

**Transport and Telecommunications Institute, Latvia and UWE Bristol
double degree programmes**

Academic Regulations

Undergraduate and Postgraduate taught programmes of study

September 2020



UWE - TSI Academic Regulations UWE double degree programmes

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Part A: The academic regulatory framework governing TSI – UWE double degree programmes

A1. The regulatory framework

The University of the West of England (UWE), Bristol, UK is an independent degree awarding body working with The Transport and Telecommunications Institute (TSI), Latvia to develop and jointly deliver double degree awards at TSI. These Academic Regulations will govern all double degrees that have been approved to run as part of the TSI-UWE collaboration. They form part of a comprehensive, consistent and coherent regulatory framework which includes the management of quality and standards through the UWE Enhancement Framework and procedures, policies and guidance as set out below to assure consistent and equitable treatment of all students on the double degree awards. These Academic Regulations have been agreed by the UWE Academic Board and the Senate at TSI. UWE's Academic Board and the Senate at TSI are responsible for approving all amendments, and additions to these Regulations.

These Academic Regulations will have regard for the requirements of TSI and UWE governance, external organisations and professional bodies involved in recognition or accreditation of the TSI and UWE double degrees, or where external organisations request information on or arising from the quality assurance arrangements for the double degrees

Students on the TSI – UWE double degree programmes should seek information from these Academic Regulations for their programmes. These regulations and any related policies will be reviewed and maintained and published on the UWE website [here](#) and will link through to the TSI website <https://en.tsi.lv/about-us/official-documents/>.

A2. The TSI -UWE modular framework and the accumulation of credit

Teaching and learning undertaken as part of a TSI-UWE double degree is based on modules within a credit accumulation framework. Credit is a means of quantifying and recording the achievement of assessed learning.

A3. Modules

Modules are the building blocks for programmes of study and form the basis for assessment and the award of credit.

- They are offered at specified academic levels and lead to specified amounts of credit.
- Each module must have a module specification which should be provided to students no later than the start of the module delivery period.
- Each module will have clearly defined learning outcomes and assessment requirements which a student must satisfy in order to pass it and achieve the credit.
- The assessment requirements of a module will be proportionate to its credit value and level.

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- All modules belong to fields of study which are groups of related modules within which learning, teaching and assessment are organised. Changes to fields of study require the approval of UWE's Academic Board
- Changes to the module specification (credit size, level, learning outcomes, assessment profiles) cannot be made without going through approval processes agreed by TSI and UWE.
- Definitive module specifications for the double degrees are published from the UWE source records.

A4. Awards

- The University of the West of England may grant awards as set out in its [Ordinances](#) and as approved by Academic Board.
- Details of UWE's qualification types of undergraduate and postgraduate awards and their credit requirements are set out in its [Academic Regulations and Procedures](#).
- TSI is an accredited institute responsible for the operation of degree and Latvian State approved diplomas.
- An award is a university qualification granted to a student for successful completion of the requirements as set out in the approved programme specification. The specification states the award title, award structure, curriculum, teaching, learning and assessment requirements, and modules making up the programme as well as the Academic Regulations that govern the programme.
- Students become eligible for awards through the accumulation of credit given at levels recognised in the UK Further and Higher Education Framework. Progression through the programme levels is governed by the achievement of academic pre-requisites as described in the programme specification. The source for the programme specification is UWE.
- Each award will have clearly defined credit requirements at each level which a student must satisfy.
- Only modules which are approved for a named award may contribute towards its credit requirements. Students may not substitute credit achieved in other modules for failure to achieve credit in modules valid for the named award.
- The rights of students to tuition, assessment, certification and receiving an award are subject to remaining in good standing with the TSI and UWE.
- Students registered for a double degree who successfully complete the requirements of their programme of study will be eligible to receive an award from both UWE and TSI as set out in the approved programme specification.

A5. Module credit

The number of credits per module is determined by the amount of notional study time required to complete the module. Notional study time includes formal staff/student contact time, independent study, private study, time spent on internships when required, revision and the completion of assessment requirements.

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Under these Academic Regulations, 1 TSI credit involves 40 hours of notional study time. See appendix 1.

TSI credits are aligned to ECTS credits which may then be aligned to UWE credits. 1 TSI credit corresponds to 1.5 ECTS credits, or 3 UWE credits. See appendix 1.

A6. Examining boards

The examining board is the sole body which may act on behalf of UWE's Academic Board and in awarding UWE credit, granting a UWE award or amending a properly executed decision.

The examining board is the sole body which may act on behalf of TSI's Senate in awarding TSI credit.

The Examining Board makes recommendations to the TSI Senate on the granting of a TSI award.

The responsibilities of the examining boards for the TSI-UWE double degrees are set out in Examining Board Code of Practice (Appendix 2).

Part B: Admissions

These regulations should be read in conjunction with the Admissions Policy.

Applicants will be assessed against the entry criteria as agreed with UWE and TSI for each double degree.

The students admitted to the double degree programmes are students of both TSI and UWE.

An applicant may be admitted to an award beyond the initial entry point subject to satisfying the entry requirements and providing evidence to both TSI and UWE which demonstrates they have already achieved the required learning outcomes.

TSI and UWE reserve the right not to offer a place to an applicant who has previously been subject to formal proceedings at the institution which concluded they were unsuitable for a particular programme or for admission to the double degree programmes in general.

B1. Minimum and maximum length of taught award routes

The normal maximum period for completion of an award will be determined by the assessment regulations for that award, including the maximum permitted opportunities for assessment. It may also be constrained by limitations on the life span of module(s) due to the availability of resources or the need to safeguard the currency of knowledge.

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Maximum periods are subject to professional body requirements for accredited awards which will be stated in the programme specification.

The following minimum credit requirements and notional study time apply to the awards covered by these academic regulations for students who meet the TSI and UWE's entrance requirements and are admitted at the start of the programme.

Awards		TSI Credit Total	UK Credit Total	ECTS Credits Total	Notional Study Time
UWE	Honours degree (including a foundation year)	160 credits	480 credits	240 credits	6400 hours
TSI	Bachelor of Natural Sciences in Computer Sciences				
UWE	Masters Degree	60 credits	180 credits	90 credits	2400 hours
TSI	Master of Natural Sciences in Computer Science				
TSI	Professional Master in Aviation Management and Organization Management Qualification	80 credits	240 credits	120 credits	3200 hours

Part C: Registration, module enrolment and making changes

C1. Registration

All applicants who have firmly accepted offers of a place are required to register with TSI and UWE in order to become students of TSI and UWE. All returning students must re-register with TSI each semester and UWE as required at the start of every new academic year.

An applicant or student who does not have any outstanding tuition fee debt or obligation to TSI may register for an award subject to:

- meeting the specified entry requirements;
- meeting any requirements set by a professional body;
- the availability of the award;
- any limit on the number of available places.

Students may:

- not register for more than one double degree award simultaneously;
- not receive more than one double degree award of TSI and UWE as a result of a continuous period of registration for a specific award.

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Registration will be terminated when a student achieves the required credits, and receives the highest award for which they are eligible.

Only those students who have registered for a TSI-UWE double degree shall be eligible to sit the Module assessments.

TSI and UWE may, in exceptional circumstances and at their sole discretion, refuse to permit a student to register for a double degree award.

