E   Undergraduate Level (Levels 4-6) Academic Regulations

> **Section E 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, Recruitment and Widening Access
> - Learning and Teaching
> - Enabling Student Achievement
> - Assessment

E1   The Admission of Students to a Programme at Level 4

E1.1   Entry criteria to all Regent's University London programmes leading to a degree are set by Senate's Admissions Panel.

E2   Registration for Undergraduate Programmes

E2.1   Registration Requirements and Definitions

E2.1.1   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 duration of study for any student on a Regent's University London degree is as outlined under section E5.

E2.1.2   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.

E2.1.3   By registering, the student has agreed to abide by the University Regulations, and to become liable for fee payments.

E2.1.4   The University uses the registration period to check and update key personal information in the student record.

E2.2   Registration Requirements

E2.2.1   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 break in studies must provide the Registry with documentation regarding their conditions of return, as required by the Registry and/or 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.

E2.2.2   Students failing to provide the Admissions office with original transcripts of their qualifications from their previous studies will not be permitted to register.

E2.3   Registration Conditions for New Entrants

E2.3.1   The Admissions office provides new students with detailed instructions on how and when they may register.

E2.3.2   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 agree an appropriate repayment plan with the Finance department.

E2.3.3   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.

E2.4   Registration Conditions for Continuing Students

E2.4.1   Programme Specifications contain Academic Calendars that inform students when registration will commence.

E2.4.2   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.

E2.5   Registration Conditions for Students returning from Suspension or Break in Studies

E2.5.1   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.

E2.5.2   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.

E2.6   Registration Method

E2.6.1   Students must register via the SITS: E-vision portal. Timetables cannot be accessed unless this task has been completed.

E3   Duration of Study

E3.1   Minimum Period

E3.1.1   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 definitive document. The only exception to this regulation will be where a student has been recognised for prior learning.

E3.2   Maximum Period

E3.2.1   All students are expected to complete their undergraduate 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 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.

E3.2.2   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 readmission to the same programme, as long as the lapse in registration was not a consequence of academic failure. Students should see Section C11 for readmission regulations.

E3.2.3   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 Registry and/or Registration Review Panel. In reviewing the student's application for a break in studies, the Registry and/or 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.

E3.2.4   The maximum duration of study for any undergraduate award is 2 years beyond the expected completion date of the programme. This may be superseded by UKVI requirements where applicable.

E3.3   Discontinuation of Study

E3.3.1   There are constraints on the total period of registration for each programme of study (see E5). 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.

E4   Documentary evidence of study

E4.1.1   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:

- Certificates (or Records) of attendance;
- Certificates (or Records) of credit;
- Certificates (or Records) of achievement;
- Transcripts (or lists) of modules taken, with the results of any assessments.

E4.1.2   Such documents are not in themselves awards, although they may accompany awards.

E5   Completion of a Programme

E5.1.1   Successful completion of a programme requires the achievement of the specified learning outcomes set out in the Programme Specification.

E5.1.2   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 (see section E8 below).

E5.1.3   For any award, credit at a higher level can count in place of credit at a lower level.

E6   The Teaching/Learning Year

E6.1.1   The standard teaching/learning year for undergraduate programmes consists of two terms, which total 30 weeks including assessment periods. However, variations to standard patterns are permitted where specified within validated programme specific documentation.

E7   Assessment and Progression

E7.1   Introduction

E7.1.1   Assessment is conducted at two levels: at module level and then 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.

E7.2   Progression within an Undergraduate Programme

E7.2.1   Progression regulations must be set out in validated programme regulations to satisfy the Progression and Finalist Board that students have achieved a level 4, 5 or 6 profile respectively before progression is allowed. Students may exceed the minimum number of credits

needed to progress if they are on a programme made up of modules where the number of credits achieved are divisible by 12.

E7.2.2   The specific structure of a programme requires close monitoring of student progress on a term by term basis.

(a) Where there is a language requisite, the minimum language level will be found in the programme specification. On the return from SPA a student must meet the University progression regulations as outlined in section E9.2.4 to progress to the next level.

(b) SPA students progressing from level 5 to level 6 must have completed a minimum of 120 credits at level 4.

(c) Additional requirements may be outlined in the programme specification.

E7.2.3   The progression regulations are as follows:

E7.2.4   Students must achieve a minimum of 120 credits at each level before progressing to the next level of study. The following exception applies:

(a) A maximum of 24 failed credits may be carried into the next level. The student must retake and pass the failed credits at the next available opportunity before progressing further.

