

Academic Regulations 2022/23

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UWE Bristol Academic Regulations 2022/23

A: General Context

1. Purpose of the Academic Regulations

- (i) The Academic Regulations (the Regulations) provide the framework of rules for academic provision that leads to credit or awards made in the name of UWE Bristol (the University). This includes provision that is offered directly by the University, as well as that which is offered by partner institutions that leads to a University award.
- (ii) The Regulations underpin the management of academic standards and are designed to ensure fairness and consistency in the way in which decisions are made.
- (iii) As a degree-awarding body, the University has responsibility to ensure that its Regulations are robust so that students and the public can have confidence in the standards of its academic provision.
- (iv) Academic Board has responsibility for overseeing these Regulations and ensuring that they align with UK Higher Education sector requirements including the Framework for Higher Education Qualifications (FHEQ).

2. Equality Act 2010

- (i) The Regulations operate in accordance with the University's responsibility to comply with the Equality Act 2010.
- (ii) The University will make [reasonable adjustments](#) to the learning and assessment process in accordance with the Equality Act 2010.
- (iii) The Regulations will be made available in accessible formats.

3. Variations to the Regulations

- (i) Variations to the Regulations are permitted in the following circumstances:
 - Specific requirements of Professional, Statutory and Regulatory Bodies
 - Awards that are made with partner organisations, subject to the approval of Academic Board.
- (ii) The Regulations may also be varied or suspended (in part or in full) where emergency local, national or global events occur which may impact on the integrity of the assessment process. In such cases, actions will be taken to ensure that students will not be unfairly disadvantaged and/or can progress or be considered for an award.

- (iii) Academic Board is responsible for the approval of any variations or suspension of the regulations, and these will be documented in the appendices as well as communicated to students.

4. Language of Delivery and Assessment

- (i) All academic provision will be delivered and assessed in English, except where competency in another language is being taught or assessed.

5. Relationship between the Regulations, University Policies and Terms and Conditions

- (i) The University also has [policies](#) that should be read in conjunction with these Regulations.
- (ii) The Terms and Conditions set out the basis upon which the University offers its provision to students. Terms and Conditions also exist for provision that is delivered by a partner institution and awarded by the University.
- (iii) In agreeing to the Terms and Conditions, a student is signing-up to these Regulations.
- (iv) The University reserves the right to make changes to modules and programmes while a student is undertaking their studies. The Terms and Conditions set out how students will be involved in, or informed of, any changes.

6. Review of these Regulations

- (i) Academic Board is responsible for regular review of these Regulations to ensure that they remain relevant and in line with sector and/or legislative requirements. Changes may also be made as a result of feedback from students, staff, external examiners and professional bodies.
- (ii) Students will be involved in any review of the Regulations, including through student representatives on Academic Board and/or student representation on any sub-committees or working groups that are set up to review Regulations.

7. Changes to these Regulations

- (i) Any changes to the Regulations arising from a review (see Regulation A6) will normally take effect from the start of the following academic year. Only exceptionally, including in emergencies (see Regulation A3), will changes take effect in-year.
- (ii) Students will be informed in writing of any changes to the Regulations.

B: Admission and Registration of Students

1. Admission

- (i) The University website sets out the general admissions requirements, including minimum qualifications and English Language requirements.
- (ii) Each taught undergraduate or postgraduate programme may have additional specific admissions requirements that will be contained in the approved Programme Specification and published on the University website.
- (iii) Admission to a research degree will be subject to the requirements set out in Regulation E5.
- (iv) The University Admissions Policy confirms the process by which an applicant can appeal an admissions decision, as well as the process for making a complaint.
- (v) The University reserves the right not to admit an applicant who has previously been excluded.

2. Registration

- (i) Admission to a programme will require a student to:
 - Register with the University for the award they intend to study.
 - Re-register when they start a subsequent year of study.
- (ii) Once registered on a programme, a student may choose to:
 - Suspend their registration for an agreed period of time that meets the requirements of the programme. This means that a student will not participate in any activities during that suspension period and that they plan to return to resume their studies at an agreed time. A student choosing to suspend will not lose any permitted assessment attempts.
 - **For students registering on a programme for the first time on or after 1st August 2022 any period of suspension continues to count towards the maximum registration period as set out in Regulation B3.**
 - Permanently withdraw their registration at any time. Voluntary withdrawal will not be recorded as a failure on a student's transcript.
- (iii) Additional registration processes for research degree candidates are set out in Regulation E6.
- (iv) The University may undertake the following actions:
 - Withdraw a student where there is insufficient evidence of their engagement with the programme. This will take place at an Examining Board.

- Suspend the registration of a student arising from a decision under the Fitness to Study, Student Conduct, or Professional Suitability policies.
 - Exclude or expel a student arising from a decision made through the Fitness to Study, Student Conduct, Professional Suitability or Assessment Offences policies.
- (v) A student will not normally be permitted to re-register onto the next level of a programme, or retake any modules, where they have any outstanding tuition fees.

3. Minimum and Maximum Registration Periods

- (i) The minimum registration periods for an award are provided in Appendix 1.
- (ii) **For students registering on a programme for the first time ON or AFTER 1st August 2022 there is a maximum registration period.** The maximum registration period for each taught programme will be determined by the specific assessment regulations for that award, including any Professional, Statutory and Regulatory Body requirements.
- (iii) **For students registering on a programme for the first time which commenced ON or AFTER 1st August 2022, the maximum registration period for each taught programme will be determined by its length:**
- Up to one year programme – three years maximum.
 - Programme longer than one year – three additional years to normal duration.
- (iv) For all students, the following maximum credit limits apply:
- Full-time undergraduate students will normally enrol upon 120 credits in a standard academic period, but may take up to a maximum of 150 credits.
 - Part-time students will normally enrol on a maximum of 90 credits in a standard academic period.
 - Students on postgraduate taught awards, or on undergraduate awards that are delivered in an accelerated mode of delivery, may enrol on a maximum of 180 credits in a standard academic period.
 - Students may enrol on additional modules to those valid for their award subject to the maximum.
- (v) The minimum and maximum active study periods for research degree programmes are set out in Appendix 1.
- (vi) In exceptional circumstances, the Director of Student and Academic Services may agree limited extensions to a student's maximum registration period.

4. Accreditation of Learning and Experiential Learning

- (i) A student may be exempted from a module/s of a programme through Accreditation of Learning (AL). AL is a process through which it can be demonstrated that a student has

already met the learning outcomes of a module as a result of certified study completed at UWE Bristol or with another Higher Education Institution or other awarding body.

- (ii) A student may also be exempted from a module of a programme through Accreditation of Experiential Learning (AEL). This is where learning has been achieved through experience which may not have been formally certified.
- (iii) AL and/or AEL requests will be considered by designated staff who have the appropriate subject and/or professional expertise. The prior learning or experience must match the learning outcomes of the module/s and be of the same academic level.
- (iv) AL and/or AEL requests may be considered on the following basis:
 - No more than two-thirds of the credit requirements of a University award can be applied for through AL/AEL, unless the credit has been achieved at UWE Bristol **and** the student is proceeding to a higher level award.
 - Credit cannot be counted towards more than one award, if they are re-using the credit and marks (see regulation B4v)
 - 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.
 - Only credit will be transferred. Marks will not be transferred unless they have been awarded by the University.
 - As part or all the training requirement for candidates studying towards MPhil, PhD, and DPhil awards.
 - Up to two-thirds of the training requirements for candidates studying towards a Professional Doctorate unless the previous credit has been obtained under the Regulations.
- (v) If a student wishes to register for a higher-level qualification, while re-using the full credit **and** marks of a UWE Bristol award, the award must be returned. All of the modules being re-used must still be valid for the higher-level award. An award will not require returning if credit is being re-used but marks are not, such as with a research degree award.
- (vi) Recommendations to recognise AL/AEL will be made to the relevant Examining Board for decision. The Board will record the outcome of the decision and be responsible for applying any approved AL/AEL credit to the student's profile and record.

C: University Awards

1. Types of Awards

- (i) The University may grant awards to individuals in the following circumstances:
 - Upon successful completion of a programme delivered by the University.
 - In collaboration with another institution as set out in the respective Academic Agreement.

- For programmes that are designed and delivered by another institution but lead to an award of the University.
 - Honorary awards (see Regulation C6).
 - Aegrotat and Posthumous awards (See Regulation C4 and C5).
- (ii) New types of awards may be approved by Academic Board.
- (iii) Awards may also be discontinued by Academic Board where these are no longer running and where arrangements have been made for currently registered students in accordance with the Terms and Conditions and Student Protection Plan.

2. Conferment of Award

- (i) An award will be conferred on a student when:
- Assessment results have been confirmed by the Examining Board; and
 - The requirements of a programme have been met successfully; and
 - All tuition fees owing to the University have been paid; and
 - There are no ongoing processes under the Behaviour and Health Policy.
- (ii) Academic Board has responsibility for the conferment of awards.
- (iii) The awards that may be conferred by the University are set out in Appendices 1, 2 & 3.