C2. Maximum module / course study and credit enrolment

- Full-time undergraduate students will be enrolled on 40 TSI credits (UWE equivalent 120 credits) in an academic year.
- Part-time undergraduate students will be enrolled on a maximum of 32 TSI credits (UWE equivalent 90 credits) in an academic year.
- Students on postgraduate taught awards will be enrolled on a maximum of 40 TSI credits (UWE equivalent 120 credits) in an academic year.

C3. Module transfer

Scenario	Outcome
Where permitted by the criteria in C2, a student may request to transfer before 14 calendar days have elapsed from the start of the teaching period	If the transfer is approved, the original module is removed from the student's record and the attempt is not lost.
A transfer request made 14 calendar days after the start of the teaching period.	A transfer is not permitted.

C4. Withdrawal from modules

Scenario	Outcome
Withdrawal request before one quarter of the delivery period or the date of the first assessment.	Module is removed from the student's record – the attempt is not lost.
Withdrawal request after one quarter of the delivery period or the date of the first assessment.	Module remains on the student's record and its status is 'withdrawn' – an attempt is lost unless another is granted on the basis of accepted personal circumstances.
Withdrawal request after the module completion date.	Not permitted.

A student who remains enrolled on a module and does not complete it will fail that attempt.

C5. Academic leave/suspension of studies

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A student may request academic leave and suspend their studies with the intention to return to the programme within an agreed period. They will only be able to return to a programme if it is still running.

Academic leave can be up to a maximum of two years after which time a student must return to the programme or withdraw.

When on academic leave a student is not enrolled on the programme and so will not be eligible to take part in any learning activities including submitting work for assessment.

TSI will inform UWE of any students who are on academic leave, the date the academic leave commenced and the agreed period.

On a student's return:

- all assessments for all outstanding modules will need to be taken, even if work was submitted previously and examinations were sat, unless the whole module has already been passed;
- the form of module assessment may be different;
- they may be required to change their individual study plan depending on the number of modules they have already passed.

C6. Withdrawal from a programme

These regulations should be read in conjunction with the TSI Fees Policy.

A student can permanently withdraw from their studies at any point in an academic year.

The date of the withdrawal is the date that TSI receives written notification from the student of their decision.

There may be fee implications for transferring, withdrawing or suspending studies.

TSI may withdraw a student from their programme of study where there is no evidence of engagement and all efforts to secure their re-engagement have failed.

Part D: Module types

D1. Classification of module types

Standard modules
<ul style="list-style-type: none">• The default type of module. Unless otherwise stated in the module specification, a module is classed as a standard module.
<ul style="list-style-type: none">• There is no requirement for a component of controlled conditions assessment, unless it is a condition of professional, statutory or regulatory body accreditation in which case it will be component (A).

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<ul style="list-style-type: none">• May have a second component of assessment (B) which does not have to be taken under controlled conditions.
<ul style="list-style-type: none">• Component marks and the module mark are expressed as percentages. This will either be a weighted average of two components, or if there is only one component (A) the mark for (A).
<ul style="list-style-type: none">• At levels 0 and 1 only, if there are two components, one component may be assessed as pass/fail. The overall module mark will be the mark for the other component.
<ul style="list-style-type: none">• A student has the right to two attempts. Within each they have one sit and one resit, normally taken within the same academic session.
<ul style="list-style-type: none">• No marks are carried over between attempts.

Project modules
<ul style="list-style-type: none">• Has only one component (A). This requires the completion of a project, dissertation or similar piece of extended, individual or group work.
<ul style="list-style-type: none">• The overall mark is expressed as a percentage.
<ul style="list-style-type: none">• A student has the right to two attempts. Within each they have one sit and one resit, normally taken within the same academic session.
<ul style="list-style-type: none">• The resit is the resubmission of the project report, dissertation or other requirement as defined in the module specification.
<ul style="list-style-type: none">• No marks are carried over between attempts.

Professional practice modules
<ul style="list-style-type: none">• Must have one component (A) which is the assessment of professional competencies by an appropriately qualified practitioner. This is marked as pass / fail.
<ul style="list-style-type: none">• Normally undertaken in a professional setting and combines practice and study.
<ul style="list-style-type: none">• May have specified entry and assessment requirements where the module contributes to an award which is recognised or accredited.
<ul style="list-style-type: none">• May have a second component of assessment (B). The mark for (B) must be expressed as a percentage. (B) does not have to be taken under controlled conditions. This becomes the mark for the whole module.
<ul style="list-style-type: none">• If the overall outcome is a 'pass', it is not included in any award calculation.
<ul style="list-style-type: none">• If additional means of differentiating performance in professional competencies have been agreed at the request of a professional body, these will be recorded on the certificate of credit.
<ul style="list-style-type: none">• Students are not entitled to an automatic resit or retake. This is granted by the Award Board.
<ul style="list-style-type: none">• The method and attendance requirements for a resit or retake of the professional competencies component are determined by the Award Board.
<ul style="list-style-type: none">• If a student is permitted a retake they must repeat all assessments, including the assessment of professional competencies.
<ul style="list-style-type: none">• If a further attempt is granted no marks are carried over between attempts.

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| <ul style="list-style-type: none">• UWE reserves the right to terminate a student's registration for a named award incorporating professional practice if they voluntarily withdraw from a compulsory professional practice module at any point in its delivery; or are deemed by the Executive Dean and the Vice-Chancellor to be unfit to undertake the professional practice module. |
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Masters Dissertation modules (sub set of project modules)
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| <ul style="list-style-type: none">• Is assessed in the same way as a project module. |
| <ul style="list-style-type: none">• Only available at Level M (FHEQ 7) and as part of a Masters award. |
| <ul style="list-style-type: none">• A student has the right to two attempts. Within each they have one sit and one resit. |
| <ul style="list-style-type: none">• Full time students have a maximum period of six months for the resubmission of the dissertation. Part time students have a maximum period of six months. |
| <ul style="list-style-type: none">• No marks are carried over between attempts. |

D2. Components in Module Specifications

- Components may contain one or more elements of assessment.
- The mark for a component is the weighted average of the marks for its individual elements or tasks.
- Each component has a specified weighting, which determines its contribution to the overall module mark.
- Where assessment under controlled conditions is used, this normally means assessment at a prescribed time and in prescribed conditions with TSi – UWE -controlled invigilation or supervision. Other controlled assessment can be undertaken, providing that there is certainty that the work submitted for assessment is the student's own and that there is parity of treatment between all students.

D3. Elements in Module Specifications

- An element (or work item) is an individual assessment requirement within a component.
- Individual elements of assessment cannot be marked on a pass/fail basis if the mark for the component is expressed as a mark or percentage.
- There is no minimum pass mark for an individual element unless there is a specific academic reason. For example, the project element of a project module. In which case the pass mark is 40% (levels 0-3/ FHEQ levels 3-6) or 50% (level M/FHEQ level 7).

D4. TSI Bachelor's Thesis

- Is completed as part of a module.
- The Bachelor's Thesis Defence is assessed as part of the module.

D5. TSI Master's Thesis

- Is completed as part of a module.
- The Master's Thesis Defence is assessed as part of the module.

D6. TSI Internships

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- Are delivered and assessed as part of a module.

Part E: Passing a module

E1. Assessment

To gain module credit, students must demonstrate that they have achieved specified learning outcomes through:

- successful completion of assessments or,
- through the accreditation of prior learning.

E2. Module pass marks

To pass, students must achieve the pass mark/s in the component **and** for the module overall.

