for any student on a Regent's University London degree is as outlined under F5.
- F4.1.2 Registration may be defined as the process through which students formally agree to be a student member of the University for the whole, or part of, the academic year.
- F4.1.3 By registering, the student has agreed to abide by the University Regulations, and to become liable for fee payments.

F4.2 Registration Requirements

- F4.2.1 All full and part-time students, including visiting students, who are actively following a programme of study at Regent's University London must register at the commencement of their studies and every term thereafter. If a student has been suspended and is still within their suspension period, they cannot register. Students who wish to return from a taken a break in studies must provide the Registry with documentation regarding their conditions of return, as required by the Registration Review Panel, by the set deadline. The Panel will review whether the student meets the conditions of return and Registry will notify the student of the panel's decision.
- F4.2.2 Students failing to provide the Admissions office with original transcripts of their qualifications from their previous studies will not be permitted to register.

F4.3 Registration Conditions for New Entrants

- F4.3.1 The Admissions office provides new students with detailed instructions on how and when they may register.
- F4.3.2 If there are any outstanding debts to the University as a result of previous study, the debt should be cleared. In exceptional circumstances, students should have agreed an appropriate repayment plan with the Finance department.

- F4.3.3 In order to be a fully registered student at the University, students must provide all documentation and evidence that is necessary to meet the admissions criteria for their programme of study, when requested by the Admissions office.

F4.4 Registration Conditions for Continuing Students

- F4.4.1 Programme Handbooks contain Academic Calendars that inform students when registration will commence.
- F4.4.2 If there are any outstanding debts to the University as a result of previous study, the debt must be cleared. In exceptional circumstances, students may have agreed an appropriate repayment plan with the Finance department.

F4.5 Registration Conditions for Students returning from Suspension or Break in Studies

- F4.5.1 Any conditions set in relation to a suspension or break in studies must be completed before the student can be re-admitted onto the programme.
- F4.5.2 If there are any outstanding debts to the University as a result of previous study, the debt must be cleared. In exceptional circumstances, students may have agreed an appropriate repayment plan with the Finance department.

F4.6 Registration Method

- F4.6.1 Students must register via the SITS: E-vision portal. Timetables cannot be accessed unless this task has been completed.

F5 Duration of Study

F5.1 Minimum Period

- F5.1.1 The minimum duration of study for a programme leading to an award shall not be less than the minimum length specified for the programme in the validated programme specification. The only exception to this regulation will be where a student has been recognised for prior learning (see section above).

F5.2 Maximum Period

- F5.2.1 All students are expected to complete their postgraduate degrees within the prescribed time for their allotted programme. However, in documented cases of extenuating circumstances, the permissible duration of study for a student may be extended to the maximum duration of study for a student allowed for the respective programme. There shall, however, be no guarantee about the length of time for which a programme or its component modules shall be available.

- F5.2.2 Students are required to renew their registration on a programme every academic period, otherwise the registration will be deemed to have lapsed. Should this occur, then a student may be considered for re-admission to the same programme, as long as the lapse in registration was not a consequence of academic failure.
- F5.2.3 Students may apply for a break in studies of up to one academic year. All applications for a break in studies will be considered by the Registration Review Panel. In reviewing the student's application for a break in studies, the Registration Review Panel will take into consideration the evidence provided to support the student's case; the timing and duration of the break; and the possible impact on the student's engagement with the programme and assessment and re-assessment opportunities.
- F5.2.4 The maximum duration of study for a full-time taught master's degree is 2 years beyond the expected completion date of the programme.
- F5.2.5 The maximum duration of study for a Postgraduate Certificate, Postgraduate Diploma or part-time Master's degree is stated in the relevant programme handbook.

F5.3 Discontinuation of Study

- F5.3.1 There are constraints on the total period of registration for each programme of study (see F5). There may also be specific requirements in respect of the rate of progression, or restrictions on the total number of modules which an individual student can resit or retake during the period of their registration. Typically this will take the form of a minimum number of modules successfully passed within a defined period of time. Details of any such restrictions are given in the individual programme specification.