3. Interim Exit and Default Awards

- (i) A student will be eligible for an interim exit award where they have completed the necessary academic requirements and where:
- This is an option in the approved Programme Specification; and
 - They are not eligible to progress to a higher-level award; or
 - They choose to withdraw registration from the higher-level award.
- (ii) A student will be eligible for a default award where they have met the academic credit requirements of a professional programme but have not met specific professional body requirements. Default awards do not entitle the student to practise and are not endorsed by the professional body.

4. Aegrotat Awards

- (i) In exceptional cases, a student may be considered for an aegrotat award where their personal circumstances mean that they will not be able to complete the required assessments.
- (ii) Aegrotat awards can be considered where evidence from previously assessed work confirms that they would have achieved the necessary standard for that award.

- (iii) An aegrotat award is not classified.
- (iv) The University will consult with a student (or nominee) before an aegrotat award is recommended.
- (v) Academic Board will be advised of any aegrotat awards.

5. Posthumous Awards

- (i) The University may grant a posthumous award to a registered student who has died.
- (ii) Where a student has completed all the assessments, they will be awarded a degree at the applicable classification or equivalent. The student will otherwise be awarded an aegrotat degree.
- (iii) The University will liaise with the next of kin about the posthumous award, including arrangements for graduation.
- (iv) Academic Board will be advised of any posthumous awards.

6. Honorary Degrees

- (i) The University may grant honorary degrees at undergraduate, Master's and doctoral levels.
- (ii) The award of an Honorary Master's degree will normally be reserved for persons of distinction whose achievements or attainments are of substantial significance or importance.
- (iii) The award of an Honorary Doctorate will normally be reserved for persons of distinction whose achievements or attainments are of outstanding significance or importance, and who have demonstrated exceptional achievement and distinguished service to the University, to the educationally disadvantaged, and/or in areas of special concern to the University.
- (iv) Academic Board will establish a committee that will have delegated responsibility for approving nominations for the award of honorary degrees. The committee may also establish more specific criteria for the honorary degrees to be awarded in a particular year or at a particular ceremony.
- (v) Honorary degrees will normally be conferred at a graduation or other suitable public ceremony.

7. Revocation of Awards

- (i) The University may revoke an award where it is found that a graduate has engaged in:
 - The most serious breach of academic conduct
 - Serious criminal activity
 - Any other circumstance that brings the University's reputation into disrepute.
- (ii) The University may also revoke honorary degrees for similar reasons.

D: Framework for Taught Programmes

1. Programmes

- (i) To be considered for an award, a student must successfully complete the requirements of the programme for which they are registered, which are detailed in the approved Programme Specification.
- (ii) Academic Board determines the process by which a programme is designed and approved.
- (iii) Each programme is made up of approved modules. Each programme may include modules at different FHEQ levels¹. Where a programme runs across multiple levels, a student will typically need to meet the requirements of a level before progressing to the next level.
- (iv) Each module has a specific number of notional learning hours which includes timetabled learning activities, independent study and assessment. Time on placement or professional practice is included, where these settings form part of the approved programme. Principles for the structure of modules are set out in the Enhancement Framework.
- (v) Credit is awarded where a module has been successfully completed. Credit is offered at specified FHEQ levels with an allocated number of notional learning hours.
- (vi) One unit of credit is equal to 10 notional learning hours.
- (vii) Programmes may be approved with a programmatic approach to assessment, whereby teaching and assessment are separated into distinct modules. In such circumstances, the Programme Specification will set out how assessment modules link to learning outcomes from teaching modules, how outcomes are calculated, and where credit is awarded.
- (viii) The number of credits required for each award is set out in Appendices 2 & 3.

¹ The Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland

2. Module Enrolment

- (i) The modules available to a student will be set out in the Programme Specification. Some programmes will have compulsory and/or core modules, on which a student must enrol.
- (ii) A student can enrol on modules for which they meet the requirements. Requirements will be outlined in the Module Specification and enrolment will be subject to the following:
 - the availability of the module, including where there is a limit on places;
 - they are not attempting to improve their classification by enrolling on additional modules to replace marks;
 - restrictions imposed following a decision made under a Behaviour and Health Policy.
- (iii) A student must enrol for the modules they intend to study normally within 14 calendar days, unless otherwise defined in the Programme Specification.
- (iv) A student may enrol on a module without registering for a programme.

3. Transfer or Withdrawal from a Module

- (i) Subject to the requirements set out in the Programme Specification, a student may transfer to a different module normally within 14 calendar days of the initial module beginning.
- (ii) Subject to the requirements set out in the Programme Specification, a student may be permitted to withdraw from a module. Withdrawal must take place before one quarter of the teaching has been delivered or before the date of the first assessment, whichever is soonest. The module will then be removed from the student's transcript and record. Where a student withdraws from a module after this time, it will count as a first failed attempt for that module.

4. Module Assessment

- (i) Modules are comprised of components and elements (work items). Each module has assessment requirements that a student must pass to meet the learning outcomes, receive the credit and pass the module overall.
- (ii) There will be one or more assessments to be passed per module.
- (iii) 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.

- (iv) An element 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 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 3-6) or 50% (Level 7).
- (v) Overall assessment requirements will be set out in the Module Specification and further details, including submission methods and deadlines, will be provided to students at the start of a module.
- (vi) A student will fail an assessment if they do not participate or submit the piece of work by the published deadline. The exceptions to this will be:
 - A late submission window of 5 calendar days from the submission deadline in which a student will not receive a penalty.
 - Where a student's agreed learning plan includes additional time for assessments, as a reasonable adjustment made in accordance with the Equality Act 2010.
 - A student is exempted through accredited learning or accredited experiential learning.
- (vii) There may be exceptional circumstances where a student has attempted an assessment, but the mark is subsequently removed in agreement with the student. These include:
 - Where a student is taken ill during an examination.
 - Where there is clear evidence that a student has not been in a reasonable position to make an advance judgement of the impact of their personal circumstances (e.g. death of a family member) on their usual ability to engage in an assessment.
- (viii) In such circumstances, the mark will be removed and replaced by a non-submission.
 - If a module is passed even when a mark has been removed, the overall mark for the component or module cannot be adjusted to compensate for the missing mark.
 - If a resit is required due to a mark removal, the student will need to resit the whole component, not just the assessment where the mark was removed. The mark achieved at the resit or retake will stand and cannot be replaced by the original mark once it has been removed.
 - If a mark is removed for an assessment where an assessment offence has been committed, the record of the assessment offence will remain.

5. Module Types

- (i) **Standard modules** are the default type of module. Unless otherwise stated in the module specification, a module is classed as a standard module.

- 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).
 - May have a second component of assessment (B) which does not have to be taken under controlled conditions.
 - 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).
 - 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.
 - A student has the right to two attempts. Within each attempt they have a first sit and a resit, normally taken within the same academic period. No marks are carried over between attempts.
- (ii) **Project modules** have only one component (A). This requires the completion of a project, dissertation or similar piece of extended, individual or group work.
- The overall mark is expressed as a percentage.
 - A student has the right to two attempts. Within each they have a first sit and a resit, normally taken within the same academic period.
 - The resit is the resubmission of the project report, dissertation or other requirement as defined in the module specification.
 - No marks are carried over between attempts.
- (iii) **Professional practice modules** must have one component (A) which is the assessment of professional competencies by an appropriately qualified practitioner. This is marked as pass / fail.
- Normally undertaken in a professional setting and combines practice and study.
 - May have specified entry and assessment requirements where the module contributes to an award which is recognised or accredited.
 - 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.
 - If the overall outcome is a 'pass', it is not included in any award calculation.
 - 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.
 - Students are not entitled to an automatic resit or retake. This is granted by the Award Board.
 - The method and attendance requirements for a resit or retake of the professional competencies component are determined by the Award Board.
 - If a student is permitted a retake they must repeat all assessments, including the assessment of professional competencies.
 - If a further attempt is granted no marks are carried over between attempts

- The University 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.

(iv) **Masters Dissertation modules (sub set of project modules)** are assessed in the same way as a project module.

- Only available at Level M and as part of a Masters award.
- A student has the right to two attempts. Within each they have a first sit and a resit.
- Full time students have a maximum period of six months for the resubmission of the dissertation. Part time students have a maximum period of twelve months.
- No marks are carried over between attempts.

6. Requirements to pass a module

- (i) 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.
- (ii) To pass, students must achieve the pass mark/s in the component and for the module overall.