Level 0-3 (FHEQ levels 3-6) Years 1-4 undergraduate

To achieve a pass a student has to achieve 40% in a component and a module overall in order to pass. If the student achieves less than 40% in a component they must resit that component.

Level M (FHEQ level 7) postgraduate

To achieve a pass a student has to achieve 50% in a component and a module overall in order to pass. If the student achieves less than 50% in a component they must resit that component.

Within the same attempt, a student is **not** permitted to resit a component if the mark already achieved is 40% or above (levels 0-3/FHEQ levels 3-6) or 50% or above (level M/FHEQ level 7).

Once a module has been passed, a resit or retake is not permitted unless a Professional, Statutory or Regulatory Body requires it.

E3. Unconfirmed marks

Unconfirmed marks or grades will be given to students individually as soon as possible after the marking process is complete. **Unconfirmed marks are subject to moderation by the examining board and as such may go up or down before they are confirmed as final.**

E4. Accreditation of prior learning

TSI and UWE will put in place processes for the consideration and management of applications for direct entry to an approved double degree on the basis of the Accreditation of Prior Learning or the Accreditation of Prior Experiential Learning.

Accreditation of prior learning allows a student to be exempted from a module(s) if credit can be awarded based upon the prior achievement of learning outcomes. The exempted module(s) will contribute to the credit requirements of the double degree awards.

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Accreditation of Prior Learning (AL) is learning accredited or certificated by a UK or overseas higher education institution or by an external body (e.g. a professional or other awarding body).

Accreditation of Prior Experiential learning (AEL) is learning achieved through experience which may not be formally certificated.

A student with sufficient professional experience may apply for exemption from a module which includes a TSI internship on the basis of AEL.

The award of AL/AEL credit will be recorded at the appropriate examination board and identified as AL or AEL against the relevant module(s) on the student's UWE certificate of credit and TSI's Diploma Supplement in accordance with approved practice at each institution.

Credits transferred as accredited prior learning from another institution are deemed to be approved for the named award once the transfer has been approved.

E5. Re-using credit towards a higher level qualification

Where AL or AEL or a combination of the two contribute to the credit requirements of a double degree award, this must not exceed two-thirds of the total credit requirements for the award. The limit does not apply to AL credit which has been achieved under UWE 's own academic regulations if the student is proceeding towards a higher award.

Where a student fails to meet the requirements of their award they may be eligible to receive a lower level award. In such cases, the two-thirds maximum will become directly proportional to the overall number of credits required.

If a student returns an interim award which is associated with a higher level qualification then the credit **and** marks may be reused in full if the student wishes to register for the higher level qualification. The interim award must have been achieved under the UWE academic regulations, and all of the modules must still be valid for the higher level award.

E6. Re-using credit towards the same level of qualification

Where a student has previously accepted an award they may re-use a maximum of 20% of the credit achieved to contribute to the same level of qualification.

E7. Approval process for the recognition of AL and AEL

Scrutiny of applications for AL must be undertaken by designated staff who have the appropriate subject, discipline and/or professional expertise. The learning achieved by the student must be matched with the specified learning outcomes for the modules or groups of modules for which the AL will be a substitute.

Credit awarded for AL will not:

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- carry marks or grades awarded by another institution¹;
- carry marks achieved under the TSI-UWE academic regulations;
- be used to gain an award in its entirety.

Marks or grades used in the AL process will not be shown on any TSI or UWE notifications of credit and assessment marks nor will they be used in the calculation for honours or other differential level of award.

E8. Approval process for the recognition of AEL

Credit, but not a mark may be awarded if a student's experience can be matched against the learning outcomes of a module or group of modules by providing documentation or through TSI – UWE assessment procedures.

Assessment of AEL requires the matching of the learning achieved by the student with the learning outcomes specified for the module(s) valid for the award for which the student is registered.

E9. Transfer of marks

A student who has discontinued registration without having achieved or accepted an award may resume registration for that award later subject to continuing to meet its requirements. Credit and marks achieved from modules passed before registration ceased may contribute to the resumed award if the modules continue to be valid for the award.

Where a module(s) has been achieved on one award and is valid for another one, the credit and the marks may be transferred between them, provided they have not already been used to claim the first award.

Part F: Assessment and feedback

F1. Assessment

These regulations should be read in conjunction with UWE [Assessment and Feedback Policy](#).

Students are expected to engage with all assessment required of them. If a student does not submit work when instructed to do so, this will be considered a non-submission.

Students will be advised of the deadline date for each piece of assessment.

F2. Coursework submission

The deadline time for coursework at all levels is 17:00, Latvian time.

Where electronic submission is required, work submitted in any other format will not be accepted and will not be marked, except where TSI has authorised the use of a different method (e.g. for a Reasonable Adjustment or seven-day extension). Electronic submission

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means a system approved and designated for this purpose (for example, Moodle, Blackboard, PebblePad). Work submitted by email will not be accepted.

F3. Examinations and other controlled conditions assessments

It is a student's responsibility to ensure they have fulfilled requirements for payments for studies before entering the examinations or other controlled condition assessments.

Students are responsible for ensuring they have the correct examination times and locations and to attend their examinations and assessments.

Students must comply with the requirements of an assessment taken under controlled conditions.

A candidate breaching any examination procedure will be considered in accordance with the appropriate regulation, policy or procedure.

F4. Results and grading

Grading descriptors are applied to the assessment grading and provision of results. A process of calibration and translation is applied according to the tables provided here.

The tables below take account of the TSI-UWE Grading Descriptor, and mark, and aligns this with the UWE Descriptor, UWE mark and the grade which is awarded. The Grading Descriptor is used by TSI - UWE to show the assessment comparisons for the double degree programmes.

TSI - UWE Grading Descriptor used for assessment:

Undergraduate assessment

TSI Grade	Descriptor	Descriptor	UWE % Undergraduate	Grade - % awarded
10	izcili (with distinction)	Outstanding	80-100%	85%
		Exceptional		
9	teicami (excellent)	Excellent	70-79%	75%
8	loti labi (very good)	Very good	65-69%	67%

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7	labi (good)	Good	60-64%	62%
6	gandrīz labi (almost good)	Competent	55-59%	57%
5	viduvēji (satisfactory)	Adequate	50-54%	52%
4	gandrīz viduvēji (almost satisfactory)	PASS Weak	40-49%	45%
3	negatīvs vērtējums (unsatisfactory)	FAIL Poor	30-39%	35%
2		FAIL Very poor	20-29%	25%
1		FAIL Extremely poor	10-19%	15%
0		FAIL Inadequate	0-9%	5%

Postgraduate assessment

TSI Grade	Descriptor	Descriptor	UWE % Postgraduate	Grade - % awarded
10	izcili (with distinction)	Outstanding	80-100%	85%
		Exceptional		
9	teicami (excellent)	Excellent	75-79%	77%
8	teicami (excellent)	Excellent	70-74%	73%
7	ļoti labi (very good)	Very good	65-69%	67%

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6	labi (good)	Good	60-64%	63%
5	gandrīz labi (almost good)	Competent	55-59%	57%
4	viduvēji (satisfactory)	Adequate PASS	50-54%	53%
3	negatīvs vērtējums (unsatisfactory)	FAIL	40-49%	45%
2		FAIL	30-39%	35%
1		FAIL	20-29%	25%

F5. TSI Thesis Defence

In order to fulfil all of the requirements of their undergraduate or postgraduate programme and be eligible to graduate with a TSI-UWE double degree, students must take a final examination in the form of a thesis defence.