F6 Documentary evidence of study

- F6.1.1 Documentary evidence of study may be made available by the University in a variety of forms, for the convenience of students. They may be variously termed:
- (a) Certificates (or Records) of attendance;
 - (b) Certificates (or Records) of credit;
 - (c) Certificates (or Records) of achievement;
 - (d) Transcripts (or lists) of modules taken, with the results of any assessments.
- F6.1.2 Such documents are not in themselves awards, although they may accompany awards.

F7 Completion of a Programme

- F7.1.1 Successful completion of a programme requires the achievement of the specified learning outcomes set out in the programme specification.
- F7.1.2 Credit points specified for each award define the minimum number and level of specific credit gained by following an approved programme required for an award.

F8 The Teaching/Learning Year

- F8.1.1 The standard teaching/learning year for postgraduate programmes is divided into terms and consists of 1800 notional learning hours including assessment periods, and the period allotted for the writing up of a dissertation. Variations to standard patterns are permitted where specified within validated programme specific documentation.

F9 Assessment and Progression

F9.1 Introduction

- F9.1.1 Assessment is conducted at two levels: firstly, at module level and then secondly at programme level. Subject Boards determine marks for each module. Progression and Finalist Boards receive marks for approval from the Subject Boards and determine progression.

F9.2 Progression within a Postgraduate Programme

- F9.2.1 All programmes, except where professional accreditation does not permit, shall have a single progression point even though it is within the same level as all other modules. That progression point being entry to a 'dissertation' or 'capstone' module.
- F9.2.2 If there is/are a pre-requisite module for the 'dissertation' or 'capstone' module, this/these modules(s) must be passed in order for progression onto the 'dissertation' or 'capstone' module to take place.
- F9.2.3 A 'capstone' module is one that is a summation of previous modules and/or experiential learning that form the validated programme.
- F9.2.4 A 'capstone' module will be identified as such in the programme handbook and will have clearly identified pre-requisite(s) which have to be passed to permit progression onto the 'capstone' module.
- F9.2.5 Upon validation or revalidation, programmes without a 'dissertation' module will have to identify a module as a 'capstone'.
- F9.2.6 Students will be permitted to progress onto the dissertation or 'capstone' module trailing up to 20 credits. Except where all or part of those trailing credits represents a failed first attempt at the pre-requisite for the 'dissertation' or 'capstone' module.

- F9.2.7 Where the application of these rules requires the revalidation of a whole programme they will come into effect when that programme is next due for revalidation.
- F9.2.8 Where a student needs to resit and retake more than 20 credits' worth of modules, the Progression and Finalist Board may deny the student the opportunity to retake those modules, and exit the student from the programme with the highest eligible award. Students can only be exited if they are at a progression point on their programme.
- F9.2.9 There will be some programmes that have a variety of intake points where a separate board outside of those held at the end of each term may be required.

F9.3 Internal Moderation

- F9.3.1 Internal moderation at level 7 refers to the process by which a second academic member of staff reviews a sample of assessment pieces/examination scripts to ensure consistency of marking standards and fairness and equity of overall marking. The moderator is able to see the comments made by the first marker as well as the grade awarded.
- F9.3.2 A sample of assessments contributing to 20% or more towards the total mark for a module will be internally moderated. The sample will include a range across the classification bandings and all borderlines, all failures and all first class passes for modules contributing to the degree classification.
- A minimum of 10% of all assessed work from each relevant classification band or 10 pieces of work overall will be moderated (whichever is greater). Where the total number of assessed pieces is fewer than 10, all assessed pieces of work will be internally moderated.
 - All module assessments will have a marking scheme and marking criteria.
 - For in-class tests, it is the responsibility of the Module Leader to ensure fairness and transparency.
 - All written examinations on postgraduate programmes will be blind marked with candidate numbers rather than names.
 - Samples of assessed work will be marked by the Module Leader or tutors and internally moderated by another staff member with relevant expertise.
 - All dissertations on postgraduate programmes will be second marked independently prior to the first marker and second marker meeting. Where agreement cannot be reached between first marker and second marker, a third marker will be selected by the Head of Programme. In the event of continued disagreement the Head of Programme will act as final internal

arbiter and may choose to seek the opinion of the external examiner.