FHEQ Levels 3-6

	Single component module (Component A)		
Marking scheme	(A) pass mark		Module pass mark
Percentage	40%		40%
Pass / fail	Pass		Pass
	Two component module (Weighted average of A and B)		
Marking scheme	(A) Pass mark	(B) pass mark	Module pass mark
Percentage	35%	35%	40%
Percentage with pass / fail	Pass	40%	40%

FHEQ Level 7

	Single component module (Component A)		
Marking scheme	(A) pass mark		Module pass mark
Percentage	50%		50%
Pass / fail	Pass		Pass
	Two component module (Weighted average of A and B)		
	(A) pass mark	(B) pass mark	Module pass mark

Percentage	40%	40%	50%
Percentage with pass / fail (Professional Practice only)	Pass	50%	50%

- (iii) The overall mark will be the average of the assessments that have a numerical mark, with a weighting as defined in the Module Specification. Where all tasks are Pass/Fail, the module outcome will be Pass/Fail.
- (iv) All marks and grades are subject to moderation. Final confirmed marks will be provided to students after the moderation process and following the meeting of the Examining Board (see Regulation D26).
- (v) A student who has passed a module may not take those assessments for a second time with a view to improving their mark/s. The only exception is where this is allowed by a Professional, Statutory or Regulatory Body and set out in the approved Programme Specification.

7. Failure of a Module

- (i) A student will fail a module if they do not achieve the requirements to pass as set out in Regulation D6.
- (ii) 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.
- (iii) If a student is required to resit a component because they have not passed it, or the module overall, they will be required to submit all resit elements or tasks for that component as identified in the module specification.
- (iv) At Levels 3-6 if a student achieves less than 35% in a component, has a mark of 40% or higher for the module and has a resit available, they must resit that component. If the student achieves between 35% but less than 40% in both of the components, they cannot achieve the module pass mark and if eligible, must resit both components.
- (v) At Level 7 if a student achieves less than 40% in a component, has a mark of 50% or higher for the module and has a resit available, they must resit that component. If the student achieves between 40% but less than 50% in both of the components, they cannot achieve the module pass mark and if eligible, must resit both components.
- (vi) 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.
- (vii) The module specification may state if class attendance is mandatory for a resit.

- (viii) The University will provide the student with information about the timing of the resit and any associated requirements.
- (ix) A resit will be marked on the same basis as a first sit, using the full marking criteria.
- (x) Where a student fails the resit, the following alternative outcomes will apply, depending on the requirements set out in the Programme Specification:
 - The student may retake the overall module in which the assessment/s was failed.
 - The Examining Board may offer for the module to be compensated (see Regulation D8).
 - The student may enrol on an alternative module to replace the failed module, where this is permitted by the requirements of the programme.
 - The student may be withdrawn from the programme if the failed module formed a compulsory part of the programme and/or where Professional, Statutory and Regulatory Body restrictions do not permit any further opportunity.

8. Retaking a module

- (i) Where a module retake is permissible, this will mean:
 - The student is expected to engage in all module delivery and assessment tasks. As stated in the Terms and Conditions, the University may vary module delivery and requirements from time to time. A student should therefore not expect that the module retake will always be the same as the previous experience.
 - The student will be entitled to a first sit and a resit of assessment tasks on the same basis as set out in Regulation D7.
- (ii) The resit opportunity within a module retake will normally be the final opportunity that a student has to pass the module.
- (iii) A student will normally be withdrawn from the programme if they fail the resit opportunity of a compulsory or core module retake.
- (iv) A student will only be eligible for consideration of a further attempt on an exceptional basis, for example, where their personal circumstances have affected their studies and contact has been made with the University support services, or equivalent. This decision will be made at the discretion of the Director of Student and Academic Services, or their nominated Examining Board.

9. Compensation

- (i) Compensation is the process which can be applied to allow a student to progress at programme level, despite marginal failure of a module. Credit can be awarded for the module where it can be demonstrated that the module's learning outcomes have been met elsewhere in the programme. Where compensation is agreed, a student can proceed without further reassessment.

- (ii) Compensation may be considered by an Examining Board where a student has failed a module but has met the criteria below:
- A student has undertaken a resit (Compensation may be considered after a first sit only where a student is being considered for an award.); and
 - A student has achieved the necessary overall pass mark for the programme level (40% for Levels 3-6 and 50% for Level 7); and
 - It can be demonstrated that the student has met the published learning outcomes for that module elsewhere in the programme; and
 - It is permissible in the Programme Specification, including within the rules of any Professional, Statutory or Regulatory Body.
- (iii) Where it can be demonstrated clearly that the overall module learning outcomes have been met, and where compensation is permissible, the Examining Board may offer to award the remaining credit to the student. The student will retain the numerical mark they have achieved in that module assessment/s resit.
- (iv) An Examining Board can award compensation as follows:
- To a maximum of 30 credits at Levels 3 and 4 combined.
 - To a maximum of 45 credits at Level 5 and 6 combined.
 - To a maximum of 30 credits at Level 7.

10. Requirements to Pass a Programme Level

- (i) A student must pass all modules and achieve the credit required to pass a programme level, as set out in Regulation D1 (v).
- (ii) The Examining Board is responsible for considering whether a student has met the requirements to pass the programme. The remit of the Examining Board is set out in Regulation D25.
- (iii) A student cannot progress to the next level if they have failed more than 30 credits at the previous level. **This regulation does not apply to students who registered on a programme for the first time which commenced before 1st August 2022.**

11. Assessment Offences

- (i) The University defines an assessment offence as any action which has the potential to give a student an unfair advantage in an assessment or might assist someone else to gain an unfair advantage, or any activity likely to undermine the integrity essential to scholarship and research.
- (ii) Assessment offences include, but are not limited to, plagiarism, collusion, contract cheating, falsification, fabrication, research ethics breaches and cheating in controlled condition assessments.

- (iii) The [Assessment Offences Policy](#) sets out the University's approach to the investigation and management of alleged assessment offences, and the various possible outcomes.
- (iv) Where an investigation upholds and awards a penalty for an assessment offence, this outcome will be reported to the relevant Examining Board.
- (v) The Examining Board has responsibility for applying the penalty and for deciding if the offence should be reported to the relevant professional body.
- (vi) The Examining Board may also make a recommendation for the offence to be considered through the Student Conduct Policy and/or the Professional Suitability Policy.

12. Requirements for the Award of an Undergraduate Degree

- (i) To be considered for an undergraduate degree award, a student must:
 - Have passed Levels 4, 5 and 6 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The following actions are taken to determine the degree classification where a student registers for a programme for the first time, which commenced ON or AFTER 1st August 2022:
 - A. A student's weighted average mark for Level 5 is calculated by selecting the best marks across 100 credits at Level 5, multiplying the credit value of each module by the percentage mark achieved for that module, and the sum of those results is then divided by the total number of credits. Pass/fail modules are excluded from the calculation.
 - B. A student's weighted average mark for Level 6 is calculated by multiplying the credit value of each module by the percentage mark achieved for that module, and the sum of those results is then divided by the total number of credits. Pass/fail modules are excluded from the calculation.
 - C. The final aggregate mark used for degree classification will comprise the weighted average % mark of Levels 6 and 5 weighted in the ratio 3:1. This means that the final aggregate % mark is calculated by multiplying the weighted average % mark of Level 6 by 3 and adding it to the weighted average % mark of Level 5 and dividing the result by 4.
- (iii) Where a student registers for a programme for the first time, which commenced ON or AFTER 1st August 2022 **and** they are due to complete their programme of study BEFORE 1st September 2024, Regulation D12iv applies instead.

- (iv) The following actions are taken to determine the degree classification where a student commenced their programme of study BEFORE 1st August 2022:

The honours degree classification is calculated in two stages:

- A. the best marks achieved for 100 credits at level 6 and,
- B. the best marks achieved for 100 credits at level 5 or above.
Level 6 marks not used in (A) may be included in (B) where they are better than any achieved at level 5.

Marks used in (A) are weighted three times the value of the marks used in (B).

- (v) The University awards its degrees as follows:

- First Class: 70% or higher.
- Second Class (Upper Division) (2.1): 60% to less than 70%.
- Second Class (Lower Division) (2.2): 50% to less than 60%.
- Third Class: 40% to less than 50%.
- A student who achieves less than 40% will fail.

- (vi) The classification will be based upon 120 credits with the best marks for 100 credits at 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 the University's academic regulations, and they wish to use credit towards an Honours degree;
- direct entrants to Level 6;
- where a student has achieved 240 AL credits from a foundation degree and progresses to an Honours degree.
-

13. Requirements for the Award of the Integrated Bachelor's/Master's degree

- (i) To be considered for an Integrated Bachelor's/Master's award, a student must:

- Have passed Levels 4 to 7 in accordance with the Regulations
- Achieved the overall credit for the award.

- (ii) The award may be given with a Pass, Merit or Distinction.