The assessment of the Thesis Defence is completed and marked as part of a module.

Students who do not pass the Thesis Defence can undertake a resit in line with the agreed operational plan and be considered at the next examining board.

F6. Assessment offences

Where a student is suspected of committing an Assessment Offence, this will be investigated in line with TSI – UWE [Assessment Offences Policy](#).

Offences suspected will be notified to UWE and actions under Assessment Offences Policy agreed with UWE for the UWE double degree programmes.

Part G: Resits and Retakes

G1. Resits

- A resit is the opportunity to be assessed for a second time in an attempt, having failed to reach the required pass standard at the first sit.
- If a student is required to resit a module / study course component because they have not passed it, or the module overall, they will be required to submit all resit elements or

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tasks for that component as identified in the module specification. This will be the case even if, at the first sit, the student completed some or all of the assessments or if they had personal circumstances accepted.

- Resits will be undertaken according to the timing indicated in the operational plan. It may not be possible to provide an opportunity for a resit for some modules before the next occasion on which the module is run in its entirety. This will not affect the student's rights to a resit, or a retake, but it will affect the timing of that resit or retake.
- Students who do not pass a module / study course after the resit may take a valid alternative if one is available. This will be treated as a new enrolment.
- The module / study course specification will state where class attendance is mandatory for a resit.
- Resits of the TSI Final Project module are arranged in line with the agreed operational plan

G2. Retakes

- A retake is the opportunity to take a module again, having failed to reach the required pass standard at the previous first sit and resit. This allows a further sit and a resit.
- Students are normally expected to attend classes and resubmit all assessment. No marks are carried over
- Students may retake a module subject to the points below and if they are eligible for a further attempt. If they are not they will fail the module.
- A retake will normally take place within a reasonable time and within the maximum length of the award route or within any limits specified for the life of a module.
- Modules or awards recognised or accredited by professional or statutory bodies may be subject to restrictions on the number of times a retake is permitted to achieve a specific named award.
- A student with an outstanding retake may not demand reassessment in components or modules which are no longer current for the programme.
- Students who do not pass the module after the retake will fail the module.
- Normally, no additional retakes are allowed on a failed module even where students wish to re-enrol on the module for a different award at a later date, unless one has been permitted by an Award Board on the basis of accepted personal circumstances.
- Students failing a module which is compulsory for a named award will have their registration for that award terminated and may not register for another award for which that module is compulsory.

Part H: Assessment support processes

H1. Late submission of work for assessment

Three-day grace period

Students are expected to plan their workload to avoid being impacted upon by a minor illness or other cause. However, there is normally a grace period of three days for all students* following the published hand-in deadline during which students can submit their

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assignment without penalty if they experience a problem that effects their ability to meet the deadline.

- An assignment cannot be submitted after the grace period has ended. Failure to submit the assignment within the grace period will result in a non-submission being recorded.
- *The grace period is fourteen days following the published hand-in deadline for students who are eligible for this reasonable adjustment as a disabled student, carer of a disabled person or due to pregnancy/maternity/paternity. Eligibility criteria can be found on the [reasonable adjustments](#) webpage.

Seven-day extensions

If a student experiences significant personal difficulty before the published hand-in for an individual coursework assignment they may apply for a seven-day extension.

- An application for a seven-day extension must be made five days in advance of the published deadline.
- The seven-day extension period starts from the published deadline, not from the end of the grace period.
- There is no grace period at the end of seven-day extension. If a student does not submit their assignment by the end of the seven-day period then a non-submission will be recorded.
- Verification of the circumstances and the impact on the student is required to support the application. Further details can be found on the [assessment support options](#) webpage.
- Applications submitted without verification of the circumstances will not be accepted. It may not be possible for students to use the grace period or be granted a seven-day extension in certain circumstances.

It may not be possible for students to use the grace period or be granted a seven-day extension in certain circumstances. Further details can be found on the [assessment support options](#) web page.

H2. Exceptional removal of a mark process

Exceptionally, a student may request to have their mark for an assessment removed **after** attempting the assessment. This is permitted on only two grounds:

1. The student's circumstances affected their judgement to the extent they were unable to determine that they should not have done the assessment.

Circumstances could include but are not limited to: chronic medical condition of self or close family member (including mental health), death of close family member or significant other, acute personal crisis at the time of the assessment.

2. The student engaged in an examination but was taken ill during the event and was unable to complete the assessment.

Further information is available from the Operations Manual.

H3. Reasonable adjustments

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Reasonable adjustments will be provided where necessary, for disabled students, students who have a Specific Learning Difficulty (including dyslexia), mental health condition or chronic medical condition, temporary impairment or are in a period of a severe short term illness, pregnancy or maternity. The circumstance must be having a substantial impact on a student's capacity to study and/or take assessments in the usual way. Where appropriate students may be eligible for adjustments to their exam arrangements, coursework deadlines or the method of assessment.

Part I: Awards of TSI and UWE

I.1 Award titles

An approved change to an award title should normally be introduced on a phased basis so it does not impact upon current students. Exceptionally, if a change is deemed to be desirable for existing cohorts all students must be consulted with and give their unanimous consent to the change in writing.

UWE Award titles with '*and*' mean an approximately equal balance and '*with*' mean that the minor subject accounts for at least a quarter of the programme.

I.2 How students become eligible for an award

An award may be granted only when the following conditions are fulfilled:

- the student must have successfully completed the required number of credits at the level(s) specified for that award except where an examining board determines otherwise (e.g. aegrotat or posthumous awards);
- the student was registered on an approved TSI-UWE double degree award at the time of their assessment and has paid the appropriate tuition fees to TSI;
- the faculty and TSI have confirmed the student has completed an approved TSI-UWE double degree
- the award has been recommended by an appropriately convened examining board;
- the recommendation for the award has been signed by the Chair examining board confirming that the recommendations have received the written consent of the External Examiner;
- the recommendation for an award by the examining board has been approved by the TSI Senate.
- the student has no outstanding obligations to TSI.

PART J: Interim awards

J1. Interim awards

A UWE award may be approved to include interim awards at intermediate points of assessment.

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If a student on a TSI-UWE double degree programme becomes ineligible to continue onto a higher level award they may be eligible to receive a UWE interim award.

The interim award will only be granted students request it.

Acceptance of the interim award terminates a student's registration.

TSI awards do not include interim awards.

PART K: Aegrotat and posthumous awards

K1. Aegrotat awards

A student may be granted an unclassified aegrotat award where illness or a similar cause has meant they cannot complete the required assessments and there is evidence from previously submitted work, that had they been assessed, they would have achieved the necessary standard for the award.

An aegrotat award is not classified neither is it awarded with merit, distinction or other differential level.

Except in the case of posthumous awards, the student must have signified that they are willing to accept the award and understand they waive the right to be assessed.

K2. Posthumous awards

A deceased student will be granted a normal award posthumously if registered at the time of death and they have completed all the required assessment.

A deceased student will be granted an unclassified or undifferentiated aegrotat award posthumously if registered at the time of death but they have not completed all the required assessment. The student will be granted the award on which they were registered.

A report should be submitted to UWE Academic Board as and when aegrotat and posthumous awards are made.