(b) According to the exception stated above, students can progress into the next level with a minimum of 96 passed credits.

(c) Students are permitted to study up to a maximum of 84 credits in one term, but no more than a maximum of 144 credits across an academic year.

(d) Where a student needs to resit and retake more than 24 credits' worth of modules, the Progression and Finalist Board may deny the student the opportunity to resit or retake those modules, and exit the student from the programme with the highest eligible award. Students are usually only exited if they are at a progression point on their programme, unless they have failed their third attempt at a module. Where students have failed a third attempt at a module a Progression and Finalist Board will be reconvened and they will be exited at the end of their current term.

E7.2.5   In addition to the 360 Regent's credits required for an Honours degrees, students on a programme which includes a study year abroad will be required to take an additional 120 credits. Students on these programmes will therefore complete their degree with up to 480 credits, 360 of which are Regent's credits.

E7.2.6   Students admitted to a programme as per the terms in E1.1.6 must pass the compulsory English for Academic Purposes module within the first year of their programme in order to be eligible to progress. Students who do not pass this module will not be able to progress to the next level of their programme and will be withdrawn from their programme.

E7.2.7   Students who fail credits whilst on a study year abroad, which constitutes 120 additional credits as noted in E9.2.5, do not need to repair failed credit, however all marks including fails will still count towards their final classification.

E7.2.8   When considering progression to Level 6, both the number of Level 5 Regent's credits as well as the overall performance and engagement in the year abroad will be considered by the Board of Examiners. In cases where there is significant non-engagement with the year abroad students may be exited from the programme.

E7.2.9   The progression from module to module may also be pre-determined by module prerequisites. Students cannot be scheduled to undertake a module unless they have completed all the noted prerequisites.

E7.2.10   Students who have failed more than 24 credits on a level cannot progress to the next level and will be invited to meet with a member of the Student Support Team.

E7.2.11   Where a student needs to resit and retake more than 24 credits' worth of modules, the Progression and Finalist Board may deny the student the opportunity to resit or retake those modules, and exit the student from the programme with the highest eligible award.

E7.2.12   Students joining an undergraduate programme with advanced standing should align with a specific term within a level with the exception of up to 24 credits trailing from a previous level in accordance with the progression regulations found in section E9.

E7.2.13   Where a student has failed credits taken as part of the Study Period Abroad, and for which a pass is required in order to reach the requisite number of credits to transfer, the student must undertake a resit or resubmission at the partner institution if this is available. Where a partner institution does not offer a resit opportunity, the student must replace the failed credit by taking additional credit from their programme of study, or if sufficient modules are not available, undertaking an independent learning project determined by the Head of Programme. Progression to the next level of study will be subject to the progression regulations for undergraduate programmes.

E7.2.14   Students re-joining a programme following a suspension of studies cannot progress to the next term and / or level and will be required to retake the term from which they were suspended.

E7.3   General Moderation Regulations

E7.3.1   At undergraduate level, the following moderation policy applies:

- Level 4: Level 4 work is zero weighted for degree classification and therefore no internal moderation is required (see below).
- Level 5 - 6: Level 5 and Level 6 work is internally moderated on a sampling basis (see below).

E7.3.2   A University internal moderation form must be used.

E7.4   Exceptional Internal Moderation at Level 4

E7.4.1   At level 4, where a student has failed a component of assessed work with a weighting of 20% or above, the assessed work for this module will be internally moderated to determine whether this is the appropriate outcome.

E7.5   Internal Moderation at Levels 5 and 6

E7.5.1   Internal moderation at levels 5 and 6 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 each student mark/grade. The moderator is able to see the comments made by the first marker as well as the grade awarded.

E7.5.2   A sample of assessments contributing to 20% or more towards the total mark for a module, not each component, 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 undergraduate 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 undergraduate programmes will be second marked independently prior to the first marker and moderator meeting. Where agreement cannot be reached between first marker and moderator, 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.

E7.6 Role of the First Marker at Levels 5 and 6

E7.6.1 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.

E7.6.2 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.

E7.6.3 The first marker will make available a sample of the work, the marking criteria and the moderation form to the internal moderator.

E7.7 Role of the Internal Moderator at Levels 5 and 6

E7.7.1 The overall objective of the internal moderator is to determine that the range and distribution of marks awarded is appropriate.