- (iii) A merit will be awarded when a student achieves an overall average mark of at least 60% across 210 credits at Level 6 or above. This average will be calculated based upon:

- A. The marks achieved for all Level 7 modules; and
- B. The highest marks for Level 6 modules that together with A. make up the required credit total.

- (iv) A distinction will be awarded when a student achieves an overall average mark of at least 70% across 210 credits at Level 6 or above. This average will be calculated based upon:
- A. The marks achieved for all Level 7 modules; and
 - B. The highest marks for Level 6 modules that together with A. make up the required credit total.
- (i) A student who achieves less than 40% will fail.

14. Requirements for the Award of the Non-Honours Degree

- (i) To be considered for a Non-Honours Degree, a student must:
- Have passed Levels 4 to 6 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass or Distinction.
- (iii) A distinction will be awarded where a weighted average of 70% or more is achieved across any combination of modules at level 6 which are valid for the award and which total 60 credits or more.
- (iv) A student who achieves less than 40% will fail.

15. Requirements for the Award of the Foundation Degree

- (i) To be considered for a Foundation Degree award, a student must:
- Have passed Levels 4 to 5 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass, Merit or Distinction.
- (iii) A merit will be awarded when a weighted average of 55% or more is achieved across any combination of modules at level 5 or above which are valid for the award and total 100 credits or more.
- (iv) A distinction will be awarded when a weighted average of 70% or more is achieved across any combination of modules at level 5 or above which are valid for the award and total 100 credits or more.
- (v) A student who achieves less than 40% will fail.

16. Requirements for the Award of the Diploma in Higher Education

- (i) To be considered for a Diploma in Education award, a student must:

- Have passed Levels 4 to 5 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass or Distinction.
- (iii) A distinction will be awarded where a weighted average of 70% or more is achieved across any combination of modules at level 5 or above which are valid for the award and total 100 credits or more.
- (i) A student who achieves less than 40% will fail.

17. Requirements for the Award of the Certificate in Higher Education, Certificate in Education Learning and Skills or Certificate in Education Skills for Life

- (i) To be considered for a Certificate in Higher Education, Certificate in Education Learning and Skills or Certificate in Education Skills for Life award, a student must:
- Have passed Level 4 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (iv) The award may be given with Pass or Distinction.
- (ii) A distinction for a Certificate of Higher Education, a Certificate in Education Learning and Skills or a Certificate in Education Skills for Life will be awarded where a weighted average of 70% or more is achieved across any combination of modules at level 4 or above which are valid for the award and total 100 credits or more.
- (iii) A student who achieves less than 40% will fail.

18. Requirements for the Award of Certificate

- (i) To be considered for a Certificate award, a student must:
- Have passed Level 4 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass only.
- (iii) A student who achieves less than 40% will fail.

19. Requirements for the Award of the Foundation Certificate

- (i) To be considered for a Certificate award, a student must:
- Have passed Level 3 in accordance with the Regulations
 - Achieved the overall credit for the award.

- (ii) The award may be given with Pass only.
- (iii) A student who achieves less than 40% will fail.

20. Requirements for the Award of the Graduate Diploma

- (i) To be considered for a Graduate Diploma award, a student must:
 - Have passed Level 6 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass, Merit or Distinction.
- (iii) A merit will be awarded where a weighted average of at least 60% is achieved across any combination of modules at level 6 or above totalling 80 credits or more.
- (iv) A distinction will be awarded where a weighted average of at least 70% is achieved across any combination of modules at level 6 or above totalling 80 credits or more.
- (v) A student who achieves less than 40% will fail.

21. Requirements for the Award of the Graduate Certificate

- (i) To be considered for a Graduate Certificate award, a student must:
 - Have passed Level 6 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass or Distinction.
- (iii) A distinction will be awarded where a weighted average of at least 70% is achieved across any combination of modules at level 6 or above totalling 40 credits or more.
- (iv) A student who achieves less than 40% will fail.

22. Requirements for the Award of the Master's Degree

- (i) To be considered for a Master's Degree award, a student must:
 - Have passed Level 7 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass, Merit or Distinction.
- (iii) A merit will be awarded where a weighted average of at least 60% has been achieved across any combination of modules at level 7 totalling 120 credits.

- (iv) A distinction will be awarded where a weighted average of at least 70% has been achieved across any combination of modules at level 7 totalling 120 credits.
- (v) A student who achieves less than 50% will fail.

23. Requirements for the Award of the Postgraduate Diploma

- (i) To be considered for a Postgraduate Diploma award, a student must:
 - Have passed Level 7 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass, Merit or Distinction.
- (iii) A merit will be awarded where a weighted average of at least 60% has been achieved across any combination of modules at level 7 totalling 80 credits.
- (iv) A distinction will be awarded where a weighted average of at least 70% has been achieved across any combination of modules at level 7 totalling 80 credits.
- (v) A student who achieves less than 50% will fail.

24. Requirements for the Award of the Postgraduate Certificate

- (i) To be considered for a Postgraduate Certificate award, a student must:
 - Have passed Level 7 in accordance with the Regulations
 - Achieved the overall credit for the award.
- (ii) The award may be given with Pass, Merit or Distinction.
- (iii) A merit will be awarded where a weighted average of at least 60% has been achieved across any combination of modules at level 7 totalling 40 credits or more.
- (iv) A distinction will be awarded where a weighted average of at least 70% has been achieved across any combination of modules at level 7 totalling 40 credits or more.
- (v) A student who achieves less than 50% will fail.

25. Borderline Marks

- (i) Where a student registered for a programme that commenced for the first time BEFORE 1st August 2022, an Examining Board may award one classification higher than that which is determined by the calculation where:
 - A student's overall mark is less than or equal to 0.5% below the next higher classification (for example, 69.5%-69.9% could move from a 2.1 to a 1st) or;

- A student's overall mark is greater than 0.5% and less than or equal to 1% below the next higher classification (for example, 69.0-69.5% could move from a 2.1 to a 1st) **and** if 50% or more of the module marks that are contributing to the final aggregate mark are in that next higher classification banding.
- (ii) In using this discretion, an Examining Board cannot use module outcomes that do not have a numerical mark (for example, pass/fail modules, modules that have been awarded credit through AL/AEL and do not include a mark).

26. Examining Boards

- (i) The Examining Board is the body which may act on behalf of Academic Board in awarding credit, granting an award or amending a properly executed decision. The responsibilities of the Examining Board are set out in the University's Examining Board Code of Practice.

27. Appeals

- (i) A student may appeal against the decision of an Examining Board only on the grounds that there has been material and significant administrative error or other material irregularity, as set out in the University's Appeals Policy.
- (ii) The appeals process is set out in the University's Appeals Policy.

E: Framework for Research Degree Programmes

1. Candidates

- (i) An individual registering for a research degree award will be referred to in these Regulations as a candidate.
- (ii) Candidates (including those who are members of staff) will have the rights of students as set out in the Terms and Conditions.

2. Programmes

- (i) To be considered for an award, a candidate must successfully complete approved supervised research (including, where required, taught modules of study) and satisfy the relevant requirements set out in these Regulations.
- (ii) Academic Board determines the process by which a research degree programme is designed and approved.
- (iii) The relevant Examining Board will oversee day-to-day University decisions including the award of degrees. The designated college committee will oversee local decisions regarding the delivery of research degrees and support for candidates.

3. Descriptors

- (i) The design and approval of a research degree programme will comply with descriptors published by the University, which align to the UK Framework for Higher Education Qualifications (FHEQ).

4. Types of Research Degree Study

- (i) The following research degrees are available to study:
 - Master of Philosophy (MPhil); full-time and part-time.
 - Doctor of Philosophy (PhD); full-time and part-time.
 - Professional Doctorate; full-time and part-time.
 - Master of Philosophy by Publication (MPhil); part-time.
 - Doctor of Philosophy by Publication (DPhil); part-time.
- (ii) Professional Doctorate Awards approved by the University are listed in Appendix 1.
- (iii) The MPhil/PhD award is achieved through successful completion of:
 - A written thesis (which may include research outputs); or
 - A written thesis and creative practice.
- (iv) The Professional Doctorate award is achieved through successful completion of:
 - Taught elements; and
 - Research of relevance and its application to defined areas of professional practice presented in written thesis format.
- (v) The MPhil/ DPhil by Publication award can be achieved through successful submission of:
 - Evidence of scholarship through a collection of published work; and
 - A critical commentary.
- (vi) Final assessment for all types of MPhil and Doctoral study will also include a viva voce examination.
- (vii) The University may also award Higher Doctorates of Doctor of Letters (DLitt) and Doctor of Science (DSc). The specific Regulations relating to these awards are set out in Regulation E23.

5. Applications and Entry requirements

- (i) Proposed research can be in any field of study in which the University has the expertise and resource to offer supervision. The proposal must be undertaken through a category

of study as set out at Regulation E4 and have the potential to meet the requirements of the qualifications descriptors for that award (Regulation E3).