Part L: Calculating award outcomes

L1. Calculation of TSI double degree undergraduate and postgraduate award outcomes

Each of the double degree awards are subject to local arrangements for calculations for the awards. The TSI outcomes are laid down by the Latvian government and calculated in two parts. For undergraduate awards the TSI award is made by reviewing all of the modules studied over four years, including the outcome of the Final Project module:

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- i. the mean of all module marks with marks calculated with a weighted average grade based on credit volumes of the module

L2. Calculation of UWE double degree undergraduate and postgraduate award outcomes

The honours degree classification is calculated in two stages:

- i. the best marks achieved for 100 credits at level 3 (FHEQ level 6) and,
- ii. the best marks achieved for 100 credits at level 2 (FHEQ level 5) or above.

Level 3 (FHEQ level 6) marks not used in (i) may be included in (ii) where they are better than any achieved at level 2 (FHEQ level 5).

Marks used in (i) are weighted three times the value of the marks used in (ii).

In the following scenarios the classification will be based upon 120 credits with the best marks for 100 credits at level 3 (FHEQ level 6) being weighted at three times the value of the marks for the remaining 20 credits:

- where a student has been awarded a non-honours degree under UWE's academic regulations, and they wish to use credit towards an honours degree;
- direct entrants to level 3 (FHEQ level 6);
- where a student has achieved 240 AL credits from a foundation degree and progresses to an honours degree.

Where undergraduate awards require 480 credits to meet professional body requirements, the honours degree classification is calculated in two stages:

- i. the best marks achieved for 200 credits at level 3 (FHEQ level 6) and,
- ii. the best marks achieved for 100 credits at level 2 (FHEQ level 5) or above.

Level 3 (FHEQ level 6) marks not used in (i) may be included in (ii) where they are better than any achieved at level 2 (FHEQ level 5). If level M (FHEQ level 7) modules are present, they will be treated as level 3 (FHEQ level 6) modules for the purposes of the calculation.

Marks used in (i) are weighted three times the value of the marks used in (ii).

Where the credit size of the best marks would give a credit total greater than 100, only the relevant portion is counted.

Honours degree classifications

First Class	70% or more
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Second Class (Upper Division)	60% to less than 70%
Second Class (Lower Division)	50% to less than 60%
Third Class	40% to less than 50%

Non-honours degree

A distinction will be awarded where a weighted average of 70% or more is achieved across any combination of modules at level 3 (FHEQ level 6) which are valid for the award and which total 60 credits or more.

Diploma of Higher Education

A **distinction** will be awarded where a weighted average of 70% or more is achieved across any combination of modules at level 2 or above (FHEQ level 5 or above) which are valid for the award and total 100 credits or more.

Certificate of Higher Education

A **distinction** for a Certificate of Higher Education will be awarded where a weighted average of 70% or more is achieved across any combination of modules at level 1 or above (FHEQ level 4 or above) which are valid for the award and total 100 credits or more.

L3. Calculation of UWE postgraduate taught award outcomes

Postgraduate Certificate

A **merit** will be awarded where a weighted average of at least 60% has been achieved across any combination of modules at level M totalling 40 credits or more.

A **distinction** will be awarded where a weighted average of at least 70% has been achieved across any combination of modules at level M totalling 40 credits or more.

Postgraduate Diploma

A **merit** will be awarded where a weighted average of at least 60% has been achieved across any combination of modules at level M totalling 80 credits or more.

A **distinction** will be awarded where a weighted average of at least 70% has been achieved across any combination of modules at level M totalling 80 credits or more.

Masters degrees

A **merit** will be awarded where a weighted average of at least 60% has been achieved across any combination of modules at level M totalling 120 credits.

A **distinction** will be awarded where a weighted average of at least 70% has been achieved across any combination of modules at level M totalling 120 credits.

L4. Method of calculation UWE awards – general notes

UWE may approve other forms of award differentiation where specifically required by a professional or statutory body for the purpose of the professional recognition or accreditation of a UWE award.

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An Award Board may award one classification (or other differential level of award) higher than that determined by the standard calculation methods by using the UWE's borderline criteria where:

the student's final overall mark is less than or equal to 0.5% below the higher classification (for example, a final overall mark between 69.5% – 69.9% would become a First).

- the student's final overall mark is greater than 0.5% and less than or equal to 1% below the higher classification (for example 59% - 59.4%), but only if 50% or more of the credits at the highest level required by the programme have marks in the higher banding (see below):
 - if 90 Level 3 credits have Upper Second marks and 30 Level 3 credits have Lower Second marks, the student would receive an Upper Second. All credits must count towards the award.
 - if 90 Level 3 credits have Lower Second marks and 30 Level 3 credits which have Upper Second marks, the student would receive a Lower Second.

In all cases all credits used in the calculation must count towards the award.

Where a student has any newly accepted or historic personal circumstances for modules they passed, the Board is also able to review their profile to consider whether an uplift would be appropriate, but unlike the criteria above this is not automatic.

These criteria also apply to students where the award outcome is Pass, Merit or Distinction.

An Award Board may not award a lower outcome than that determined by these methods.

The following will not be included in the classification or differential calculation of an award:

- professional practice modules that have an overall outcome expressed as pass;
- credit awarded through the accreditation of prior learning;
- the mark for failed modules if they have either been condoned or personal circumstances have been accepted and an award has been recommended.

Part M: Publication of results

- At the end of each academic session TSI and UWE will jointly release notification of module marks, grades and credit information individually to students.
- If the Award Board is due to meet within 15 working days of the Field Board, the notification will be issued after the Award Board.
- Publication of overall results and awards will normally take place no later than five working days after their approval by the Award board and by The Senate at TSI. Publication of the UWE award at a later date will be subject to the agreement of Director of Student and Academic Services in consultation with the Chair of the board.

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- Publication will be solely by an electronic means approved and designated for this purpose which students are individually responsible for accessing.

Part N: Certificates

N1. UWE Award certificate

The award certificate or Degree Certificate confirms that an award of UWE has been granted. It is signed by the Vice-Chancellor and the Director of Student and Academic Services.

The award certificate records:

- the name of the University (UWE) and, if appropriate, of any other organisation sharing responsibility for the programme of study or research and Coat of Arms;
- the student's name as held on the University's student record;
- the award title including any differential level as appropriate and classification;
- where appropriate, the award title as approved by the Academic Board for the purposes of the certificate;
- where appropriate, an endorsement that the award was studied in the sandwich mode, was studied in the full-time mode if needed to distinguish an award accredited by a professional body from a full-time award with the same title, or to record the language of tuition and assessment where this was other than English.

N2. UWE Certificate of credit

The certificate of credit is the formal record of all modules taken and credit achieved. It is given to a student at the point at which their registration or enrolment with UWE ends and is signed by the Vice-Chancellor and by the Director of Student and Academic Services.

The certificate of credit records:

- the full name of the student as held on UWE's student record;
- the start date of the student's registration for an award or enrolment on a module;
- where appropriate, the name of the affiliated institution at which the module(s) was completed;
- the module(s) or similar unit(s) of study successfully completed with details of the level and amount of credit, the mark(s) gained and the date when credit was awarded;
- UWE credit awarded for Accredited Experiential Learning set against the module(s) concerned and the date when the credit was awarded;
- credit transferred through Accredited Learning and recognised by UWE as contributing to the requirements of an award of the University, identified by level;
- where applicable, the qualitative level of performance achieved within professional practice modules where professional competencies have been assessed;

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- credit gained from periods of supervised and assessed work experience or placement in the UK or abroad qualifying for either standard credit or placement credit;
- where applicable, information on assessed key skills;
- credit equivalence for the European Credit Transfer Scheme (ECTS).

