



Birkbeck, University of London

Common Awards Scheme

Regulations for Taught Programmes of Study 2017/18

Birkbeck, University of London

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Introduction

- (i) These regulations relate to taught programmes of study for students, of Birkbeck, University of London (hereafter referred to as “The College”). These regulations apply to all such programmes except for programmes of study operated by the College on behalf of the University of London International Programmes system, or where exemptions (either to specific regulations or to the regulations as a whole) are approved by the Academic Board of the College. These regulations may also apply to individual programmes of study operated by the College on behalf of the University of London International Programmes system, subject to the approval of the Academic Board.
- (ii) This document should be read in conjunction with the regulations of the University of London, the College’s Common Awards Scheme policies, the appropriate programme handbook and programme regulations and other supporting documentation published by the College. If any conflict between the University of London regulations and these regulations should arise, the former will take precedence.
- (iii) These regulations do not apply to research degree programmes.
- (iv) The procedures and information given in any accompanying appendices are considered to have the full authority of the regulations contained within the main document. However, appendices or footnotes may be amended or withdrawn as appropriate by the College without reference to the academic board.
- (v) The authority to amend these regulations is held by the academic board or their nominated group.
- (vi) These regulations are applicable to all students within the scope of the regulations until rescinded by the appropriate authority of the College.

Purpose

- (vii) These regulations have been adopted to meet the requirements of University regulation 1. The University of London has confirmed that the College is authorised to confer awards for the programmes of study covered by these regulations.

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- (viii) It is the student's responsibility to ensure they have read and understood the regulations. A student's misinterpretation or lack of awareness of these regulations will not be considered a valid reason for non-compliance.

Scope of the Regulations

- (ix) These regulations apply to the following degrees and to students registered at Birkbeck College for these degrees:

FdA, FdSc (hereafter called foundation degrees)

Bachelor of Arts (BA), Bachelor of Business Administration (BBA), Bachelor of Science (BSc), Bachelor of Science (Economics) (BSc(Econ)), Bachelor of Laws (LLB), Diploma of Higher Education (Dip HE), Certificate of Higher Education (Cert HE), Certificate of Continuing Education (Cert CE), Graduate Diploma (Grad Dip), Graduate Certificate (Grad Cert) (hereafter called undergraduate degrees)

Master of Arts (MA), Master of Fine Art (MFA), Master of Science (MSc), Master of Research (MRes), Master of Laws (LLM), Postgraduate Diploma (PG Dip), Postgraduate Certificate (PG Cert), (hereafter called postgraduate degrees).

Certificate of Professional Education (Postgraduate) (hereafter called professional certificate)

- (x) Where programmes also lead to an apprenticeship award, only the taught award is covered under these regulations. Following successful completion of the 360 credits of designated modules, apprentices will be eligible for an "End Point Assessment" in order to gain professional recognition. An independent assessor will review a portfolio of work and will be required to confirm this meets the professional requirements. This process is separate to any degree award or classification decision that the apprentice will receive upon completion of all of their academic modules. Apprenticeship award requirements will be detailed in the programme specification.
- (xi) A separate set of regulations apply to the Master of Business Administration, a joint award with the University of the Arts London. These regulations can be found at: <http://www.bbk.ac.uk/registry/policies/regulations>.
- (xii) The examination regulations apply to all examinations for programmes covered by these regulations.

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Application of the Regulations

- (xiii) These regulations will apply to both new and continuing students.

Effective Dates for the Regulations

- (xiv) These regulations will be effective from the beginning of the academic session 2017/18.

Academic Year

- (xiii) Dates of the academic year are specified by the academic board of the College. The academic year will normally start in October. The word “year” when used without limitations means calendar year.

Definition of Terms

- (xiv) The following list defines some of the terms used throughout this document:

Academic Judgement: the considered view of an appropriately qualified and experienced subject specialist on a student’s academic performance. This could relate to: learning outcomes, the award of marks for an assessment, fitness to practise and or research methodology

Admission: the acceptance of a student onto a programme of study.

Alternative module: a module taken by a student in replacement for a failed core, compulsory or optional module, from which the number of attempts carries over.

Assessment: the means by which the student’s achievement against the learning outcomes outlined in each module specification is measured, e.g. coursework and examination requirements for each module.

Affiliate Student: a student who is enrolled for one or more modules at the College but is not registered on a programme of study.

Award: a named qualification made by the College, in line with the QAA Framework for Higher Education Qualifications.

Classification: the category of award made upon completion of the programme, e.g. award of a first class honours degree or a foundation degree with distinction.

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College: Reference to “the College” should be taken to refer to Birkbeck, University of London.

College Board of Examiners: a sub-committee of the College Academic Board that considers recommendations from sub-boards of examiners.

College common scale – The college common scale is a numeric scale from 0-100 used by the college to provide a consistent approach to assessment across all schools and departments.

Coursework: coursework can consist of, but is not limited to, essays, assignments, in-class tests, laboratory tests, projects, dissertations, practical work, presentations, placement or field trip reports, designs, theses, artefacts, digital photographic media, and computer based analysis.

Credit: a unit of “learning”, an amount and level of which is assigned to each module and award.

Dissertation: A module assessed via an extended piece of writing. At postgraduate level, this module normally has a credit value of 60 credits.

Elective: a module open to any student whose programme of study has defined an elective module as part of the approved programme, subject to availability of places, pre(co)-requisite requirements, timetabling constraints and being at the appropriate level/value. Unless otherwise specified, all modules will be available as electives.

Enrolment: the annual procedure by which it is confirmed that students have progressed adequately, confirmed their mode of study and have made arrangements for the payment of fees for that academic year.

Examination: an element of the assessment of a module taken outside of the normal contact time, normally during the period of the academic year defined by the College as the “examination period”. It will normally be time limited and consist of defined questions, either unseen or seen by the student prior to the examination, that are designed to test all of the learning outcomes of the module in question, and will normally constitute the major part of the assessment of that module.

Masters: any postgraduate taught degree.