E7.7.2 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 fails or a significant proportion of first class marks) 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.

E7.7.3 Moderators do not provide additional feedback to students.

E7.8 Completing the Internal Moderation Process at Levels 5 and 6

E7.8.1 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.

E7.8.2   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.

E7.8.3   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.

E7.8.4   Following the process it is the responsibility of the Module Leader to ensure that accurate marks have been entered into the SITS system.

E7.8.5   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.

E7.9   Return of Marked Coursework/Assessments

E7.9.1   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.

E7.10   External Moderation

E7.10.1   Module Leaders for all level 5 and 6 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).

E7.10.2   The sample of moderated work should include a range across the classification bandings, all borderlines, all fails and all firsts/distinctions.

E7.10.3   External examiners have the right to view all assessments in modules/programmes for which they are responsible.

E7.11   Assessment of Modules

E7.11.1   The following regulations shall apply to the assessment of modules to determine whether the module has been passed, a resit of a component(s) is required or a retake of the module is required.

E7.11.2   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.

E7.12   Late submission of coursework

E7.12.1   Students should submit all coursework by the official submission deadline, as set by the Module Leader.

E7.12.2   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 40%.

E7.12.3   Coursework submitted after the third working day of the official submission deadline will not be accepted and will receive a mark of 0.

E7.12.4   Some coursework components are not eligible for late submission, such as dissertations and research projects, unless a Student Support Agreement or Extenuating Circumstances have been approved 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 specification for further information. Where a Student Support Agreement or Extenuating Circumstances have been confirmed, students can apply for an extension of up to 1 week providing the new submission date falls within the relevant assessment period.

E7.13   Pass Regulations

E7.13.1   All undergraduate modules have a minimum pass mark for assessments. The pass mark is 40% at undergraduate level.

E7.13.2   Where a total module mark equates to a borderline average of 39.5, 49.5, 59.5., the mark will be rounded up to the next integer, e.g. 40, 50, 60, etc.

E7.13.3   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 40%.

E7.13.4   If the TMM is below 40% the module will be deemed a fail and students will be required to resit the failed component(s). If a student subsequently fails the resit and the TMM remains below 40% the student will be required to retake the module. The maximum number of retakes permitted per module is one.

E7.13.5   Subject 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.

E7.13.6   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.

E7.13.7   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.

E7.14   Resit Regulations

E7.14.1   When a degree-seeking or study abroad student has failed a module, a resit of the failed component(s) may be permitted.

E7.14.2   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.

E7.14.3   Details of regulations as they apply to individual programmes (e.g. the number of modules/credits that can be re-sat and examination schedules) are contained within the individual programme specifications. Information on the assessment procedures and weighting of individual assessments are contained in the module outlines.

E7.14.4   The maximum mark obtainable for any module for which a student has completed a resit is a minimum pass for that module, i.e. the TMM will be capped at 40%.

E7.14.5   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.

E7.14.6   When required to resit coursework a student must do so by the deadline given.

E7.14.7   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.

E7.15   Retake Regulations

E7.15.1   Students will be required to retake the module if they have failed a module after a resit. The maximum number of retakes permitted per module is one.

E7.15.2   No student who has passed a module or who has accepted a condoned pass in respect of that module may retake, resit or repair it in order to achieve a higher mark.

E7.15.3   No student may retake any module on more than one occasion. Students who fail a module after a retake will be withdrawn from their programme at the end of the term by the Finalist and Progression Board.

E7.15.4   The maximum mark obtainable for any module for which a student has completed a retake is a minimum pass for that module, i.e. the TMM will be capped at 40%.

E7.15.5   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.

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 40%.

E7.16   General Principles

E7.16.1   Unauthorised absence from an examination or failure to submit coursework by the deadline for late submission will constitute failure in that component of assessment.

E7.16.2   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 outlined in section C7.

E7.17   Alternative Assessment

E7.17.1   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 or their equivalent 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 for levels 5 and 6 will be approved by the external examiner. In cases where accessibility requires an alternative assessment, the Disability Officer will be consulted.

E7.18 Deferrals

E7.18.1   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.

E7.19 Support for non-progressing students

E7.19.1   Students who are unable to progress from one level to another should contact the Student Support Team to discuss support arrangements.