F9.4 Role of the First Marker

- F9.4.1 All coursework which involves written assessment must be submitted online via Turnitin and via the correct module link in Blackboard. The first marker will provide feedback, a grade and a rationale for how the grade awarded was reached, using the feedback functions on Blackboard.
- F9.4.2 In the case of work to be returned to students, the first marker will write substantive comments as part of the feedback provided via Blackboard or Turnitin, or in clearly legible writing on an agreed assessment feedback sheet if the work is returned in hard copy. This may not apply in cases where it is not appropriate for the assessment, such as short answer, multiple choice, listening tests or mathematical-based tests.
- F9.4.3 The first marker will make available a sample of the work, the marking criteria and the moderation form to the internal moderator.

F9.5 Role of the Internal Moderator

- F9.5.1 The overall objective of the internal moderator is to determine that the range and distribution of marks awarded is appropriate.
- F9.5.2 The internal moderator will determine:
- (a) whether the marking is consistent with the marking criteria or marking scheme;
 - (b) whether the resulting total mark is appropriate for the level;
 - (c) whether all the marks for the assessment are appropriate in their distribution and representative of the full classification range;
 - (d) whether there are any anomalies across all the marks (for example, a significant proportion of failures or a significant proportion of first class passes) and what the reasons are behind them;
 - (e) whether the work meets the necessary objectives and learning descriptors;
 - (f) whether the feedback (where appropriate) is constructive and comprehensive for the student to know what was well done and what was poorly done.
- F9.5.3 Moderators do not provide additional feedback to students.

F9.6 Completing the Internal Moderation Process

- F9.6.1 Where the internal moderator identifies any issues relating to the sample, the first marker and moderator must meet to discuss these

issues. It is not the role of the internal moderator to change specific marks within a sample.

- F9.6.2 Where agreement is reached between the first marker and the internal moderator regarding any issues, the first marker must amend/adjust marks/grades on all scripts/pieces accordingly.
- F9.6.3 The moderation form is used to record that moderation has taken place and the outcome. Comments on the marking are written on the moderation form (not on the script). The form is then forwarded to the first marker who will record the final marks through the SITS system.
- F9.6.4 Following the process it is the responsibility of the Module Leader to ensure that accurate marks have been entered into the SITS system.
- F9.6.5 Coursework grades and feedback should only be disclosed to the student when moderation is complete and all grades have been agreed. This should occur within two weeks and no longer than four weeks after the original submission.

F9.7 Return of Marked Coursework/Assessments

- F9.7.1 The University will aim to provide feedback on the work and a grade for coursework assessment within two weeks of the date of submission, and within no longer than four weeks.

F9.8 External Moderation

- F9.8.1 Module Leaders for all level 7 modules are required to construct a sample of internally moderated work, in consultation with the Registry, to be externally moderated by the relevant external examiner(s).
- F9.8.2 The sample of moderated work should include a range across the classification bandings, all fails and all firsts/distinctions.
- F9.8.3 External examiners have the right to view all assessments in modules/programmes for which they are responsible.

F9.9 Assessment of Modules

- F9.9.1 The following regulations shall apply to the assessment of modules to determine whether the module has been passed, or a resit of a component(s) is required or a retake of the module is required.
- F9.9.2 Once a student commences an examination or submits an assignment, they have deemed themselves fit to take the examination or complete the assignment and the regulation found in section C5.5.1 of this handbook would apply for any extenuating circumstances claims submitted.

F9.10 Late submission of coursework

- F9.10.1 Students should submit all coursework by the official submission deadline, as set by the Module Leader.
- F9.10.2 Coursework that is submitted up to and including 3 working days after the official submission deadline will be accepted and marked. This applies to students submitting at the first attempt, and to those re-submitting (where an Extenuating Circumstances Claim has been agreed). If it is of a 'pass' standard, the coursework mark will be capped at 50%.
- F9.10.3 Coursework submitted after the third working day of the official submission deadline will not be accepted and will receive a mark of 0.
- F9.10.4 Some coursework components are not eligible for late submission, such as dissertations and research projects. For example, students who do not submit coursework required for capstone modules by the official submission deadline will receive a mark of 0. Students should refer to their programme handbook for further information.