N3. TSI Diploma

The Official Diploma document is mandated by the Latvian government for all Latvian Universities. The Diploma confirms the award from TSI. It is signed by the TSI Rector and the Head of Senate.

The Diploma document records:

- the institution name and Coat of Arms;
- the student's name as held on the TSI student record and unique ID number according to Latvia State System;
- the award title and date of the award;
- Official stamp or seal.

N4. TSI Diploma Supplement

The Diploma Supplement records in Latvian and in English;

- the full name of the student as held on TSI's student record, student's Date of Birth;
- the unique identifier for the Diploma;
- The Award title with all main fields of study;
- The name of TSI, address and contact details;
- Language of instruction;
- Duration of study, with start and end dates of the student's registration for an award or enrolment on a module;
- the Level of study in European Qualifications Framework (EQF) and Latvian Qualifications Framework (LQG);
- Mode of study and Latvian credits;
- A table of module(s) or similar unit(s) of study successfully completed with details of the level and amount of credit, the grades (1-10) gained, with a short descriptor of performance and ECTS and Latvia credit points for each unit;
- The Project Module Grade is noted;
- A weighted grade average of the qualification modules– the average of all course units across all years weighted for credit point value;
- Official stamp or seal.

Part 0: Withholding and removing awards

O1. Withholding awards

TSi and UWE may withhold awards from students who:

- have outstanding obligations to TSI; or
- are the subject of an allegation of a breach of student conduct.

These regulations should be read in conjunction with the process for [withholding awards](#).

O2. Professional suitability

Where a student has met the credit requirements of their award, but there is an outcome from a [Professional Suitability Panel](#) recommending that they are not eligible for a professionally accredited or recognised award, they will be entitled to receive a default award instead.

O3. The formal removal of an UWE award from a graduate

UWE's Academic Board may remove an UWE award granted by the University from an individual on the recommendation of the Vice-Chancellor if:

- the person has been granted an award and has been found to have been admitted to the award route or granted the award under false pretences or on material non-disclosure;

O4. Suspension and expulsion of students for academic reasons

Students may be suspended or expelled from TSI for an unsatisfactory standard of work or for other academic reasons. The Rector (or nominee) may, after giving the student an opportunity to make representations, suspend or expel them for academic reasons other than failure to meet the stated requirements for assessment.

These regulations should be read in conjunction with the process for the [suspension and expulsion of students for academic reasons](#).

Part P: Student complaints about academic provision

An academic complaint is a matter of concern to a student about the delivery, management or assessment methods and procedures of an award, award route or module which has not been resolved through the normal consultation procedures.

Students on a TSI-UWE double degree are expected to use the TSI complaint procedure in the first instance. If the complaint remains unresolved through the TSI procedure students are free to pursue the complaint through Stage 3 of the [UWE complaint procedure](#).

Part Q: Circumstances which may affect examining board decisions

Q1. Academic appeals against a decision of an examining board

Students have the right of appeal against the decision of:

- an examining board within specified limited grounds;
- designated staff or groups in regard to exceptional removal of marks applications within specified limited grounds.

The grounds and the process for submitting an appeal, for students studying on double degree awards are set out in the [Academic Appeals policy](#).

Q2. Annulment of examining board decisions

A decision of an examining board may be declared null and void in the following circumstances:

- where there has been a material and significant administrative error or other material irregularity;
- following an academic appeal.

The process for the annulment of joint examining board decisions for double degree awards is set out in the Exam Board Code of Practice (Appendix 2)

Q3. Circumstances which may affect examining board decisions

The Academic Board of UWE or TSI Senate may, in consultation, formally invoke mitigating processes in response to circumstances where University business has been significantly disrupted by force majeure. Such action will be reported to the subsequent meeting of the Academic Board of UWE and the TSI Senate.

Unless otherwise stated, this will cover all approved TSI-UWE double degrees delivered under these regulations. In case of doubt, this regulation takes precedence over other regulations relating to student classification and progression and over the regulations

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governing the quoracy for meetings of examining boards. Regulations relating to appeals processes remain in force during periods of disruption caused by force majeure.

Part R: UWE Academic dress regulations

The following are the agreed design of robes worn by the UWE officers and graduates, for example, at graduation ceremonies.

Certificate and Diploma

- Gown: Black traditional gown with ruched sleeves gathered with black cord and button
Hood: Simple shape in black, part lined in plain red
Hat: Black mortar board or Oxford soft hat

Bachelors/First Degree, Graduate Certificate, Graduate Diploma

- Gown: Black traditional gown with ruched sleeves gathered with black cord and button
Hood: Simple shape in black, fully lined in red brocade
Hat: Black mortar board or Oxford soft hat

Postgraduate Certificate and Diploma

- Gown: Black traditional gown with ruched sleeves gathered with black cord and button
Hood: Simple shape in black, fully lined in red brocade and with red brocade ribbon on top edge
Hat: Black mortar board or Oxford soft hat

Masters Degree

- Gown: Black traditional gown with long hanging sleeves and fronts trimmed with red brocade
Hood: Simple shape in plain red, fully lined with red brocade
Hat: Black mortar board or Oxford soft hat

The Academic Dress of the senior officers of UWE is:

Vice-Chancellor

- Gown: Black with fronts and sleeves trimmed and decorated in red and silver
Hat: Black mortar board with silver cord and tassel

Chair of the Board of Governors

- Gown: Black with fronts and sleeves trimmed and decorated in red and silver
Hat: Black mortar board with silver cord and tassel

Pro-Chancellor

- Gown: Black with fronts and sleeves trimmed and decorated in silver
Hat: Black velvet Tudor bonnet with silver cord and tassel

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Chancellor

Gown: Black brocade with gold facings and sleeves trimmed in gold

Hat: Black velvet Tudor bonnet with gold cord and tassel

Appendix 1: Hours to credit ratios

TSI credit points	UWE credit points	ECTS	Notional study hours
1	3	1.5	40
2	6	3	80
4	12	6	160
6	18	9	240
8	24	12	320
10	30	15	400
12	36	18	480
14	42	21	560
16	48	24	640
18	54	27	720
20	60	30	800

Appendix 2: Examining Board Code of Practice

Introduction

Every module and award is the responsibility of an examining board. For TSI-UWE double degree awards, TSI will operate a two-tier examining board structure:

- a TSI-UWE Field Board responsible for considering and approving module marks and awarding credit and a TSI-UWE Award Board responsible for determining eligibility for awards.

Each examining board is accountable to the TSI Senate and the UWE Academic Board which may prescribe the examining board terms of reference and composition.

Boards must also:

- have the constitution approved by or on behalf of TSI Senate and UWE Academic Board;
- include the external examiner(s) approved by the UWE Academic Board;
- provide examining board meeting minutes which are an accurate and comprehensive record of the meeting and the approved results and decisions.

UWE Student and Academic Services will produce and retain the minutes.

Examining board membership

Field Board membership:

A Field Board shall have as its membership:

- the Executive Dean, or authorised nominee, of the faculty at UWE and TSI having academic responsibility for the field (chair)
- the field leader from UWE and TSI;
- the module leader, or nominee, for all modules of double degree programmes within the jurisdiction of the board under consideration at the meeting*;
- the field external examiner(s) responsible for modules within the jurisdiction of the board under consideration at the meeting;
- the Director(s) of UG/PG studies or equivalent(s) from the faculty at UWE and TSI having academic responsibility for the field;

*When a field board is considering results for the resit of a module, if the module leader has already confirmed the marks in writing and there are no other issues for discussion then at the discretion of the chair, they are not required to attend the board. The Module Leader should then give their apologies to the relevant team in advance of the meeting and they will be excluded from the quoracy.