E8   Programme Assessment

E8.1.1   Responsibilities of Assessment Boards

E8.1.2   The appropriate assessment boards 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.

E8.1.3   Where a module has a specific pre-requisite module, the pre-requisite module must be passed before a student proceeds to that module.

E8.1.4   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 Honours Degree), this will also be stated.

E8.1.5   Where a student is eligible for the award of an Honours Degree, the Progression and Finalist Board will award a classification according to the regulations for the award.

E8.1.6   The responsibility of each assessment board is to make judgements on student performance within approved regulations.

E8.2   Assessment of Modules

E8.2.1   Unless specified differently within programme specific regulations then the following will apply:

E8.2.2   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.

E8.2.3   Students will be assessed by the appropriate Subject Board in all modules studied.

E8.2.4   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 may be found on the Registry pages of the Regent's University London intranet.

E8.2.5   Marks for each module will be confirmed by the appropriate Subject Board.

E8.2.6   All modules must provide a numerical mark for all assessments.

E9   Awards

E9.1   Criteria for Awards

E9.1.1   Criteria for the undergraduate awards are detailed below.

E9.1.2   Certificates for undergraduate awards produced by Regent's University London will be issued within three months of the date of the Progression and Finalist Board.

E9.1.3   Exit awards will be given to students who have been found guilty of academic misconduct where the appropriate credit has been achieved.

E9.2   Award of a Certificate of Higher Education

E9.2.1   To qualify for the award of a Certificate of Higher Education, a student must have passed modules worth at least 120 credits at level 4 or higher.

E9.2.2   Credits above level 4 may be counted towards the Certificate of Higher Education, but may not then be counted again towards a subsequently taken higher award.

E9.2.3   A student must complete any other requirement for level 4 as specified within programme specific regulations (e.g. work placement requirements).

E9.2.4   A student may elect to receive the Certificate or to continue studying for a higher award.

E9.3   Award of a Diploma of Higher Education

E9.3.1   To qualify for the award of a Diploma of Higher Education, a student must have passed modules worth at least 240 credits, including 120 at level 5.

E9.3.2   Level 6 credits counted towards a Diploma of Higher Education may not be counted separately towards a subsequently taken higher award.

E9.3.3   A student must complete any other requirement for level 5 as specified within programme specific regulations (e.g. work placement requirements/study period abroad).

E9.3.4   A student may elect to receive the Diploma or to continue studying for a higher award.

E9.4   Award of a Non-Honours Degree

E9.4.1   To qualify for the award of a Non-Honours degree a student must have been awarded at least 300 credits overall, including at least 120 credits at levels 4 and 5, and 60 credits at level 6.

E9.4.2   A student must complete all other requirements of the award as specified within programme specific regulations (e.g. work placement requirements/study period abroad/capstone or final year project).

E9.4.3   The Non-Honours award is an unclassified degree.

E9.4.4   A student may elect to receive a Non-Honours degree or to continue studying for a higher award.

E9.5   Award of an Honours Degree

E9.5.1   To qualify for the award of an Honours degree a student must have been awarded at least 360 credits overall, including at least 240 credits at levels 5 and 6, of which at least 120 credits are at level 6.

E9.5.2   A student must complete all other requirements of the award as specified within programme specific regulations (e.g. work placement requirements/study period abroad).

E9.5.3   The class of degree will be determined in accordance with the provisions of the Percentages and Degree Classification section (E11.10). The minimum requirements for each class of award are provided below.

E9.6   Condonement

E9.6.1   The Progression and Finalist Board can only apply Condonement to a maximum of 24 credits. Condonement can be applied once for each level (levels 4, 5 and 6)This can be either one 20 (24) credit module or two 10 (12) credit modules.

E9.6.2   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. Students should attempt all components, to ensure that all learning outcomes are assessed. If a student does not attempt a component, they will not be eligible for condonement.

E9.6.3   A student who meets the following criteria may be eligible for a "Condoned Pass":

Level 4:

- Condonement is applied once a student has made a first attempt at all components in a module, and has achieved an overall mark of between 35-39%. For record purposes, the grade will show as the uncondoned mark.

- Only condonement up to 24 credits can be applied at level 4, so students should also be offered a re-sit opportunity.

- The module being considered is eligible for condonement. Please refer to the relevant programme specification for further information on what credit cannot be condoned.