Module: a discrete, self-contained unit of assessed learning at a defined level to which a module credit-value has been assigned.

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Module Specification: the approved format, aims, objectives, learning outcomes and assessment of a module as published by the College.

Open Enrolment programmes: a programme for which registration is on a module-by-module basis. This would normally be a Certificate of Higher Education.

Programme Specification: the approved format and content of a programme, as published by the College.

Programme of Study: an academically coherent grouping of modules leading to a named award.

Reassessment: the procedure by which students who have not passed a module may attempt the assessment of the module again without attending lectures and classes.

Registration: the act of confirming that the student has met the conditions of admission and commenced a programme of study. Registration occurs once at the beginning of the relevant programme of study.

Research Student: research students are students studying a research degree (normally for the award of MPhil or PhD) at the College, for whom the College's research degree regulations apply.

Re-take: a "re-taken module" is a module for which a student is required to re-attend all classes and lectures and re-do all assessments for.

Student: any person enrolled on a programme of study covered by these regulations or an individual module of one of these programmes of study.

Sub-board of Examiners: the body that is responsible for recommending awards to the College Boards of Examiners for an individual programme of study; sub-boards have a range of other responsibilities as defined in the appropriate policies. Each approved programme of study is either allocated to an existing examination sub-board, or has a new examination sub-board constituted for it.

Supplementary Module: a module taken by a registered student that is not part of their programme of study and will not count towards their award.

Part One: General Regulations

1.0. Admission and Registration of Students on to Taught Programmes

- 1.1. In order to be considered for an award of the College students must be admitted by the College and must register and enrol for a programme of study offered by the College.
- 1.2. All decisions on admission will be taken in accordance with the College's Admissions Policy (see also regulation 2.0, Accredited Prior Learning).
- 1.3. A student may not normally register concurrently for more than one programme of study at the College or register as a student of the College while registered as a student for the equivalent qualification of any other university or institution.
- 1.4. No student who is registered as a student on an International Programme of the University of London or as an Affiliate Student of the College may be registered concurrently as a student of a programme covered by these regulations.

2.0. Accredited Prior Learning (APL)¹

- 2.1. The College may at its discretion recognise for academic purposes prior certified or experiential learning. This recognition may give the learning a credit value and permit it to be counted towards the total number of credits required for an award.
- 2.2. Credit may be awarded for accredited prior learning (APL) for one or several modules². Students who are joining the programme part way through will need to be awarded credits of accredited prior learning to ensure that the period of study they have missed is accounted for in terms of credit³.

¹ See also the College Policy for the Accreditation of Prior Learning.

² For example a student may have previously passed a module with similar content on a programme taken elsewhere for a prior award; this student may be awarded 30 APL credits for this module and would then be exempted from the requirement to complete this module within the new programme.

³ Otherwise students will reach the end of the programme without accumulating sufficient credit to be entitled to their target award. A student who transfers on to a UG programme starting in the second year could, without APL credits be short of the 90 or 120 credits studied in the first year.

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- 2.3. The maximum number of accredited prior learning credits accumulated at an institution other than the College⁴ that may be credited towards a College award⁵ is normally as follows:
- a) Cert HE: 60 credits (i.e. 50% of 120);
 - b) Dip HE: 120 credits (i.e. 50% of 240);
 - c) Foundation degree: 120 credits of which none may be at level 5 or above (i.e. 50% of 240);
 - d) Honours degree: 180 credits, a minimum of 120 credits at level 6 must be studied at the College (i.e. 50% of 360);
 - e) Graduate Diplomas (Grad Dip): 50% of the total credit required (i.e. 45 credits for 90 credit awards or 60 credits for 120 credit awards);
 - f) Postgraduate Diploma (PG Dip): 60 credits (i.e. 50% of 120);
 - g) Masters programme: 60 credits (i.e. 33.3% of 180).
- 2.4. APL credits may not be awarded to students studying for a Certificate of Continuing Education (Cert CE), Graduate Certificate (Grad Cert), Certificate of Professional Education (Postgraduate) or Postgraduate Certificate (PG Cert).
- 2.5. In addition to credit, a specific result may be recorded for a module, in accordance with the College Policy on Accreditation of Prior Learning⁶.
- 2.6. APL credits may count towards the number of credits needed for the award. However, they may normally only count towards the classification if the credit is derived from study within the University of London. Where appropriate, an alternative method of deriving the degree classification for students including APL credits within their assessment profile will be approved by the relevant

⁴ All credits accumulated on programmes at the College may be transferred to other programmes at the discretion of the relevant admissions tutor, subject to the provisions of the College Policy for the Accreditation of Prior Learning.

⁵ See regulations 35 - 56, Conferment of Awards.

⁶ E.g. if a student has taken an equivalent module at another University of London College or as part of an approved study abroad programme and gained a mark, the examination board may wish to use that actual mark towards the final classification.

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College Board of Examiners or nominated Sub-Board upon registration of the student.

- 2.7. A student who joins a programme part-way through may only be awarded credit for specific modules on their new programme of study where those modules form part of that programme of study.

3.0. Period of Student Registration and Credit Validity

- 3.1. The individual programme regulations may specify a minimum period of registration on the programme.
- 3.2. Credit awarded towards an undergraduate award will normally count towards that award for a period of seven years from the date of the award of the credit unless otherwise specified in the programme regulations for the award in question. Credit awarded towards a postgraduate award will normally count towards that award for a period of five years from the date of the award of that credit unless otherwise specified in the regulations for the award in question. Where any credit awarded towards a degree is judged by the relevant Sub-board of Examiners to have lapsed then the Sub-board of Examiners will normally consider that the maximum period of registration has been exceeded and registration on the programme will be terminated.
- 3.3. The minimum period of study in the College for any student transferring onto an undergraduate degree will normally be not less than two years full-time (or the part-time equivalent); and in no case will the minimum period be less than one year full-time (or the part-time equivalent), that year being the final year of the degree programme.