- (ii) For the MPhil, PhD and Professional Doctorate awards, applicants will normally hold a minimum of a 2.1 Honours degree or equivalent. English Language requirements will be published on the University's website.
- (iii) Applicants for Professional Doctorate programmes are normally expected to evidence experience of relevant professional practice and access to a suitable professional context in which to conduct their research.
- (iv) To apply for study by published research, applicants must either:
 - Be employed by the University or by an affiliated academic institution for a minimum of one year, with at least six months remaining on their contract; or
 - Have a close association with the University as agreed by Vice-Chancellor or nominee and in accordance with requirements published by the University.

6. Registration Periods

- (i) General registration requirements are set out in Regulation B2.
- (ii) Normal minimum and maximum active study periods and the maximum periods of registration are set out in the Appendix 1.
- (iii) A candidate must demonstrate satisfactory progress for registration to continue as set out in Regulation E13 and E14.
- (iv) A candidate may apply to make the following changes relating to their registration:
 - Research project.
 - Supervisory team.
 - Mode of attendance.
 - Registration status.
 - Milestone deadlines.
 - PhD to MPhil transfer.

MPhil candidates who wish to transfer to the PhD award must reapply to register on the PhD award and withdraw from the MPhil if successful.

- (v) Suspension from active study may be approved where there are valid reasons and supporting evidence. Suspensions will not normally be approved for longer than 12 months.
- (vi) The maximum active study period may be extended where there are valid reasons and supporting evidence, but will not normally be approved for longer than 12 months.

- (vii) Withdrawal of registration may be initiated by the candidate or the University at any time in accordance with the published Postgraduate Research Withdrawal policy. The decision to withdraw a candidate's registration is the responsibility of the Examining Board on recommendation from the appropriate committee.

7. Professional Development and Training

- (i) Candidates are required to undertake an assessed professional development and research skills training programme.
- (ii) The credit requirements for the assessed programme are as follows:
- MPhil (60 Level M credits).
 - PhD (60-120 credits of which at least 60 are Level M).
 - Professional Doctorate (120-270 credits at Level M).
 - DPhil by publication (60-120 credits of which at least 60 are Level M).
- (iii) Candidates who teach must comply with the requirements of the University's Postgraduate Research Teaching Policy and must undertake the training available that is appropriate to the number of hours that they teach per year.

8. Supervision

- (i) A supervisory team of at least two supervisors will be appointed for each candidate.
- (ii) The supervisory team is responsible for meeting with the candidate regularly, discussing progress made and agreeing any actions and objectives. The full role is set out in the Graduate School Handbook.
- (iii) The supervisory team will include:
- A Director of Studies who will normally be a permanent member of the University's staff, unless an external is approved by the Examining Board. The Director of Studies will be responsible for the conduct of the candidate's project.
 - At least one person who has completed the University's supervisor training.
 - At least one person who has previous experience of supervising a candidate successfully through all stages of research degree study either at the University or another UK university.
 - Where the completion experience is with another UK University, this person will also have completed the appropriate professional development provided by the University prior to the formal appointment of the supervisory team. This member of the supervisory team will advise the Director of Studies should they not have the required completion experience.
- (iv) The composition of the supervisory team is subject to approval by the designated college committee.

- (v) Internal supervisors (including Directors of Studies and staff who are new to the University even if they have supervisory experience from another HEI) are expected to engage in professional development opportunities, provided or supported by the University. Professional development should take place within an appropriate timescale to ensure supervisors are equipped to select and supervise research candidates effectively from initial meetings to completion.
- (vi) External supervisors based in other HEIs are expected to engage in professional development opportunities, provided or supported by UWE Bristol or their home institution.
- (vii) External supervisors based in non-HE environments are expected to engage in professional development opportunities provided or supported by the University.
- (viii) The designated college committee will oversee the progress of candidates.

9. Research Project

- (i) A candidate must submit their project registration proposal for approval by the designated college committee. This must be completed within 3 months of registration for full-time candidates and within 6 months of registration for part-time candidates.
- (ii) The project registration proposal will include:
 - Confirmation the research project title
 - Supervision arrangements
 - Detailed outline of the schedule of work
 - Outline of proposed research skills development and training plan.
 - Where relevant, address matters relating to ethics approval, collaboration, funding, Intellectual Property matters and data management and access.
- (iii) Should a project registration proposal not be approved, a candidate will have the opportunity to resubmit. The timescales from notification will be 4 weeks for full-time candidates and 6 weeks for part-time candidates.
- (iv) Should a project registration proposal not be approved on resubmission, the candidate will normally be withdrawn from the programme.
- (v) Any major changes to the approved project registration proposal during the candidate's registration period will require approval by the designated college committee.

10. Research Governance, Conduct and Assessment Offences

- (i) Candidates must comply with the University (and/or the approved equivalent collaborative partner institutions) policies and Code of Good Research Conduct as set out in Regulation A5.

- (ii) The Director of Studies and supervisory team will ensure that candidates have access to information and training on the University's expectations.
- (iii) Allegations of misconduct will be investigated in accordance with the procedures set out in the University's Code of Good Research Conduct and/or the University's Assessment Offences Policy.

11. Personal Circumstances

- (i) Where a candidate has personal circumstances which may be impacting their study, they may submit an appropriate application to support them. This may include circumstances that impact their ability to meet progress review deadlines, progression examinations, the final submission or the viva voce examination. Applications may be for either:
 - A 5 working days extension to submit a project registration proposal, progress examination report or progress review work
 - An extension of up to 28 days to submit a project registration proposal, progress examination report or progress review work
 - The postponement and rearrangement of a progression examination, progress review meeting or viva voce examination
 - Suspension from active study (see Regulation E6)
 - Extension to the maximum period of active study (see Regulation E6).
 - Suspension during the final assessment
 - Extension of the final assessment period
 - Other arrangements subject to the approval of the designated college committee of the Examination Board.

12. Stages of Progression

- (i) There are three stages of progression for candidates undertaking research degrees, each is subject to independent review either via the progression examinations at stage 1, or via review events at subsequent stages. These stages are:
 - Stage 1 – At the end of this stage the candidate will be able to demonstrate to the satisfaction of the examiners that the project is viable for the award on which they have registered, will have made satisfactory progress in line with the initial objectives agreed at project registration, and will have defined the detailed objectives, scope and other requirements of their project going forward (e.g., ethical requirements).
 - Stage 2 – The candidate will be able to demonstrate through submitted work chosen from a published set of options that they are making satisfactory progress with their project in line with objectives agreed at the progression examination and are on track to complete and submit for final assessment within the maximum study period allowed. At the end of this stage, the

candidate will be provided with formative feedback from an independent reviewer and their Director of Studies who will jointly identify and agree appropriate targets for the final stage of the project.

- Stage 3 – The candidate will be preparing to finish their project and will be able to demonstrate through draft material submitted that they have a realistic plan for the completion outstanding objectives, and submission of their work for final assessment within the maximum study period allowed. Formative feedback from the independent review and Director of Studies will identify what further needs to be done to complete. The agreed level of supervision during the completion period will also be discussed.

13. Progression Review Stage 1

- (i) A candidate will have a progression examination to determine if they can progress from Stage 1 to Stage 2 of their studies. The detailed requirements for the progression examination are detailed on the university website.
- (ii) The progression examination will comprise:
 - A progression report submitted by the candidate
 - Other optional work submitted by the candidate
 - A viva voce examination.
- (iii) Where a candidate is unable to meet the required deadline for the submission of the progression report, they should submit a personal circumstances application (see Regulation E11). Where a candidate does not submit the progression report by the required deadline and without good reason, their registration will normally be withdrawn.
- (iv) The progression examination will be undertaken by two internal examiners who are unconnected with the supervisory team, the work, or the candidate.
- (v) The viva voce examination may take place face-to-face on university premises (or a collaborative partner institution) or, where all parties consent, via an online video conferencing platform approved by the University.
- (vi) The outcome of the progression examination will be recommended by the internal examiners to the designated college committee who will agree the outcome. The outcomes can be:
 - Pass
 - Fail
 - Discretionary resubmission with or without a further viva voce examination.

The committee will provide guidance on remedial work required based on feedback from the examiners in the case of a resubmission outcome.

- (vii) Should the recommendations of the internal examiners not be unanimous, they will submit separate reports to the designated college committee which will consider both reports and agree an outcome.
- (viii) The designated college committee will forward any Fail recommendations to the Examining Board, which will consider the withdrawal of the candidate's registration.
- (ix) A candidate will have the right to appeal a decision of the Examining Board as set out in Regulation D25.