Level 5 and 6:

- Condonement is applied once a student has attempted all components and resit opportunities, and has achieved an overall mark of between 35-39%. For record purposes, the grade will show as the uncondoned mark.

- Only condonement up to 24 credits can be applied across levels 5 and 6. Therefore if a student uses the condonement, any other modules with near passes will need to be re-taken.

- The module being considered is eligible for condonement. Please refer to the relevant programme specification for further information on what credit cannot be condoned.

For students who fail more than 24 credits, they will be offered a resit opportunity. If they subsequently pass, they may become eligible for condonement.

E9.6.4   The decision to apply condonement will be taken by the Progression and Finalist Board, who can see the totality of the student's marks and will be able to consider the overall profile of the student and any professional, statutory or regulatory body requirements.

E9.6.5   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. Therefore, all students should attempt all components to ensure that all learning outcomes are assessed. If a student does not attempt a component, they will not be eligible for condonement.

E9.6.6   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'.

E9.7   Exit awards

E9.7.1   A student may only receive one award in respect of any programme of study.

E9.7.2   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.

E9.7.3   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.

E9.8   Classification Weighting

E9.8.1   In line with best practice across the higher education sector, the Regent's University London model for determining the classification of an award is that only levels 5 and 6 of an undergraduate programme of study count towards final degree classification.

E9.8.2   The method for determining final classification is based on a credit based average of the Total Module Marks, weighted as follows:

- Level 5   30% towards final classification
- Level 6   70% towards final classification

E9.8.3   The credit based average calculation will be determined as follows:

- 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;

- The average of all the 10 credit modules at level 6 is calculated and multiplied by 0.7 (to give the 70% weighting);

- The average of all the 10 credit modules at level 5 is calculated and multiplied by 0.3 (to give the 30% weighting);

- The two weighted marks are combined to give the final degree classification.

E9.8.4   In cases where programme specific regulations apply regarding award-based direct entry onto level 6 of the programme, 100% of Regent's awarded Level 6 credit will apply for calculations for the final award.

E9.8.5   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.

E9.8.6   Where a programme contains a study period abroad which constitutes 120 additional credits, in addition to the 360 credits required for an undergraduate degree, the marks achieved will be averaged and will

represent 30% of the overall mark associated with Level 5. Level 5 credit combined from both Regent's and abroad will count towards 30% of the final classification.

E9.8.7   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.

E9.8.8   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.

E9.8.9   Variation to the University framework for degree classification outlined above must only be under exceptional circumstances to meet professional, statutory and/or regulatory body requirements as specified in the programme specification.

E9.9   Borderline (Marginal) Cases

E9.9.1   After the final degree classification has been calculated, any student achieving an overall credit weighted average minimum of 39.5, 49.5, 59.5 or 69.5 will be classified as a borderline student. In determining the average there will be rounding up, i.e. 69.5 will become 70.

E9.10   Percentages and Degree Classification

E9.10.1   Tariff

- 70%   - 100%   =   First Class
- 60%   - 69%   =   Upper Second Class
- 50%   - 59%   =   Lower Second Class
- 40%   - 49%   =   Third Class
- 0%   - 39%   =   Fail

E9.10.2   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.

E9.10.3   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.

E9.10.4   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:

- the requirements of professional and/or accrediting bodies;

- the extent to which programmes are designed for students with certificated or assessed prior learning which merits admission with advanced standing.

E10 Aegrotat Awards and Posthumous Awards

E10.1 Consideration

E10.1.1   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 University community.

E10.2 Aegrotat Awards

E10.2.1   When an assessment board decides that there is insufficient evidence of a student's performance to award a degree with pass or honours 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) Level 4   Certificate of Higher Education

(b) Level 5   Diploma of Higher Education

(c) Level 6   Honours Degree

E10.2.2   Aegrotat awards are unclassified. Should an Aegrotat award be awarded posthumously then the following condition will not apply.

E10.2.3   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.

E10.3 Posthumous Awards

E10.3.1   Any award listed in student programme specifications may be conferred posthumously by the 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.

E11 Rescinding Awards

E11.1 Academic Misconduct

E11.1.1   The Vice Chancellor or their nominee may rescind any RUL award which has previously been conferred on a student following recommendation from the next available Progression and Finalist

Board that 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.

E11.1.2   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. Where students who have incorrectly progressed where academic misconduct was subsequently found to have taken place, they must be required to retake or take those modules which they either passed or were compensated for under false pretences.