4.0. Interruption of Studies

- 4.1. Students may spend a maximum of two years during their programme on "Break in Study" status, in accordance with the College Break in Study – Taught Students Policy. Students who do not re-enrol by the end of this period will be considered to have withdrawn from the programme of study, and their registration will be terminated.
- 4.2. Students may undertake reassessments during a Break in Study but may not re-take a module or attempt a module for the first time.

5.0. Enrolment

- 5.1. All students must enrol at the start of their first year of the programme, and at the start of each subsequent academic year for the duration of their registration on the programme (not including any period covered by an approved break in study). All students must abide by the enrolment procedure published by the College and must enrol to the satisfaction of the College.
- 5.2. Students who fail to complete enrolment for each academic year of their programme will be considered to have withdrawn, and their registration will be terminated.
- 5.3. Each student's academic progress will be reviewed annually and a decision will be made, in consultation with the appropriate Sub-board of Examiners or delegated body, as to whether admission to the next year of the programme of study will be offered or not. Such decisions will take into account the student's performance in prescribed assessments and other relevant aspects of academic performance.⁷

6.0. Module Registration

- 6.1. Awards may only be made to students who have completed the appropriate modules for the programme, as specified in the relevant programme specification. Students are responsible for ensuring that they have registered for the correct modules each year.

7.0. Withdrawal from a Programme of Study

- 7.1. A student who withdraws from a programme of study at the College ceases immediately to be a registered student at the College.
- 7.2. A student who withdraws before completing the target award may be eligible for an intermediate award at the discretion of the College Board of Examiners (see also regulations 35-42, 45-49 Conferment of Awards).

8.0. Supplementary Modules

- 8.1. A registered student may be permitted, at the discretion of the College, to take supplementary modules. Students who are successful in these examinations may apply to the College for a transcript giving details of the supplementary

⁷ See also the College Policy on the Termination of Registration of a Student.

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modules in which they have satisfied the examiners and their value in credits. No field of study or Honours classification will be awarded. Neither will the supplementary modules affect in any way any classification of honours in any degree awarded previously.

9.0. Progression from One Year of Study to Another

9.1. At the end of each academic year students will:

- (i) be eligible to progress in their studies or;
- (ii) not be eligible to progress in their studies but will be offered the possibility of repeating those elements required in order to progress; or
- (iii) not be eligible to be assessed further and therefore have their registration terminated.

9.2. The specific requirements for progression on any programme will be published in the relevant programme specification.

10.0. Progression from Foundation Degree to an Honours Degree

10.1. All Foundation degree programmes will be designed so that any candidate, who is awarded a Foundation degree, may be admitted to complete a specified cognate Honours degree programme with a further period of study. Holders of Foundation degrees may also be considered for admission to other Honours degree programmes.

Part Two: Structure and Framework

11.0. General Structure and Framework

- 11.1. Programme and module specific requirements will be outlined in the appropriate programme and module specifications. Programme and module specifications may not be altered for the current academic session once teaching of the relevant programme / module has commenced unless all students have been consulted and none has indicated an objection.
- 11.2. All modules must be assigned a credit value. Modules may only be offered in half (15 credits), single (30 credits), double (60 credits) or exceptionally quadruple sizes⁸ (120 credits). No other size of module will be permitted.
- 11.3. All modules will be assigned a numerical value designating the level of study in accordance with the Quality Assurance Agency's Framework for Higher Education Qualifications.
- 11.4. Where a module specification indicates that a module has pre-requisite modules, students will normally be required to have passed the pre-requisite module before registering for the module concerned.
- 11.5. Where a programme specification indicates that any given module is a core module then that module must be passed in order for the relevant award to be conferred on to the student. All core modules must be passed and no compensation (see regulation 24.0 "Compensated Fail" and Awards) may be awarded for a core module with the exception of core modules on the LLB programme where up to 30 credits may be compensated at the discretion of the Sub-board of Examiners.
- 11.6. Where a programme specification indicates that any given module is compulsory, then that module must be undertaken as part of the programme. The individual programme specification may stipulate the minimum achievement that must be reached in one or all of its compulsory modules in order for the relevant award to be made.
- 11.7. Where a programme specification indicates that a group of modules is optional then students may choose a stipulated number of these modules as part of their programme of study.

⁸ Quadruple modules will normally only be the dissertation element of approved MRes programmes.

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- 11.8. Where a programme specification indicates that a number of elective modules may be chosen as part of the programme of study then students may replace an optional module with a module from another programme subject to approval by the programme director and availability of the elective module in question.
- 11.9. At the discretion of the programme director an undergraduate student may enrol on modules offered by other Colleges and Institutes of the University of London (intercollegiate study). Overall module results for no more than 50% of the credits taken through intercollegiate study may be counted towards a degree classification⁹.
- 11.10. Any student awarded a foundation degree who subsequently transfers on to, and qualifies for an Honours degree shall retain both awards.
- 11.11. A minimum overall module result of 40% for an undergraduate module and 50% for a postgraduate module must be achieved for the module to be passed. Modules studied at level 6 as part of a postgraduate programme of study also require a minimum overall module result of 50% to be achieved for the module to be passed.
- 11.12. Additionally a minimum level of achievement in any or all of the assessed elements within the prescribed assessment for the module may be required. These requirements will be published in the relevant module specification.
- 11.13. Credit for a module irrespective of the value cannot be divided. A student must therefore satisfy the examiners for the whole module in order to be awarded credit for that module.
- 11.14. Credits awarded for a module may normally only contribute towards one award, unless that credit has been considered as accredited prior learning (see regulation 2.0).

12.0. Length of Programme

- 12.1. An approved programme of study for a foundation degree must extend over two academic years of full-time study or its equivalent in part-time study.
- 12.2. An approved programme of study for a Bachelors degree must extend over not less than three academic years.

⁹ See also the College Policy on Intercollegiate study.