14. Progress Review Stages 2 and 3

- (i) A review of a candidate's academic progress will be completed at the end of Stages 2 and 3. The review will be undertaken by an independent reviewer and the Director of Studies who will meet with the candidate.
- (ii) Non submission of work for progress review within approved timescales without approved personal circumstances or other good reason will result in loss of opportunity, or at resubmission a recommendation for withdrawal of registration.
- (iii) The outcome of the progression review will be recommended to the designated college committee. The outcomes can be:
 - Satisfactory progress.
 - Unsatisfactory progress.
- (iv) Where unsatisfactory progress has been made, the reviewer's report must identify the nature of the additional work required to demonstrate satisfactory progress. Additional work or evidence tasks must be reasonable and achievable within the time permitted for resubmission.
- (v) A candidate will not be withdrawn without the opportunity to submit additional work and to have a further meeting with the reviewers.
- (vi) The designated college committee will report on any continuing unsatisfactory outcomes to the Examining Board which, in turn, will consider the withdrawal of the candidate's registration.

15. Final Submission

- (i) Submission will take place between the minimum and maximum approved period of active study.
- (ii) In advance of a final submission, the following actions will have taken place:

- The Supervisory Team will have received a full draft of the thesis/critical commentary for comment and will have provided feedback to the candidate.
 - The candidate and their supervisory team will have agreed the format and mode of submission, including for creative practice submissions, and will have gained the approval of the Examining Board where this is required.
 - The candidate and their supervisory team will have discussed the candidate's preference for a face-to-face viva or an online viva subject to examiner agreement.
 - An appropriate examination team will have been identified and appointed.
- (iii) The candidate has ultimate responsibility for deciding on the content and timing of final submission of the thesis and/or creative work within the permitted maximums.
- (iv) Exceptionally the Examining Board may approve an alternative to submission by thesis where it is satisfied that a candidate would be seriously disadvantaged on health, disability or other grounds, and where the proposed alternative is capable of being assessed.
- (v) A candidate submitting for an MPhil or DPhil by publication will submit a critical commentary and their collection of published works.
- (vi) The submission will be formatted in accordance with the published requirements and submitted to the University's Research Repository on a closed access basis until an award has been granted. It will be replaced by the final version as approved by the examiners.

16. Examiners

- (i) The Examining Board is responsible for the appointment of examining panels.
- (ii) Each examination will be overseen by an Independent Chair appointed by the Examining Board.
- (iii) Student candidates for MPhil, PhD and Professional Doctorates are normally examined by two examiners, of whom one will be external and the other will normally be internal to the University.
- (iv) Staff candidates for all research degree awards and external candidates for MPhil/DPhil by Publication, will normally be examined by two examiners who will be external to the University. The same principle applies for staff at an affiliated institution.
- (v) External Examiners will:
- Be independent of the University (or affiliated institution) and any collaborating establishment connected with the research project.
 - Not have acted previously as the candidate's supervisor or advisor.

- Not engage as an examiner when their own work is the focus of the research being examined.
- (vi) Internal examiners will:
- Be members of staff of the University, of the candidate's collaborating establishment or of the partner institution at which the candidate is registered.
 - Not have been the candidate's Director of Studies, supervisor or advisor
 - Not be appointed if they are also a research degree candidate at the University and there is a potential conflict of interest
- (vii) Individuals acting as a research degree examiner are expected to comply with the published expectations for professional conduct and declaration of conflict of interests, as outlines in the Graduate School handbook.

17. Final Examination

- (i) The Final Examination comprises two parts:
- An independent report from each examiner containing a preliminary assessment of the submission.
 - A viva voce examination of the candidate of the submitted work.
- (ii) The location and mode of the viva voce examination will take place in accordance with Regulation E15(ii).
- (iii) All candidates are required to attend a viva voce examination on the date and time specified by the University.
- (iv) Exceptionally, the Examining Board may approve an alternative to a viva voce examination where it is evidenced that a candidate would be seriously disadvantaged on health, disability or other grounds.
- (v) The Chair of the Final Examination will report to the Examining Board any circumstances in which the examiners' recommendations are not unanimous. The Examining Board may:
- Uphold the recommendation of the external examiner (where there is one external examiner); or
 - Appoint an independent external assessor to review the thesis and make an independent report together with an outcome recommendation to the Examining Board. No further viva voce examination will take place within that assessment attempt. The Examining Board will consider all reports and agree an outcome decision in accordance with Regulation E18.

18. Outcomes from the Final Examination

- (i) The examiners will recommend an outcome to the Examining Board as set out below.
- (ii) **A: The candidate fulfils the criteria for the award on which they are registered and is recommended for the degree:**
- Without further correction or amendment; or
 - Subject to satisfactory correction of presentational/typographical errors within the material (maximum 4 weeks for full-time candidates and 6 weeks for part-time candidates). Corrections to be approved by one or all examiners; or
 - Subject to satisfactory minor amendment of the material as indicated by the examiners and which can reasonably be completed within a maximum of 12 weeks for full-time candidates and 18 weeks for part-time candidates. Amendments to be approved by one or all examiners; or
 - Subject to satisfactory major amendments. The material submitted displays some deficiencies in content, analysis and/or presentation in areas specified by the examiners requiring additional work which can reasonably be expected to be completed within a maximum of 6 months for full-time candidates and 9 months for part-time candidates. No further viva examination is required, amendments to be approved by all examiners.
- (vi) **B: The candidate does not currently fulfil the criteria for the award on which they are registered:**
- The examiners recommend that the candidate is referred for resubmission and reassessment.
 - The candidate does not currently fulfil the Doctoral/MPhil criteria and the material displays significant deficiencies of content and/or presentation in areas specified by the examiners. The candidate may be permitted to revise and re-submit the overall material for the degree and be re-assessed on one further occasion with or without viva voce examination. Revisions indicated by examiners may reasonably be expected to be completed within a maximum 12 months for full-time candidates or 18 months for part-time candidates.
- (vii) **C: Additional outcomes for PhD or DPhil assessment only:**
- **MPhil with amendments:** The candidate does not fulfil the doctoral award descriptor criteria but does meet the award criteria for MPhil and may be recommended for this award subject to satisfactory amendment of the material in a manner and to a timescale as recommended by the examiners (up to a maximum of 6 months for full-time candidates and 9 months for part-time candidates). No further

viva voce examination is required. Amendments to be approved by one or all examiners; or

- **Resubmit and be assessed for MPhil:** The candidate does not fulfil the doctoral award criteria but has the potential to meet the award criteria for MPhil and may revise and resubmit the overall material as indicated by the examiners for assessment for the award of MPhil (within a maximum of 12 months for full-time candidates and 18 months for part-time candidates). A viva voce examination will be required.
- (viii) **D: Degree not awarded.** The candidate is not recommended for the award of any degree and is not permitted to resubmit for reassessment. Unsuccessful candidates for MPhil/ DPhil by Publication are not permitted to apply for a further three years.

19. Amendments and Resubmissions

- (i) The following Regulations apply in relation to amendment or resubmission recommendations arising from the Final Examination as set out in Regulation E18.
- (ii) **Outcome A:** If a candidate has fulfilled the criteria for the award subject to corrections, minor or major amendments and these subsequent changes are not considered by the examiners to be satisfactory, the candidate will be given a further 12-week period to make the necessary changes.
- (iii) Exceptionally, the Examining Board may permit a further 12-week period if amendments remain unsatisfactory upon resubmission. There is no automatic right to this extension period. If, after this additional period, the requirements have still not been met, the candidate will normally be withdrawn by the Examining Board, and the degree will not be awarded.
- (iv) **Outcome B:** If a candidate has not fulfilled the criteria for the award on which they are registered, one reassessment, with or without a viva voce, will be permitted. Resubmission will be required within 12 months for full-time candidates, and 18 months for part-time candidates, from the date of the formal notification of the outcome of the first assessment.
- (v) The Examining Board may permit an extension of the resubmission period where there is good reason.
- (vi) The Examining Board may require that an additional External Examiner is appointed for the reassessment.
- (vii) In all other respects, the reassessment will be conducted in the same way as for the first assessment as set out at Regulation E17.
- (viii) Following completion of the reassessment the examiners may recommend an outcome as follows:

- The candidate fulfils the criteria for the award on which they are registered
 - The award of an MPhil if a PhD or DPhil candidate has not met the higher-level requirements.
 - Degree is not awarded
- (ix) **Outcome C:** the requirements will be as set out in Regulation E15 and E17. There will be no further opportunity for resubmission for the MPhil award and a degree will not be awarded.

20. Degree is not awarded

- (i) The examiners will prepare a joint statement on the deficiencies of the work if there is a recommendation not to award the degree. This report will be considered by the Examining Board and once approved, will be forwarded to the candidate and they will be withdrawn from the award.

21. Appeals

- (i) A candidate may appeal against the decision of the Examining Board only on the grounds that there has been material and significant administrative error, or other material irregularity such that the assessment process, and consideration of any mitigating circumstances, were not conducted in accordance with the Regulations.
- (ii) The appeals process is set out in the University's Appeals Policy.