F9.11 Pass Regulations

- F9.11.1 All postgraduate modules have a minimum pass mark for assessments. The pass mark at postgraduate level is 50%.
- F9.11.2 For a student to receive a pass on a module they must achieve a minimum Total Module Mark (TMM) (weighted average of the grades achieved for all assessment tasks) of 50%.
- F9.11.3 If the module has been failed, i.e. the TMM is below 50% the student will be required to resit the failed component(s). If a student subsequently fails the resit and the TMM remains below 50% the student will be required to retake the module. The maximum number of retakes permitted per module is one.
- F9.11.4 Subject assessment boards consider all modules failed by students and determine whether the required action will be a resit of the failed component(s). Where a student has already resat a component, the board will not recommend a further resit of that component, and a retake of the module will be required.
- F9.11.5 Where a Subject Board has granted a resit of a component(s) within a module, then the student will automatically be scheduled for a resit of the failed components of the module at the next available opportunity.
- F9.11.6 Where a student has been withdrawn from a module and therefore failed that module due to a breach of the attendance regulations, the student will be required to retake the module in accordance with the Attendance and Lateness regulations contained in section C4.6 of this

handbook. The maximum number of retakes permitted per module is one.

F9.12 Resits

- F9.12.1 When a student has failed a module, a resit of the failed component(s) may be permitted.
- F9.12.2 Students who are suspended due to absences do not have the right to resit any failed component(s) and will be required to retake the module(s). The maximum number of retakes permitted per module is one.
- F9.12.3 Details of regulations as they apply to individual programmes (e.g. the number of modules/credits that can be resat and examination schedules) are contained within the individual programme handbooks. Information on the assessment procedures and weighting of individual assessments are contained in the module outlines.
- F9.12.4 The maximum mark obtainable for any module in which a student has completed a resit is a minimum pass for that module, i.e. the TMM will be capped at 50%.
- F9.12.5 When required to resit an examination a student must do so at the next available opportunity, i.e. on the next occasion at which the examination is offered.
- F9.12.6 When required to resit coursework a student must do so by the deadline given.
- F9.12.7 Students who fail a module after a resit will be required to retake the module. The maximum number of retakes permitted per module is one.

F9.13 Retakes

- F9.13.1 Students will be required to retake the module if they have failed the module after a resit. The maximum number of retakes permitted per module is one.
- F9.13.2 No student who has passed a module or who has received a condoned pass in respect of that module may retake it in order to achieve a higher mark.
- F9.13.3 No student may retake any module on more than one occasion.
- F9.13.4 The maximum mark obtainable for any module in which a student has completed a retake is a minimum pass for that module, i.e. the TMM will be capped at 50%.
- F9.13.5 Where a module is not available for whatever reason, a student required to retake that module may be required to substitute an

alternative module of the same level in order to meet the requirements of the degree programme.

- F9.13.6 Where a student is required to retake an elective module they may elect to choose an alternative module at the same level to the required credit levels. The maximum mark obtainable for any elective module in which a student has completed a retake is a minimum pass for that module, i.e. the TMM will be capped at 50%.

F9.14 General Principles

- F9.14.1 Unauthorised absence from an examination or failure to submit coursework by the deadline for late submission will constitute failure in that component of assessment.
- F9.14.2 Under exceptional circumstances a student may be allowed to defer an examination or the submission of coursework. Where such exceptional circumstances become apparent after the examination or the submission date, the Subject Board may grant a deferral retrospectively. Notification of the exceptional circumstances must be made within a specified time of the examination/submission date and by following the Extenuating Circumstances procedures detailed in section C7.
- F9.14.3 A student achieving less than 50% in the project/dissertation may, on the recommendation of the Subject Board, be permitted to resubmit a referred project or dissertation for reassessment within one calendar year of the submission of the original project/dissertation, as long as the student does not exceed the maximum duration of study. Only one resubmission of the original project or, in exceptional circumstances, the resubmission of a new project/dissertation, will be allowed.