Award Board membership:

- the Executive Dean, or authorised nominee, of the faculty at UWE and TSI holding academic responsibility for the modular scheme (chair);
- the Director of UG/PG studies or equivalent from the faculty at UWE and TSI;
- the Heads of Department and/or designated members with responsibility for the award(s) at UWE and TSI
- chief external examiner;

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- for awards carrying professional recognition or accreditation, such other external examiners as are approved to represent the relevant professional body(ies) for awards under consideration by the board.

All members of the examining board should attend meetings of the board (see notes above about exceptions to this). By prior agreement from the Chair, a nominee may act as a representative. Members may nominate a colleague to attend in their place provided that person is able to fully participate in the business of the board with regard to the module/s or award/s they are representing.

The Chair may invite other persons internal or external to the University to be 'in attendance' in order to assist a board in the exercise of its responsibilities.

Avoiding potential conflicts of interest

No student shall be a member of an examining board or attend an examiner's meeting - other than as a candidate for assessment. No member of staff who is enrolled on a module or registered for an award under consideration by the board shall be a member of the board whilst the module or award is under discussion.

External Examiners

The selection, approval, appointment, roles and responsibilities of field and chief external examiners will follow UWE procedures established by the UWE Academic Board. The full details of external examiner appointments and responsibilities are set out in the [External Examiner Operational Guide](#) available on the University web pages.

The contribution of the external examiner for all boards of which they are a member must be reflected in the minutes.

Secretary to the Examining Board

The Secretary to the examining board shall be the nominee of the UWE Director of Student and Academic Services.

Confidentiality

All discussion at an examining board is confidential to its members, to a panel of its members or to a review panel authorised by UWE Academic Board for the purpose of considering an application for review of a decision of an examining board (an appeal), or to such officers as may be authorised by the UWE Vice-Chancellor for the purpose of considering an application for review of a decision of an examining board.

Field Board Terms of Reference

A Field Board is responsible for determining in relation to all modules within the field(s) assigned to the board:

- that all assessments undertaken for modules on the TSI-UWE double degree programmes are properly scrutinised and marked;
- that all assessments are properly conducted;
- the impact, if any, of adverse circumstances affecting the delivery or assessment of a module on the performance of an identifiable cohort or an identifiable sub-group within a cohort on a component of assessment or a module as a whole;
- the mark or decision to pass/not pass made in respect of each student for assessment, resit or retake on each module;

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- the award of UWE credit to a student where assessed performance meets the minimum threshold required for a pass in each module in accordance with the Academic Regulations;
- any matters arising from the analysis of assessment data for modules within the board's jurisdiction including discussions on module quality and enhancement.

At the Field Board, both UWE and TSI agree on whether or not the student has passed and the UWE percentage outcomes that will be carried forward to the Award Board. To meet TSI requirements the UWE percentage outcomes are converted into a TSI grade equivalent.

Award Board Terms of Reference

An Award Board is responsible for determining for all taught TSI-UWE double degree awards within a faculty:

- recommendations for named awards within the jurisdiction of the board;
- eligibility of a student for an interim, default or other award within the jurisdiction of the board;
- the effect of any personal circumstances on a student in relation to an award or to progression within an award;
- the progression of a student to further study on an award;
- the classification for honours or any other differential level of an award as provided for in the Academic Regulations taking account of a student's overall assessment profile;
- whether a student has satisfied any additional requirements as specified for awards carrying professional recognition or accreditation for employment or practice;
- to note all assessment offence penalties as imposed by the Assessment Offences Adviser / Panel and, as required, to take action in relation to the recommendation for an award;
- whether a student may be permitted to enrol on more than ?? credits at their next enrolment;
- any matters arising from consideration of assessment practice and data within the board's jurisdiction which it wishes to draw to the attention of appropriate bodies.

No recommendation for granting an award may be made without the written consent of the approved external examiner(s).

An Award Board may not override a student's credit total as determined by Field Boards.

The final determination of a TSI award is made by the TSI Senate based on the recommendations of the Award Board.

The confirmation of an UWE interim award will take place whether or not the student is proceeding directly to a further award.

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Disagreements at examining boards

Where there is a disagreement between the external examiner(s) and the internal examiners which cannot be resolved through discussion, the collective decision of the examining board shall normally be accepted as final.

Any unresolved disagreement between external examiners and the examining board shall be referred to the Chair of the UWE Academic Board and TSI Senate for determination.

Award Board actions where students have not passed modules and have personal circumstances accepted.

Where a student has personal circumstances approved the Award Board may, subject to the assessment regulations for the board and to professional body requirements, act as follows:

- allow a resit or retake of a failed module;
- recommend an aegrotat award (an unclassified award granted to a student who is unable for reasons of illness or similar incapacity to complete or be assessed).

Adverse circumstances affecting a whole student cohort or sub-cohort.

A Field Board has the authority to take account of any circumstances relating to the delivery or assessment of a module which may have adversely affected the performance of a whole cohort or a sub-group of students. For example, an incident affecting an examination. The Board may consider such matters when requested to do so by members of staff, students enrolled on the module or following a report received from examination invigilators.

In the case of submissions from students, normally the details should be provided in writing to the designated person responsible for the module not less than five working days before the meeting of a Field Board. In such cases students should not submit an individual application for a missed assessment or the exceptional removal of a mark.

The Board will have discretion to consider submissions received after this date, provided they are received prior to the Board meeting.

Instances where there is a known material irregularity affecting an individual or group of students or where an exceptional incident is acknowledged by the University (for example, the death of a student, a critical systems failure) should be dealt with at the time at which they arise through existing policies, procedures and protocols. In these cases there will be no requirement for students to make their own personal circumstances submission.

Examining board quorum

An examining board meeting is quorate if at least two-thirds of the members eligible to attend* are present.

*the definition of attendance includes engaging in the board virtually where appropriate.

An examining board must include an external examiner; either in person or contributing via a video, web, telephone or other link, in order to have the authority to grant credit or an award to students. However, when a Field Board is considering results for the resit of a module, it may award credit for that module without the relevant external examiner being present; providing the Module Leader has confirmed to the Chair in advance that due process in the setting, marking and moderation of assessment has been followed and there are no other issues that require discussion.

Review of assessment decisions

Review of a decision

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If an examining board is required to review its decision, there are two circumstances in which it may delegate its responsibility to a sub-committee with terms of reference limited to the review in question:

- when required to do so under the regulations for an academic appeal or by the Director of Student and Academic Services or by an Academic Board Review Panel;
- or where an error or other procedural irregularity which may materially affect the integrity of the board's decisions is brought to the attention of the Chair after a meeting of the full board.

The following are not reasons for reviewing a decision of an examining board:

- changes to unconfirmed marks or grades;
- how a mark relates to the final outcome or the credit awarded.

Sub-committees of examining boards (reconvened boards)

At each full meeting, the examining board must confirm authority for a sub-committee to act on its behalf if required.

The quorum for a sub-committee of an examining board is five, and normally at least three members must have been present at the original meeting, one of whom should be the Chair or their nominee.

Where possible, an external examiner will be a member of the sub group, but, if this is not possible an external examiner should be consulted. If the decision relates to an award, the chief external examiner should either be a member of the sub group or be consulted.