22. Deposition of the Final Work

- (i) All candidates who have been recommended for a degree must deposit their final submission including any amendments required by the examiners, on the University's Research Repository prior to the award being conferred.
- (ii) For the awards of MPhil/ DPhil by Publication, the deposit must include the critical commentary, any research outputs that were published during registration and submitted for the award, and a bibliography listing all publications put forward for the award.
- (iii) Candidates must also comply with the requirements of any approved research data management plan regarding deposition and storage of core research data underpinning their final submission.

23. Higher Doctorates

- (i) The University can award Higher Doctorates as set out in Regulation E4.
- (ii) Higher Doctorates are awarded on the basis of a formally submitted and substantial body of published research outputs of high distinction that indicates a sustained,

consistent and significant contribution to the advancement of knowledge or scholarship through research, and a beneficial impact for communities, a sustainable economy and/or society more broadly.

- (iii) The Examining Board considers applications and awards of Higher Doctorates on behalf of Academic Board.
- (iv) Applicants for Higher Doctorates will be leading authorities in their field(s) of study and:
 - A current or previous members of university staff or staff of an affiliated academic institution having held a permanent contract of no less than four years and having held a Doctoral degree for at least four years; or
 - An alumnus of the University of at least seven years and having held a Doctoral degree for at least four years; or
 - An individual with a close, long-standing and significant research association with the University that has resulted in a sustained record of collaborative research of considerable impact upon the advancement of knowledge at the highest level and who are invited to apply by the relevant Executive Dean or by the Vice-Chancellor. Individuals would normally hold a Doctoral degree and in all other respects would meet the criteria of all other applicants.
- (v) Applications will comprise:
 - A specimen set of research outputs that the applicant wishes to submit in support of their application for the award.
 - A statement of the extent of the applicant's individual contribution to each of the outputs submitted where joint authorship or other types of collaboration are involved.
 - Where relevant, a statement confirming which part of the work, if any, has previously been submitted for another academic award.
 - A curriculum vitae and full list of publications and other significant research outputs.
 - A statement of no more than 6,000 words in support of the application which should set out the applicant's view of the nature and significance of the body work submitted in relation to:
 - a) Its contribution to knowledge at the time of publication.
 - b) Its impact and influence on subsequent research and the development of knowledge in the field or fields of study.
 - c) Its impact outside the academic field, to show how it has led to benefits to communities, a sustainable economy and/or society more broadly.
 - d) An indication of the relationship, if any, between the various topics covered by the work.
 - e) The ways in which the submitted work demonstrates a sustained and consistent contribution to advanced scholarship over a number of years.

- (vi) Approval must be given, by an individual or group designated by the Examining Board, to make an application in any other language than English.
- (vii) Written research outputs submitted within the specimen set may include scholarly texts (journal articles, books, parts of books, conference articles, working papers), research reports, research-informed policy documents (usually of national significance or above), patents (published or in application), translations, and case studies of innovative work at the highest level.
- (viii) Other research outputs submitted within the specimen set may include artefacts, devices, products, exhibitions, performances, compositions, portfolios, designs, software, digital/visual media or other material that provides evidence of original research of significance and impact at the highest level. These outputs should be represented by a written and/or visual record of the output or details of how they can be freely accessed.
- (ix) There shall be a minimum of two external examiners for Higher Doctorate awards who shall be:
- Pre-eminent in the field of study of the submission.
 - Experienced examiners to at least doctoral level (examiner of at least ten doctoral level awards) and preferably at higher doctoral level.
 - Wholly unconnected with the University, the candidate, or their research.
- (x) The time permitted for the consideration of submitted research outputs by the examiners and submission of examiner reports to the Graduate School will be five months from the date of circulation of the submission to the examiners.
- (xi) The examiners will report independently in detail on the extent to which the application satisfies the criteria set out below and on the appropriateness of the specific award sought by the candidate. They will each make an independent recommendation to the Examining Board regarding the granting the award:
- That the research work submitted is of high distinction.
 - That it constitutes an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both.
 - That the work and other supporting evidence (curriculum vitae and full publications/research outputs list) has established that the applicant is a leading authority in the field or fields of study concerned, having made a sustained and significant contribution to advanced scholarship as evidenced by, inter alia, an established reputation in an academic community, citation of published work, demonstration of contribution to the public domain and impact outside the academic field e.g. via benefits to communities, a sustainable economy and/or society more broadly.

- (xii) The examination shall be undertaken by reference to the submitted material only; there will be no viva voce. If the examiners recommendations do not accord the Board may appoint a third external examiner to carry out a further independent assessment of the body of research work submitted.
- (xiii) The Board may, at its discretion, invite the applicant to discuss their submitted work with representatives of the Board (normally including those who served on the panel at preliminary consideration and/or the appointed examiners.
- (xiv) Taking into account the recommendations of the examiners, the Board may decide:
- To grant the award of the Higher Doctorate degree, specifying which award is being granted (DSc or DLitt); or
 - Not to grant the award of the Higher Doctorate degree.
- (xv) There shall be no resubmission opportunity, no option to award a lower level of degree and no opportunity for appeal against the decision of the Board. Unsuccessful candidates may reapply after a minimum period of three years if they remain eligible.
- (xvi) While there will be no detailed process for feedback to the candidate, in notifying a candidate of a decision not to grant the award the Board may decide to provide general feedback, or comments that examiners have indicated they particularly wish to be passed to the candidate.
- (xvii) The result of the candidate's assessment and the award granted will be produced and signed by the Chair of the Examining Board and published in the format approved by the University.

Appendix 1: Minimum and Maximum Periods of Study for a University Award

Award	Minimum Period of Study (Weeks)	Credit Total	Notional Study Time
Honours Degree (including a foundation year)	120 weeks	480 credits	4800 hours
Integrated Bachelor/Master's Degree (including a foundation year)	150 weeks	600 credits	6000 hours
Certificate	15 weeks	60 credits	600 hours
Foundation Certificate	15 weeks	80 credits	800 hours
Certificate of Advanced Professional Studies in Education	15 weeks	120 credits	1200 hours
Certificate in Professional Development	15 weeks	120 credits	1200 hours
Certificate in Education Learning and Skills	30 weeks	120 credits	1200 hours
Certificate of Higher Education	30 weeks	120 credits	1200 hours
Diploma	60 weeks	200 credits	2000 hours
Diploma in Professional Studies	30 weeks	240 credits	2400 hours
Diploma of Higher Education	60 weeks	240 credits	2400 hours
Foundation Degree	60 weeks	240 credits	2400 hours
Degree	90 weeks	300 credits	3000 hours
Honours Degree	90 weeks	360 credits	3600 hours
Graduate Certificate	30 weeks	60 credits	600 hours
Graduate Diploma	30 weeks	120 credits	1200 hours
Postgraduate Certificate in Education	36 weeks	120 credits	1200 hours
Professional Graduate Certificate in Education	36 weeks	120 credits	1200 hours
Post Graduate Certificate in Education International Early Years	36 weeks	90 credits	900 hours
Post Graduate Certificate in Education International	36 weeks	90 credits	900 hours
Postgraduate Certificate	15 weeks	60 credits	600 hours

Award	Minimum Period of Study (Weeks)	Credit Total	Notional Study Time
Postgraduate Diploma	30 weeks	120 credits	1200 hours
Master's Degree	45 weeks	180 credits	1800 hours
Master's by Research	52 weeks	180 credits	1800 hours
Master's in Research (MRes)	45 weeks	180 credits	1800 hours
Integrated Bachelor / Master's Degree	120 weeks	480 credits	4800 hours
Master of Architecture (MArch)	60 weeks	240 credits	2400 hours

Research Degree Awards

Award	Minimum Period of Active Study required to submit for the award (Months)	Maximum Period of Active Study permitted to submit of the (does not include suspension of study)*
Master of Philosophy (MPhil) full-time	18 months	36 months
Master of Philosophy (MPhil) part-time	30 months	48 months
Doctor of Philosophy (PhD) full-time	24 months	48 months
Doctor of Philosophy (PhD) part-time	36 months	84 months
Professional Doctorate full-time	36 months	48 months
Professional Doctorate part-time	48 months	72 months
Master of Philosophy by Publication (MPhil) part-time	12 months	48 months
Doctor of Philosophy by Publication (DPhil) part-time	12 months	72 months

*The **MAXIMUM REGISTRATION PERIOD for a research degree** is the maximum length of time a candidate may remain registered on a research degree award of the University. This includes all suspensions of study, extensions, or time out from active study for any other reason.

This will normally be double the length of the maximum period of active study permitted to submit for final assessment for the award. All candidates who do not submit prior to the end of their maximum registration period will automatically be withdrawn and not the award made.