F9.15 Alternative Assessment

- F9.15.1 It is sometimes necessary to assess a student by means of an alternative method. This may be due to an issue of accessibility or it may be due to practical or logistical circumstances, such as the availability of other students and/or facilities. In all cases, the Head of Programme will determine whether alternative assessment is appropriate and may set an alternative assessment designed to evaluate the extent to which the student has achieved the learning outcomes attached to the particular assessment. The proposed alternative assessment will be approved by the external examiner. In cases where accessibility requires an alternative assessment, the Disability Officer will be consulted.
- F9.15.2 Where the learning is experiential then a form of alternative assessment agreed by the external examiner must be available except where such experiential learning is part of a professional requirement.

F9.16 Deferrals

- F9.16.1 Where the Subject Board has granted a deferral based on extenuating circumstances, the mark achieved will not be subject to a penalty or a cap.

F10 Programme Assessment

F10.1 Responsibilities of Assessment Boards

- F10.1.1 The appropriate assessment board will consider each student's overall performance at the completion of all modules relating to a level of study. The relevant assessment board will receive marks awarded, and make decisions regarding progression and awards.
- F10.1.2 The relevant assessment board will produce a statement of the marks awarded and credits gained at each level for each student and will confirm the programme status of each student. Where a student has satisfied the requirements for an intermediate award (below that of Master's Degree), this will also be stated.
- F10.1.3 Where a student is eligible for the award of a Master's Degree, the Progression and Finalist Board will award a classification according to the regulations for the award.
- F10.1.4 Where a module has a specific pre-requisite module, that module must be passed before a student proceeds to the requiring module. A condoned failure is counted as a pass (50%) for these purposes, but the mark is not altered.
- F10.1.5 The responsibility of each assessment board is to make judgements on student performance within its own approved regulations.

F10.2 The Assessment of Modules

- F10.2.1 In-module assessments must be submitted by fixed dates during the year. Students are given written details at the start of a module of the assessment scheme for the module, and of the arrangements and timetable according to which assessed work must be submitted. Students are required to submit coursework as prescribed by the relevant module outline.
- F10.2.2 Students will be assessed by the appropriate Subject Board in all modules studied.
- F10.2.3 All modules shall be assessed in accordance with the module's published assessment methods. Arrangements for students with a disability/specific learning difficulty requiring reasonable adjustments for examinations and specific guidelines for staff and students may be found on the Registry pages of the University intranet.

F10.2.4 Marks for each module will be confirmed by the appropriate Subject Board.

F10.2.5 All modules must provide a numerical mark for all assessments.

Awards

F10.2.6 Specifically validated Master's level awards may include exit points for postgraduate certificates and diplomas. Where exit awards are available students must meet the criteria for that award as specified below.

F10.2.7 Certificates for postgraduate awards produced by Regent's University London will be issued within three months of the date of the final examination board.

F10.3 Award of a Postgraduate Certificate

F10.3.1 To qualify for the award of a Postgraduate Certificate, a student must have accumulated at least 60 level 7 credits, and should have achieved at least 50% in each module defined in the schedule of assessment.

F10.3.2 A student may elect to receive the Postgraduate Certificate or to continue studying for a higher award.

F10.4 Award of a Postgraduate Diploma

F10.4.1 To qualify for the award of a Postgraduate Diploma, a student must have accumulated at least 120 level 7 credits and have achieved at least 50% in each module defined in the schedule of assessment.

F10.4.2 A student may elect to receive the Postgraduate Diploma or to continue studying for a Master's award.

F10.5 Award of a Master's Degree

F10.5.1 To qualify for the award of a Master's degree a student must have accumulated at least 180 level 7 credits and have achieved at least 50% in each module defined in the schedule of assessment.

F10.5.2 A student must complete all other requirements of the award as specified within programme specific regulations (e.g. work placement requirements/study period abroad).