The consent of an external examiner is required for any changes to the original decision of an examining board and written consent from the chief external examiner is required for any changes to the original award granted.

The discussions of a panel of examining board members or of officers considering an application for the review of a decision of an examining board are confidential.

Annulment of an examining board decision where there has been a material and significant administrative error or other material irregularity

Academic Board may annul a decision of an examining board where there has been a material and significant administrative error or other material irregularity, or where it is not possible to reconvene an examining board. If the error or irregularity is found to have affected more than one student, the Academic Board may annul all or part of an assessment.

Annulment of an examining board decision following an academic appeal

Following consideration of an appeal by an examining board, if Academic Board is of the opinion that the examining board did not take proper account of the factors for review, it may annul the decision of the board.

Annulment of an examining board decision for an award of the University offered at an affiliated institution

If an original decision has not been modified following review (either due to an irregularity or an academic appeal), UWE and TSI may recommend to the Academic Board and TSI Senate that the decision of the examining board be annulled if, in their opinion, the examining board did not take proper account of the factors for review. The recommendation must be made in writing to UWE.

Appointment of an examining board following the annulment of a decision

UWE - TSI Academic Regulations UWE double degree programmes

Where a decision has been annulled, the UWE Academic Board shall appoint an examining board with the power to make decisions on students' progress and/or awards, including, if necessary, the appointment of new external examiners.

Glossary of Terms

Academic standards

Academic standards are a way of describing the level of achievement that a student has to reach to gain an academic award (for example, an honours degree). They should be at a similar level across the UK and are informed by the QAA UK Quality Code for Higher Education.

Academic standard of an award

The academic standard of an award is defined by reference to the threshold knowledge and skills required of a student on entry to an award and by reference to the stated learning outcomes required for successful completion. Such learning outcomes are stated in the approved programme specification for each award and are informed by the QAA Framework for Higher Education Qualifications and Subject Benchmark Statements.

Academic year

An academic year at TSI equates to two semesters.

Admission

A student is admitted to the double degree Programmes when they have satisfied TSI and UWE's general entrance requirements or otherwise provided evidence of ability to achieve the required standard at entry, have registered for an award or enrolled on a module or short course and paid the required fees.

Assessment

The means by which standards are confirmed at each level in terms of an individual student's performance against agreed assessment criteria set to measure the achievement of learning outcomes. Assessment of student performance is an integral part of students' learning experience. Both summative and formative forms of assessment are used for the TSI UWE double degree awards.

Assessment offence

Assessment offences include copying (reproducing or imitating), cheating, collusion (agreement to deceive, using the words or ideas of colleagues or other students and not acknowledging the source, allowing another student to see or use an assessment), preventing or attempting to prevent another student from being able to be assessed properly, contract cheating, plagiarism, self-plagiarism and other breaches of assessment or other examination regulations or procedures.

Compulsory module

The module must be taken and passed to ensure progress or to pass the programme.

UWE - TSI Academic Regulations UWE double degree programmes

Contact hour

Contact hour is a period of direct access between academic staff and students, during which study programme tasks are carried out for the purpose of meeting the programme outcomes.

Controlled conditions

Completion of work for assessment under conditions prescribed to guarantee that the work is that of the student alone and that there is parity of treatment between all students undertaking the assessment. Assessment under controlled conditions normally means assessment at a prescribed time and in prescribed conditions involving TSI controlled invigilation or supervision. Other forms of assessment under controlled conditions can be undertaken, providing that the control exerted is sufficient to provide certainty that the work submitted for assessment is the student's own and that there is parity of treatment between all students taking the assessment.

Credit level

Credit level is an indicator of the relative demand, complexity and depth of learning and of the autonomy expected of the learner.

Differential level of award

Indicates a particular level of achievement on an award. For honours degrees this is expressed as a classification and as merit or distinction for other types of award where this is specifically permitted by the regulations.

Double Degree Award

Students receive separate awards from both UWE and TSI, a collaborating degree awarding institution.

Enrolment

The process each year by which students select/confirm the modules they intend/are required, to undertake during that year.

Examining boards

University bodies with responsibility for confirming results, progression and classifying awards

External Examiners

External Examiners are academics from other higher education institutions, or professional practitioners, who are appointed by UWE in order to judge students for assessment, ensure that the approved assessment regulations are applied and ensure that provision is of an appropriate quality and comparable with similar provision in other UK HEIs.

Force majeure

An approach used to manage the impact of something that interrupts the expected course of events and which restricts participants from fulfilling obligations.

UWE - TSI Academic Regulations UWE double degree programmes

Formative assessment

Assessment which constitutes a learning experience in its own right and is usually not included in the formal grading of the work.

In good standing

A student who is not in tuition fee debt to TSI or subject to any TSI proceedings relating to conduct or expulsion for academic reasons at the point specified.

Internship hours

A period of approved work-based learning or study in a host organisation or institution approved as part of a double degree for this purpose, as defined in the requirements of a specific award.

Learning outcomes

Statements of what a learner is expected to know, understand and/or be able to demonstrate after completing a process of learning.

Moderation

The process by which assessment processes can be confirmed as being consistent across modules – examples of moderation include double marking and sampling of assessment by External Examiners.

Module specification

The approved and authoritative statement of the teaching, learning and assessment requirements for a module. Module specifications for the UWE double degree awards are published on UWE University websites, being sourced originally from the UWE module specifications.

Named award

An award with a descriptor which has specified entry, curriculum and assessment requirements (e.g. BSc (Hons) Computer Science with Software Development).

Optional module

Where the programme structure permits students to choose a module from a list of options. An option must be attempted but it does not have to be passed in order to proceed or graduate. An alternative module may be taken if necessary to achieve the minimum number of required credits.

Ordinances

The Ordinances are authorised by the UWE Board of Governors and provide the framework for the University's academic activity and are implemented through the Academic Regulations.

Professional Masters programmes

In Latvia, professional programmes include extensive internship hours and credit points. The number of hours depends on the programme.

UWE - TSI Academic Regulations UWE double degree programmes

Professionally recognised or accredited named awards

A professionally recognised or accredited named award is an award of UWE that has been approved/accredited by a named professional or statutory body as enabling the student to be admitted as a member to a professional body and/or granting the student licence to practise.

Programme specification

The authoritative statement of the teaching, learning and assessment requirements for a programme leading to a TSI UWE double degree award. Approved programme specifications for the UWE double degree programmes are published on the UWE University websites, being sourced originally from the UWE programme specifications.

Registration

Registration is the procedure by which students confirm personal information about themselves, confirm their programme of study, agree to pay, or make arrangements to pay their tuition (and other TSI) fees. Registration leads to the creation of an individual student record to provide the student with access to TSI and UWE facilities and resources and to enable TSI to record academic information against the student record for the duration of their registration. Registration is also the means by which students formally agree to abide by TSI and UWE's terms and conditions, rules and regulations.

Sandwich placement

A period away from the UWE involving work experience required for a sandwich award.

Sit

The opportunity to be assessed for the first time in a module / study course.

Summative assessment

Usually undertaken at the end of a period of learning (although it can also be during the period of learning) in order to generate a grade that reflects the student's performance.

Viva voce examination

To determine a borderline degree classification or differential level of an award, normally involving the Chief External Examiner or to determine whether a candidate for a research degree has met the criteria of the relevant descriptor; normally conducted by both internal and External Examiners.