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- 12.3. An approved programme of study for a Bachelors degree with a foundation year must extend over not less than four academic years.
- 12.4. An approved programme of study for a postgraduate degree must extend over not less than one academic year.
- 12.5. A minimum length of the period of study for a programme may be prescribed in the relevant individual programme specification. The College may require individual students to pursue the programme for a period longer than the minimum period prescribed in the programme specification. The College will determine, subject to the provisions of the individual programme specification, the methods by which the student is examined.
- 12.6. All taught programmes comprise a number of prescribed modules for which credit is awarded when the module is passed¹⁰. A specified number of credits must be achieved to be eligible for an award for a given programme.
- 12.7. Programmes of study will vary in the number of modules required at each level; subject to the following constraints:
 - a) For a Foundation Degree, 240 credits will be taken, of which at least 210 credits will be at Level 4 or above and at least 90 credits will be at Level 5 or above.
 - b) For an Honours Degree, 360 credits will be taken, of which no more than 120 credits may be at Level 4 and no less than 120 credits may be at Level 6 or above.
 - c) For an Honours Degree with a foundation year, 480 credits will be taken, of which no more than 240 credits may be at Level 4 and no less than 120 credits may be at Level 6 or above.
 - d) All Masters Degrees will contain 180 credits, normally including a dissertation. Any postgraduate award above Postgraduate Certificate may include no more than 30 credits at level 6 in the total credits considered for the award.
 - e) An MRes degree will normally include research methods and dissertation core modules to the value of 120 credits. The research methods and dissertation may be one combined 120

¹⁰ See also regulations 24.0 "Compensated Fail" and Awards.

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credit module or a number of distinct research methods modules and a dissertation module totalling 120 credits. The remaining 60 credits of the overall 180 credits required may be subject specific.

- 12.8. A programme of study will lead to a target award but may incorporate a number of intermediate awards. Intermediate awards will normally only be made to students withdrawing or being terminated from the programme before they have reached the minimum standard for the target award (see also regulations 35-42, 45-49 Conferment of Awards).
- 12.9. Individual programme specifications will state the required number of credits at each level in order to receive the named award for that programme. The programme specification will also state the modules that must be studied for the award and will state whether these modules are core, compulsory, optional or elective.

13.0. Students Registered for Degrees of the University Undertaking Study Elsewhere

- 13.1. The College may permit a student to spend part of their studies, the period for which will be defined in the programme regulations, other than the first year of an undergraduate degree, in another institution of University status in the United Kingdom or abroad. This may be as part of a joint or dual degree or a study abroad or Erasmus+ activity. This will be permitted where:
- (i) the institution has been approved for this purpose by the Academic Board; and,
 - (ii) in the opinion of the Sub-board of Examiners with responsibility for the programme that the student is registered to, the study carried out in that institution forms a coherent whole with the remainder of the programme.
- 13.2. Credits and exemptions from modules otherwise required on programmes of study may be granted by College Boards of Examiners, or their nominated body, in respect of study taken at institutions other than the University of London, but shall be subject to the following:
- (i) a maximum exemption from modules to the values, in regulation 12.6, from those elements of the assessment which the student would have taken in their normal programme during the year or part thereof (s)he spent at another institution; and,

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(ii) the requirement that the standard attained by the student meets the normal requirements of their programme as outlined in the programme specification.

13.3. The relevant Sub-board of Examiners will determine what marks or grades (if any) will be credited to the student by virtue of the assessment made in lieu of the prescribed programme assessment.

14.0. Awards¹¹

14.1. The College may confer the following awards:

- (i) Certificate of Continuing Education (Cert CE)¹³
- (ii) Certificate of Higher Education (Cert HE)
- (iii) Diploma of Higher Education (Dip HE)
- (iv) Foundation Degree (FD)
- (v) Pass Degree
- (vi) Bachelor of Arts (BA) with Honours
- (vii) Bachelor of Business Administration (BBA) with Honours
- (viii) Bachelor of Science (BSc) with Honours
- (ix) Bachelor of Science (Economics) (BSc(Econ)) with Honours
- (x) Bachelor of Laws (LLB) with Honours
- (xi) Graduate Diploma (Grad Dip)
- (xii) Graduate Certificate (Grad Cert)
- (xiii) Postgraduate Certificate (PG Cert)

¹¹ See also University regulation 1 and the QAA Framework for Higher Education Qualifications.

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- (xiv) Postgraduate Diploma (PG Dip)
- (xv) Master of Arts (MA)
- (xvi) Master of Business Administration (MBA)
- (xvii) Master of Science (MSc)
- (xviii) Master of Laws (LLM)
- (xix) Master of Fine Art (MFA)
- (xx) Master of Research (MRes)
- (xxi) Certificate of Professional Education (Postgraduate) (PG Prof Cert)¹²

¹² Note that this is a Birkbeck College award and not a University of London award.

Part Three: Assessment

15.0. General

- 15.1. The individual element marks and overall module result of any module can only be approved by a Sub-board of Examiners or exceptionally the Chair of the Sub-Board on behalf of that Sub-Board.¹³
- 15.2. The pass mark for all elements of assessment on programmes at undergraduate level is 40%.
- 15.3. The pass mark for all elements of assessment on programmes at postgraduate level is 50%^{14,15}.
- 15.4. A student will be deemed to have attempted a module if they have registered for that module and not submitted any written notification to the College indicating withdrawal from the module or programme by the relevant published deadlines.
- 15.5. If a student attempts a module but does not submit any work for the appropriate assessment as outlined in the module specification for that module, and does not have an application for mitigating circumstances accepted by the Sub-board of Examiners (see regulation 29 Deferral) they will be deemed to have failed the module and to have used up one attempt at the assessment(s) for the module. A result of 0 will be recorded for that module.

16.0. Coursework and Examinations

- 16.1. The assessment requirements for any module will consist of one or more “elements” of assessment. An element of assessment may be any type of assessment method as deemed appropriate by the College and approved during the approval of the module and/or programme.
- 16.2. Students must adhere to the prescribed assessment requirements for each individual element that they undertake, as outlined in the relevant module

¹³ The marks for all elements of assessment (including reassessments) must be reported on a scale of 0-100 and to the nearest whole number, except for those modules where the result should be reported as simply either pass or fail.

¹⁴ For detailed guidance on the recording of module results on the SITS database please see the relevant SITS manual, available from the Business Systems team within the Planning Unit.