F10.5.3 The class of degree will be determined in accordance with the provisions of the Percentages and Degree Classification section F10.13

F10.6 Condonement

- F10.6.1 The Progression and Finalist Board may consider awarding a “Condoned Pass” to a student who has marginally failed no more than 20 credits at level 7, if they are due to progress to graduate from their programme.
- F10.6.2 The Progression and Finalist Board is only able to award a student one “Condoned Pass” throughout the duration of their study.
- F10.6.3 If a student is awarded a “Condoned Pass” the original grade for the condoned credit will be included in the calculation of the final degree classification.
- F10.6.4 A student who meets the following criteria may be eligible for a “Condoned Pass”:
- (a) The student has achieved a marginal fail of 45-49% in the credit that is being considered for condonement;
 - (b) The student has attempted all assessments required in the module that is being considered for condonement;
 - (c) The credit being considered is eligible for condonement. Please refer to the relevant programme handbook for further information on what credit cannot be condoned;
- F10.6.5 The Progression and Finalist Board has discretion over the award of a condoned pass, and will consider the overall profile of the student and any professional, statutory or regulatory body requirements.
- F10.6.6 In its consideration of the award of a condoned pass the Progression and Finalist Board should be satisfied that the student has sufficiently engaged with the module and that programme learning outcomes have been met elsewhere.
- F10.6.7 The overall module mark will remain unchanged and will be included in the calculation of the student’s final classification. The transcript will show the original final TMM but will have a ‘CP’ added to illustrate that this is a ‘Condoned Pass’.

F10.7 Exit awards

- F10.7.1 A student may only receive one award in respect of any programme of study.
- F10.7.2 If a Progression and Finalist Board decides that a student should be excluded from their programme of study as a result of a disciplinary or academic misconduct investigation; or if a student withdraws from their programme of study (for any reason); or if a student has reached the maximum duration of study, the Board will exit the student with the highest eligible award.

- F10.7.3 If a student accepts a lower award they may not return to the original programme of study nor apply to transfer those credits to another Regent's University London programme.

F10.8 Defined Criteria for Merit/Distinction Regulations on Postgraduate Programmes

- F10.8.1 In each module that has been successfully completed a student will receive a numerical mark. From these is derived a single classification which, at postgraduate level, can be a distinction, merit, pass or fail, except in programmes for which such grading classification is not appropriate, in cases of professional, threshold qualifications where a pass or fail is indicated for fitness to practice.
- F10.8.2 The method for determining final classification is based on a credit based average method of the Total Module Marks (TMM).
- F10.8.3 The credit based average calculation will be determined as follows:
- (a) All modules are split into 10 credit modules, therefore a 40 credit module is split into four 10 credit modules and the mark will be counted four separate times;
 - (b) The average of all the 10 credit modules is calculated to give the final classification of the degree.
- F10.8.4 Where a programme contains a Study Period Abroad term, all grades received by a student at an international partner university or college will be converted to an equivalent Regent's University London grade, in accordance with the institutional grading scale and grade conversion table. Once converted, the grades will then be included in the calculation of a student's final degree classification.
- F10.8.5 Whereby a programme contains a credit-bearing Work Placement term as part of its curriculum, credits and grades received by a student will be imported onto the programme.
- F10.8.6 Where a student has RPL credits from a programme or modules not validated by Regent's University London, only credits are imported onto the programme.
- F10.8.7 Variation to the University framework for degree classification outlined above must be only for exceptional circumstances to meet professional, statutory and/or regulatory body requirements as specified in the programme handbook.

F10.9 Pass Award

- F10.9.1 A classification of Pass is awarded for the programme as a whole if the student has passed all the required modules, i.e. has achieved 180 credits (for Master's award), 120 credits (for standalone Postgraduate Diploma awards) or 60 credits (for standalone Postgraduate Certificate awards) at level 7.

F10.10 Merit Award

- F10.10.1 A student obtaining a credit weighted average mark of at least 60% will be considered for a FHEQ Level 7 award with Merit.

F10.11 Distinction Award

- F10.11.1 A student obtaining a credit weighted average mark of at least 70% will be considered for a FHEQ Level 7 award with Distinction.