Appendix 2: Undergraduate Awards – Qualification Types and Credit Requirements

Approved award title	FHEQ Level of award	Total credits	Credit requirements at level	Differential levels of award
Foundation Certificate (FdCert)	Level 3	80	80 credits at Level 3 or above The credit should not be used as an intermediate exit award for other final awards.	No differential level of award available.
Certificate (Cert)	Level 4	60	At least 50 credits at Level 4 or above. 10 credits permitted at Level 3.	No differential level of award available.
Certificate in Education Learning and Skills	Level 4	120	At least 70 credits at Level 5 or above. 50 credits permitted at Level 4.	No differential level of award available.
Certificate of Higher Education (CertHE)	Level 4	120	At least 100 credits at Level 4 or above. 20 credits permitted at Level 3.	Pass / Distinction.
Certificate in Professional Development (CertPD)	Level 4	120	At least 100 credits at Level 4 or above. 20 credits permitted at Level 3.	No differential level of award available.
Diploma (Dip)	Level 5	200	At least 80 credits at Level 5 or above. At least 100 credits at Level 4 or above. 20 credits permitted at Level 3.	No differential level of award available.

Approved award title	FHEQ Level of award	Total credits	Credit requirements at level	Differential levels of award
Diploma of Higher Education (DipHE)	Level 5	240	At least 100 credits at Level 5 or above. At least 120 credits at Level 4 or above. 20 credits permitted at Level 3.	Pass/ Distinction.
Diploma in Professional Studies (DPS)	Level 5	240	At least 100 credits at Level 5 or above At least 120 credits at Level 4 or above. 20 credits permitted at Level 3.	No differential level of award available.
Foundation Degrees Foundation Degree Arts (FdA) Foundation Degree Science (FdSc) At least 30 credits of work-based learning must be included at Level 1 or above.	Level 5	240	At least 100 credits at Level 5 or above. At least 120 credits at Level 4 or above. 20 credits permitted at Level 3.	Pass / Merit / Distinction
Degree Bachelor of Arts (BA) Bachelor of Science (BSc) Bachelor of Business Administration (Honours) BBA (Hons) Bachelor of Education (BEd) Bachelor of Engineering (BEng) Bachelor of Laws (LLB) Bachelor of Town Planning (BTP) Bachelor of Architecture (BArch)	Level 6	300	At least 60 credits at Level 6 or above. At least 100 credits at Level 5 or above. At least 100 credits at Level 4 or above. 20 credits permitted at Level 3.	Pass / Distinction.

Approved award title	FHEQ Level of award	Total credits	Credit requirements at level	Differential levels of award
Degree with Honours Bachelor of Arts BA (Hons) Bachelor of Science BSc (Hons) Bachelor of Business Administration (Honours) BBA (Hons) Bachelor of Education (BEd) Bachelor of Engineering (BEng) Bachelor of Laws (LLB)	Level 6	360	At least 100 credits at Level 6 or above. At least 100 credits at Level 5 or above. At least 140 credits at Level 4 or above. 20 credits permitted at Level 3.	Classifications: First Class; Second Class (Upper Division); Second Class (Lower Division); Third Class.
Degree with Honours (including a foundation year)	Level 6	480	At least 100 credits at Level 6 or above. At least 100 credits at Level 5 or above. At least 140 credits at Level 4 or above. 120 credits permitted at Level 3.	Classifications: First Class; Second Class (Upper Division); Second Class (Lower Division); Third Class.
Integrated Bachelor/Master's Degree Master of Business (MBus) Master of Computing (MComp) Master of Design (MDes) Master of Engineering (MEng) Master of Environment (MEnv) Master of Equine Science (MEqSci) Master of Geography (MGeog) Master of Mathematics (MMath) Master of Planning (MPlan) Master of Science (MSci)	Level 7	480	At least 120 credits at Level 7. At least 100 credits at Level 6 or above. At least 100 credits at Level 5 or above. At least 140 credits at Level 4 or above. 20 credits permitted at Level 3.	Pass / Merit / Distinction.

Approved award title	FHEQ Level of award	Total credits	Credit requirements at level	Differential levels of award
Master of Sports Coaching (MScCo)				
Integrated Bachelor/Master's Degree Master of Architecture (MArch)	Level 7	240	At least 120 credits at Level 7. At least 100 credits at Level 6 or above.	Pass / Merit / Distinction.
Integrated Bachelor/Master's Degree (including a foundation year)	Level 7	600	At least 120 credits at Level 7. At least 100 credits at Level 6 or above. At least 100 credits at Level 5 or above. At least 140 credits at Level 4 or above. 120 credits permitted at Level 3.	Pass / Merit / Distinction.
Foundation programme Provides a progression route into a specific award or group of awards as set out in the Programme Specification	Level 3	120	120 credits at Level 3	No differential level available.
Graduate Certificate (GradCert)	Level 6	60	At least 40 credits at Level 6 or above. 20 credits at Level 4 or above.	Pass / Distinction.
Graduate Diploma (GradDip)	Level 6	120	At least 80 credits at Level 6 or above. 40 credits at Level 4 or above.	Pass / Merit / Distinction.
Professional Graduate Certificate in Education (ProfGCE)	Level 6	120	At least 120 credits at Level 6 or above.	No differential level of award available.

Appendix 3: Postgraduate Taught Awards – Qualification Types and Credit

Approved award title	FHEQ Level of award	Total credits	Credit requirements at level	Differential level of award
Postgraduate Certificate (PGCert) Postgraduate Certificate by Research (PGCert)	Level 7	60	40 credits at Level 7. 20 credits at Level 6 or 7.	Pass / Merit / Distinction.
Postgraduate Certificate in Education (PGCE)	Level 7	120	At least 60 credits at Level 7. At least 30 credits Level 6 or above. 30 credits permitted at Level 4 or above.	No differential level of award available.
Post Graduate Certificate in Education (PGCE) International Early Years	Level 7	90	60 credits at Level 7 30 credits at Level 6 or above. Exclusively for the use of the Post Graduate Certificate in Education International Early Years.	No differential level of award available.
Post Graduate Certificate in Education (PGCE) International	Level 7	90	60 credits at Level 7 30 credits at Level 6 or above. Exclusively for the use of the Post Graduate Certificate in Education International	No differential level of award available.
Postgraduate Certificate Learning and Skills (PGCert L&S)	Level 7	120	At least 40 credits at Level 7. At least 30 credits at Level 6 or above. At least 20 credits at Level 5 or above.	Pass / Merit / Distinction.

Approved award title	FHEQ Level of award	Total credits	Credit requirements at level	Differential level of award
Postgraduate Diploma (PGDip) Postgraduate Diploma by Research (PGDip)	Level 7	120	At least 80 credits at Level 7. At least 40 credits at Level 6 or above.	Pass / Merit / Distinction.
Master's Degree Master of Arts (MA) Master of Business Administration (MBA) Master of Design (MDes) Master of Education (MEd) Master of Laws (LLM) Master of Science (MSc) Master of Fine Art (MFA)	Level 7	180	At least 120 credits at Level 7. 60 credits at Level 6 or above.	Pass / Merit / Distinction.
Master's in Research (MRes)	Level 7	180	At least 120 credits at Level 7 60 credits at Level 6 or above.	Pass / Merit / Distinction.
Master's in Teaching and Learning	Level 7	180	180 credits at Level 7.	Pass / Merit / Distinction.

The credit for the Master's, Master's in Research (MRes) and Master's by Research dissertation and any other credit accumulated beyond the total required for a Postgraduate Diploma must be obtained by study and assessment under the Academic Regulations.

Appendix 4: Academic Dress

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

Foundation Degree

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

Bachelor's/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

Integrated Master's

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

Master's 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

Honorary Master's

- 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 velvet Tudor bonnet with red cord and tassel

Doctor of Philosophy, Professional Doctorate, Professional Practice Doctorate

Gown: Red panama cloth traditional gown with fronts and sleeves trimmed with grey silk

Hood: Simple shape in plain red, fully lined with grey silk

Hat: Black cloth Tudor bonnet with red cord and tassel

Honorary Doctorate

Gown: Grey panama cloth traditional gown with fronts and sleeves trimmed with red brocade

Hood: Simple shape in grey panama, fully lined with red brocade

Hat: Black velvet Tudor bonnet with grey cord and tassel

Honorary Fellow of the University

Gown: Red panama cloth traditional gown with fronts and sleeves trimmed with grey silk

Hood: No hood

Hat: Grey velvet Tudor bonnet with red cord and tassel

Higher Doctorate

Gown: Red panama cloth traditional gown with fronts and sleeves trimmed with grey silk

Hood: Simple shape in plain red, fully lined with grey

Hat: Grey velvet Tudor bonnet with red cord and tassel

The Academic Dress of the senior officers of the University 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

Chancellor

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

Hat: Black velvet Tudor bonnet with gold cord and tassel