¹⁵ The pass mark for elements of assessment of level 6 modules taken as part of a postgraduate programme of study is 50%.

specification. This includes attendance at all prescribed assessment and submission of elements for assessment by published deadlines. Failure to submit or attend assessment to the satisfaction of the College will result in the failure of the individual assessment. A mark of 0 will be normally recorded for that element in these circumstances¹⁶.

- 16.3. Students must, at the request of the College submit their work to any College-approved plagiarism detection service. A deadline for this submission may also be set by the relevant Sub-board of Examiners. All assessment will be subject to the College Policy on Assessment Offences.

17.0. Marking and Moderation and External Scrutiny

- 17.1. The marking and moderation of all assessment will be governed by College policy on Marking and Moderation, College guidance on the operation of Sub-Boards of Examiners and the College policy and Guidance on the role of External Examiners.
- 17.2. The selection, appointment, and role of External Examiners will be governed by the College Policy and Guidance on the role of External Examiners.

18.0. Examinations

- 18.1. At any examination in which there is a practical examination in any experimental science subject, a candidate must satisfy the examiners in both the practical and written parts of the examination.
- 18.2. All answers to examination questions must be written in English unless instructions are given to the contrary.
- 18.3. Any student who is alleged to have committed an examination offence as set out in the College Policy on Assessment Offences, may be subject to disciplinary proceedings as outlined in this Policy.

19.0. Personalised Examination Provision (PEP).

- 19.1. At the discretion of the College appropriate alternative assessment arrangements may be made for a candidate who is severely ill or has other

¹⁶ It is the student's responsibility to ensure that work is submitted by the published deadlines and in accordance with the published system. Students must check with the Department and/or School in advance of the deadline if they are unsure of the correct procedure for submission of work.

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circumstances, such as a declared disability, which affects their ability to take their examination .¹⁷

- 19.2. The procedure for applying for such arrangements and for their approval is outlined in guidance provided by Student Services.
- 19.3. Students with a disability should declare their disability and provide supporting evidence within a month of enrolment. The Disability and Dyslexia Service (DDS) will offer appropriate alternative examination arrangements if necessary.
- 19.4. If students require PEP for a reason that is not related to a disability, they must request this from the Examinations team as soon as possible and normally no later than six weeks before the date of the student's first examination. Applications received after this date will only be considered for cases of sudden illness or accidental injury.
- 19.5. Students who request such arrangements but who do not attend the examination are liable for any academic penalty that may be applied for non-attendance at or non-submission of assessment (see regulation 15.5)

20.0. Late Submission of Assessment¹⁸

- 20.1. Any piece of assessment that is submitted late and for which no application for consideration of mitigating circumstances has been accepted will be awarded a mark of no more than 40% (undergraduate modules) or no more than 50% (postgraduate modules). Where an application for consideration of mitigating circumstances is accepted, the relevant Sub-board of Examiners may, at its discretion, consider the work as if it had been submitted by the appropriate deadline.
- 20.2. Where an assessment has not been submitted or attended and no application for consideration of mitigating circumstances has been accepted a mark of 0 will be awarded.

¹⁷ Applications for alternative arrangements for assessment should be made to the College as early as possible after registration and must reach the Examinations Officer in the Registry no later than six weeks before the date of the candidate's first examinations test. Applications received after this date will only be considered for cases of sudden illness or accidental injury.

¹⁸ See also regulation 29, Deferral in the Whole Module, the College Policy on Mitigating Circumstances and the College Policy on Late Submission of Coursework.

21.0. Passing a Module

- 21.1. If a student fails to achieve an overall pass in a module (as defined in the relevant module specification) the Sub-board of Examiners or nominated committee may decide at its discretion (subject to regulations 22.1 – 22.6) to allow the student to either:
- (i) be reassessed in one or more of the elements of assessment for the module by a date the Sub-board of Examiners or nominated committee will set (a student will not normally be reassessed in an element of the module in which they have already achieved a pass); or,
 - (ii) re-take the entire module (i.e. re-attend all lectures and seminars AND re-attempt all elements of the assessment).
- 21.2. Reassessment, as defined in regulation 22.0 may take the same format as the original assessment of the element in question, or may take an alternative format at the discretion of the relevant Sub-board of Examiners.
- 21.3. At undergraduate level, students will be offered three attempts at passing any element²⁰ (other than where an assessment offences panel has decreed otherwise), including a maximum of one reassessment opportunity.
- 21.4. At postgraduate level, students will be offered two attempts at passing any element¹⁹ (other than where an assessment offences panel has decreed otherwise).

22.0. Reassessment

- 22.1. The Sub-board of Examiners or nominated committee has the final decision on whether to allow a student to be reassessed in any element of a module.
- 22.2. A student may be eligible for reassessment in one or all of the elements of a module that they have not previously passed, at the discretion of the relevant

¹⁹ If a student has exhausted all attempts at achieving a pass in a core module they would normally be excluded from the programme and College (see regulation 51.1, Regulations for Excluding and Terminating a Student's Registration from a Taught Programme on Academic Grounds).

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Sub-board of Examiners or nominated committee, subject to regulations 21.3 and 21.4²⁰.

- 22.3. If a module contains more than one element of assessment, a student will not normally have to be reassessed in an element in which they have already achieved a pass.
- 22.4. Any student who is offered reassessment but who does not take up the offer will retain the fail mark originally recorded for the element and the overall module result.
- 22.5. Reassessment is not compulsory. However, students who do not take up the offer of reassessment or fail the reassessment will be required to do one of the following:
- (i) re-take the module (obligatory if the failed reassessment is part of a core module with the exception of core modules on the LLB programme where students may be re-assessed or carry the module as a compensated fail at the discretion of the Sub-board of Examiners);
 - (ii) attempt an alternative module if the module is no longer available;
 - (iii) include the module as a compensated fail in their profile towards their award (see regulations 24.0 “Compensated Fail” and Awards).
- 22.6 Any element of assessment that is submitted as a reassessment and for which no application for consideration of mitigating circumstances has been accepted will be awarded a mark of no more than 40% (undergraduate modules) or no more than 50% (postgraduate modules). Where an application for consideration of mitigating circumstances is accepted, and a deferral awarded by the Sub-Board (see Reg 29.0) the work may be submitted without penalty and the reassessment will not be capped at the pass mark.
- 22.7 Any module taken as a re-take will not be capped at the pass mark.