F10.12 Borderline (Marginal) Cases

- F10.12.1 After the final degree classification has been calculated, any student achieving an overall credit weighted average minimum of 49, 59 or 69 will be classified as a borderline student. In determining the average there will be rounding up, i.e. 69.5 will become 70. Students in the borderline category will be awarded the higher classification if they meet the following criteria:

- (a) Master's Award: A total of 100 credits out of 180 credits must be at the higher level classification. No more than 20 credits out of the 180 credits can be at the lower level classification, i.e. lower than the current calculated classification. For example, if a student has an overall credit weighted average of 69 (i.e., Merit), in order to be uplifted to the higher classification (Distinction) they must meet the following conditions:
- At least 100 credits out of 180 must be in the higher classification band, i.e. with a mark of 70 or above (Distinction);
 - No more than 20 credits must be in the band below the current classification, i.e. no more than 20 credits can have a mark of 50-59%.
- (b) Standalone Postgraduate Diploma Award: a total of 80 credits out of 120 credits must be at the higher level classification. No more than 10 credits out of the 120 credits can be at the lower level classification i.e. lower than the current calculated classification.
- (c) Standalone Postgraduate Certificate Award: a total of 40 credits out of 60 credits must be at the higher level classification. No more than 10 credits out of the 60 credits can be at the lower level classification, i.e. lower than the current calculated classification.

F10.13 Percentages and Degree Classification

F10.13.1 Tariff

- Distinction = 70%-100%
- Merit = 60%-69%
- Pass = 50%-59%
- Fail = 0%-49%

*University of Wales validated programmes: D = 40-49%; F = 0-39%

F10.13.2 For programmes with no merit/distinction classifications, the following will apply:

- Pass = 50%-100%
- Fail = 0%-49%

F10.13.3 A student who by completion of Programme requirements, has received or is eligible to receive an award may not submit additional work for assessment for the purpose of improving an award classification.

F10.13.4 Credits gained for a module may be counted towards only one named degree award and the interim awards which constitute the programme culminating in that final named degree award.

F10.13.5 In order to determine the appropriate award in each individual case, the Progression and Finalist Board will exercise discretion and will take into account, for example:

- (a) the requirements of professional and/or accrediting bodies;
- (b) the extent to which programmes are designed for students with certificated or assessed prior learning which merits admission with advanced standing.

F11 Aegrotat Awards and Posthumous Awards

F11.1 Consideration

F11.1.1 Before an Aegrotat or Posthumous Award is granted consideration should be made as to whether the award will cause offence or undue stress to the incapacitated student, the relatives of the deceased or others within the school.

F11.2 Aegrotat Awards

F11.2.1 When an assessment board decides that there is insufficient evidence of a student's performance to award a Master's Degree with a pass classification, but is satisfied that the student would have achieved the required standard but for certified illness/absence/valid reason then an Aegrotat Award may be awarded. The award will be dependent upon the student's level, as follows:

- (a) Postgraduate Certificate
- (b) Postgraduate Diploma
- (c) Master's Degree

F11.2.2 Aegrotat awards are unclassified. Should an Aegrotat award be awarded posthumously then the following condition will not apply.

- F11.2.3 Before such an award is made the student must indicate that they are willing to accept the award and understand that this implies waiving the right to be reassessed.

F11.3 Posthumous Awards

- F11.3.1 Any award listed in Programme Handbooks may be conferred posthumously by a Progression and Finalist Board and accepted on the student's behalf by an appropriate individual. For classified awards, all conditions for the award must be satisfied. Where all conditions are not met to make a classified award, then the Progression and Finalist Board will decide whether to award an Aegrotat Award (as outlined above). The certificate will not refer to the award being conferred posthumously.

F12 Rescinding Awards

- F12.1.1 The Vice Chancellor or his nominee may rescind any RUL award which has previously been conferred on a student following recommendation from the next available Progression and Finalist Board where it has been established that either academic misconduct has taken place or the original decision of the award was made on misleading or incorrect evidence.
- F12.1.2 A Progression and Finalist Board may rescind academic credit including credit awarded by RPL where new evidence has now come to light concerning academic misconduct or the original evidence presented for the credit is seen to have been falsified, misleading or incorrect. For students who are suspended as a result of academic misconduct and have incorrectly progressed, these students must be required to retake or take those modules which they either passed or were compensated for under false pretences.