²⁰ Reassessment in one or all elements of a module does not normally involve re-registering for the module or attendance.

23.0. Timing and Format of Reassessment

23.1. The relevant Sub-board of Examiners or nominated committee will determine and approve the timing and format of the reassessment that will take place. This will be either:

- (i) at the next normal assessment opportunity (i.e. when the module next operates); or
- (ii) as a reassessment before the start of the following academic year (usually between June and September). In this instance the Sub-board of Examiners or nominated committee may at their discretion permit the use of an alternative form of assessment to that originally used for the module.^{21,22,23}

24.0. “Compensated Fail” and Awards

24.1. Where a student has achieved a result of 30-39% (undergraduate, other than the LLB), 35-39% (LLB) or 40-49% (postgraduate), the Sub-board of Examiners may, at its discretion, offer a “compensated fail”. A “compensated fail” may not be awarded for a core module with the exception of core modules on the LLB programme where up to 30 credits may be compensated at the discretion of the Sub-board of Examiners. Where a student has not exhausted the prescribed number of attempts at that module the student may reject the offer of a compensated fail and seek to pass the module at the next available opportunity; any offer of a compensated fail will lapse once a further assessment is attempted, although Sub-Boards of Examiners may repeat the offer if the student does not subsequently pass the module, at their discretion.

24.2. A student may elect to include a number of Compensated Fail credits as part of a foundation degree, Honours degree and Masters degree programme and still be entitled to the award (see regulations 39.0 – 48.0).

²¹ For example, the Sub-board of Examiners may decide that the reassessment requirement for a failed examination can be met by the submission of one or more pieces of coursework, oral examination or other form of assessment.

²² Some modules will only be reassessed at the next normal opportunity as alternative forms of assessment may be neither practical, appropriate or fulfill the learning outcomes of the element or module in question.

²³ The relevant Departmental Office will co-ordinate the arrangements for any reassessment (except the planning and operation of any formal examinations) and must notify the students of the new date for the submission of coursework for any reassessment.

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24.3. A student may elect to include a number of Compensated Fail credits as part of an intermediate award where the award comprises at least 120 credits and still be entitled to the award, as long as the number of Compensated Fail credits does not exceed the maximum number of credits as specified in regulation 24.4 (see also regulations 39.0 – 48.0).

24.4. The maximum number of compensated fail credits that may be included towards an award is as follows:

Cert HE	30 credits
Foundation Degree	30 credits
Dip HE	30 credits
BA, BBA & BSc	60 credits
LLB	30 credits
Grad Dip ²⁴	30 credits
PG Dip	30 credits
LLM, MFA, MRes, MSc & MA	30 credits
Other intermediate awards (Cert CE, Grad Cert, PG Cert, PG Prof Cert)	No compensation

24.5. Where more than 30 credits is being awarded, at least 90 credits at any one level must not be compensated e.g. BA & BSc.

24.6. Where a student has accepted the award of a compensated fail, and progressed to the next year of academic study, they may not rescind this acceptance and attempt any further assessment at that module.

24.7. Where a student has exhausted all attempts at a module and has not passed that module, and has not been offered and accepted the offer of a “compensated fail” then the Sub-board of Examiners will award a fail for the module.

²⁴ Where the award comprises 120 credits.

25.0. Failure of a Module

25.1. If a student fails to achieve an overall result of 40% (for undergraduate programmes), or 50% (for postgraduate) or above in any module, and is not awarded a compensated fail for that module, then they will be deemed to have failed that module. This means that:

- (i) the module may not count towards the minimum number of credits to be passed or compensated at any level and;
- (ii) the module will count as an attempt towards the maximum number of attempts at the assessment(s) permitted to pass the module.
- (iii) the student will have to be reassessed or re-take the module in order to achieve a pass or compensated fail in that module.

26.0. Re-take of a Module

26.1. If a student re-takes (i.e. repeats all assessments with attendance) a module, as required by the Sub-board of Examiners, the student must re-register for and attend the module and complete all assessments. This applies regardless of the marks the student achieved in any element of assessment at the previous attempt.

26.2. The maximum overall module result for any re-taken module will be 100%.

27.0. Alternative Modules

27.1. In the event that a failed core or compulsory module is no longer available the student must attempt an alternative module determined by the relevant Sub-board of Examiners.

27.2. Where an optional module has been failed the student may attempt an alternative module on approval from the relevant Sub-board of Examiners.^{25,26}

²⁵ Students would normally re-take the original option module unless it is no longer running or the School agrees that an alternative option is appropriate.

²⁶ The Chair of the relevant Sub-board of Examiners or nominated committee will normally approve the alternative module by chair's action, which will be reported to the next available meeting of the Sub-board of Examiners or nominated committee.

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- 27.3. Where an alternative module is attempted the student will have only the same number of attempts to pass the module as would have applied if the original module was available.²⁷
- 27.4. The maximum overall module result for any alternative module will be 100%.

28.0. Reassessment in or Re-take of a Module to Improve a Mark

- 28.1. A student may only be reassessed in or re-take a module they have already passed if they have been offered a deferral opportunity as a result of a successful claim for mitigating circumstances (see regulations 29.0, Deferral).²⁸

29.0. Deferral

- 29.1. A student who fails to attend or submit one or more elements of assessment, or whose performance in one or more elements of assessment has been unduly affected for reasons judged to be valid by the relevant Sub-board of Examiners may be allowed to be assessed as if for the first time. This shall be known as deferral.
- 29.2. The date and format of any assessment offered in accordance with regulation 29.1 will be at the discretion of the Sub-board of Examiners or nominated committee.
- 29.3. A student who fails an assessment awarded in accordance with regulation 29.1 will either be subject to reassessment or should re-take the module depending on their overall module result.
- 29.4. A deferral does not count towards the number of attempts at any individual element of assessment or module and the reassessment will not be capped at the pass mark (regulations 21.3 and 21.4).

²⁷ If the student has exhausted three attempts (at undergraduate level) or two attempts (at postgraduate level) for both the original module and the alternative module(s) combined, the student is not normally permitted to take a new optional module instead and the student will not normally be able to complete the full degree.

²⁸ This means that, normally, once a satisfactory standard has been achieved in a module a student may not seek to improve their mark, grade or overall module result. Students may not take additional credits in an attempt to improve the classification of their award.

30.0. Deferral in the Whole Module

- 30.1. Where the relevant Sub-board of Examiners or nominated committee feels that the evidence justifies the award of a deferral in all elements of the assessment for the module, deferral on the whole module may be given. This will not count as a separate additional attempt in terms of the maximum number of attempts permitted to pass the module.²⁹

31.0. Accepted Mitigating Circumstances Claims for Work That Has Achieved a Pass

- 31.1. If, after having a Mitigating Circumstances claim accepted, a student achieves a pass result in the module, they will be given the choice of accepting the result or taking a deferral in the element(s) of work affected. A student who takes a deferral under these circumstances will be awarded either the mark for their original assessment or that for the deferral attempt for the assessment in question, whichever is the higher.³⁰

32.0. Non-participation in Deferred Assessment

- 32.1. Students who are offered a deferral opportunity and do not take the assessment will retain their original mark and overall module result. Students may only take the deferral opportunity within a specified period of time after the offer has been made to them. A deferral opportunity cannot be “carried over” to the next time the assessment occurs without a further successful application for consideration of mitigating circumstances to the Sub-board of Examiners or its nominated committee.

33.0. Change of Mark After a Sub-board of Examiners

- 33.1. In the event that a mark for any assessed work needs to be amended after the Sub-board of Examiners has convened and approved the marks and overall module results, the amended mark and any resulting change in the overall

²⁹ See Mitigating Circumstances Policy, Procedure and Guidance.

³⁰ If a student opts for a deferral in the element of work or module affected, they must inform the College in writing no later than 10 working days after the release of the Sub-board of Examiners decision. Students are strongly advised to seek guidance from the Module Tutor concerned and/or from their Personal Tutor, in order to ascertain whether it would be appropriate and beneficial to attempt a deferral in a piece of work or module which they have already passed.

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module result or (for finalists) degree classification must be approved by the Chair of the Sub-board of Examiners.^{31,32}

- 33.2. The full range of sanctions outlined in the Assessment Offences Policy may be applied retrospectively if evidence of an assessment offence is produced after a mark has been awarded.³³

34.0. Representations from Candidates Concerning Assessment Results

- 34.1. Representations from candidates concerning assessment results will be considered in accordance with the College Appeals Policy and Procedure (Taught).

Part Four: Conferment of Awards

35.0. Approved Programme of Study

- 35.1. The College Board of Examiners will confirm the title of the award for each student in line with that student's programme of study and according to the programme regulations. The title will not necessarily be the same as that for which the student originally registered.

36.0. Award of Birkbeck College Certificates

- 36.1. To qualify for the award of a Certificate of Continuing Education (Cert CE), a student must have passed a minimum of 60 credits at Credit Level 4 or above.
- 36.2. To qualify for the award of a Certificate of Professional Education (Postgraduate), a student must have passed a minimum of 30 credits at Credit Level 7.

³¹ Markers and Chairs of Sub-Boards of Examiners in conjunction with Registry should consider for any continuing student whether the change in overall module result has any effect on their progression status.

³² The student shall be informed of the mark amendment and any resulting change to their progression, degree or degree classification in writing by the Registry.

³³ The Chair should inform the student in writing that the mark is held in suspension and that the Board or Sub-board of Examiners has the right to examine any past submissions.

37.0. Award of a Certificate of Higher Education (Cert HE)

37.1. To qualify for the award of a Certificate of Higher Education, a student must have:

- (i) passed modules totalling at least 120 credits at Credit Level 3 or above including at least 90 credits at Credit Level 4 or above;
- (ii) no more than 30 credits as a Compensated Fail;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.

37.2. Where a Certificate of Higher Education is offered as an intermediate award, only one may be awarded per degree.

37.3. The College may award a Certificate of Higher Education with pass, merit and distinction according to the following method:

- (i) Each module taken at level 4 or above that has been assigned a result of 0-100 shall have a value, v , where $v =$ one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0).
- (ii) For each of these modules there shall be a result awarded by the Sub-board of Examiners on the College Common Scale, m .
- (iii) For each programme the classification will be based on the formula $\frac{\sum(v*m)}{\sum v}$.
- (iv) Based on the calculation outlined in regulation 37.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above

Merit: The student has achieved a result of 60% or above but less than 70%.

Pass: The student has achieved an average result of 40% or above but less than 60%

38.0. Award of a Diploma of Higher Education (Dip HE)

38.1. To qualify for the award of a Diploma of Higher Education, a student must have:

- (i) passed modules worth at least 240 credits, at Credit Level 3 or above in total, including no more than 30 credits at Credit Level 3,
- (ii) passed modules worth at least 90 credits passed at Credit Level 5 or above;
- (iii) no more than 30 credits as a Compensated Fail;
- (iv) met any specific requirements for an award as outlined in the approved programme specification for that award.

38.2. The College may award a Diploma of Higher Education pass, merit and distinction according to the following method:

- (i) Each module taken at level 5 or above which has been assigned a result of 0-100 shall have a value, v , where $v =$ one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0). Modules taken at level 4 as part of the programme specification for a named Diploma of Higher Education DO NOT contribute to the determination of pass or distinction for any Diploma of Higher Education.
- (ii) For each of these modules there shall be a result awarded by the Sub-board of Examiners on the College Common Scale, m .
- (iii) For each programme the classification will be based on the formula $\frac{\sum(v*m)}{\sum v}$.
- (iv) Based on the calculation outlined in paragraph 38.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above.

Merit: The student has achieved a result of 60% or above but less than 70%.

Pass: The student has achieved an average result of 40% or above but less than 60%.

39.0. Award of a Foundation Degree (FdA and FdSc)

39.1. To qualify for the award of a Foundation degree, a student must have:

- (i) accumulated credit worth at least 240 credits at Credit Level 3 or above in total, including no more than 30 credits at Credit Level 3 and at least 90 credits at Credit Level 5 or above;
- (ii) no more than 30 credits as a Compensated Fail;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.

39.2. The College may award a Foundation degree with pass, merit and distinction according to the following method:

- (i) Each module taken at level 5 or above which has been assigned a result of 0-100 shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0). Modules taken at Credit Level 4 as part of the programme specification for a named Foundation Degree DO NOT contribute to the determination of pass, merit or distinction for any Foundation Degree.
- (ii) For each of these modules there shall be a result awarded by the Sub-board of Examiners on the College Common Scale, m .
- (iii) For each programme the classification will be based on the formula $\frac{\sum(v*m)}{\sum v}$.
- (iv) Based on the calculation outlined in paragraph 39.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70 or above.

Merit: The student has achieved a result of 60% or above but less than 70%.

Pass: The student has achieved a result of 40% or above but less than 60%.

40.0. Award of a Single Honours Degree

40.1. To qualify for the award of a Degree with Honours, a student must have:

- (i) accumulated at least 360 credits at Credit Level 4 or above (including at least 240 credits at Credit Levels 5 and 6, and at least 120 credits at Credit Level 6 or above of which, at least 300 credits must be passed at Credit Level 4 or above including a minimum of 90 credits passed at level 6 or above;
- (ii) no more than 60 credits as a Compensated Fail overall (or no more than 30 credits on the LLB) with no more than 30 credits at level 6 or above;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.³⁴

40.2. To qualify for the award of a Degree with Honours with foundation year, a student must have:

- (i) accumulated at least 480 credits at Credit Level 4 or above (including at least 240 credits at Credit Levels 5 and 6, and at least 120 credits at Credit Level 6 or above of which, at least 300 credits must be passed at Credit Level 4 or above including a minimum of 90 credits passed at level 6 or above;
- (ii) no more than 60 credits as a Compensated Fail overall (or no more than 30 credits on the LLB) with no more than 30 credits at level 6 or above;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.³⁵

³⁴ Students on the LLB programme may, at the discretion of the examination board, include core modules up to the value of 30 credits as a “compensated fail” and still receive their award – see regulations 24.0 “Compensated Fail” and Awards.

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- 40.3. A candidate for the award of an Honours degree who has previously completed modules as part of a Foundation degree will be assessed for the award of Honours on the basis of his or her performance in all the relevant modules prescribed for the Honours degree including those completed during the period of registration for the Foundation degree.

41.0. Award of a Joint Honours Degree

- 41.1. To qualify for the award of a Degree with Joint Honours, a student must have complied with regulation 40.0 and accumulated no more than 210 credits in one subject area and no less than 150 credits in the second subject area.

42.0. Award of a Major/Minor Honours Degree

- 42.1. To qualify for the award of a Degree with major/minor Honours, a student must have complied with regulation 40.0 and accumulated at least 25% of the programme (90 credits) in the minor subject area.

43.0. Determination of Honours Classification:

- 43.1. An Honours classification may only be awarded for undergraduate Honours programmes (single, joint and major/minor).
- 43.2. A student must have met the individual programme specifications at Level 4 to be given an Honours degree. However, the overall module results at Level 4 DO NOT contribute to the determination of classification. Only modules at Credit Levels 5 and 6, that have been assigned a mark of 0-100, contribute to the classification of Honours.
- 43.3. All modules at credit levels 5 and 6 that have been assigned a mark of 0-100, will be given a weighted result which is calculated as follows:
- (i) Each of these modules will be assigned a weighting, w , where $w=1$ for a level 5 module and $w=2$ for a level 6 module.
 - (ii) Each of these modules will have a value, v , where $v=$ one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0).

³⁵ Students on the LLB programme may, at the discretion of the examination board, include core modules up to the value of 30 credits as a “compensated fail” and still receive their award – see regulations 24.0 “Compensated Fail” and Awards.

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- (iii) For each of these modules there shall be a result awarded by the Sub-board of Examiners on the College Common Scale, m.
- (iv) The weighted average result will be the sum of the products ($v*w*m$) for each module, divided by the sum of the products ($v*w$) for each of these modules, expressed as follows:
$$\frac{\sum ViWiMi}{\sum ViWi}$$
- (v) The classification of honours degree to be awarded will be based on the average of all the weighted results for completed modules from Credit Levels 5 and 6 that have been assigned a mark of 0-100.
- (vi) The College sets the class of Degree that may be awarded as follows:

First:	70% or above for the average weighted module results
Upper Second:	60% or above for the average weighted module results
Lower Second:	50% or above for the average weighted module results
Third:	40% or above for the average weighted module results

43.4. In circumstances where a student has taken more than 240 credits at Levels 5 and 6, the Sub-board of Examiners will recommend that the lowest scoring Level 5 or 6 modules would not be considered to determine the overall calculation. The calculation must be based on at least 240 credits, of which at least 120 credits must be at level 6.

43.5. Once a student has fulfilled the criteria for the Honours degree they may not undertake further modules in order to improve his/her average result.

44.0. Award of a Pass Classification

44.1. To qualify for the award of a Pass classification, a student must have:

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- (i) accumulated credit worth at least 300 credits at Credit Level 4 or above;
- (ii) of which 240 credits must be passed at Credit Level 4 or above and;
- (iii) accumulated no more than 60 credits as a Compensated Fail (no more than 30 credits as a Compensated Fail on the LLB);
- (iv) passed all the prescribed core modules for the Honours programme
- (v) not have satisfied the requirements outlined in regulation 43.0 for the award of an Honours degree.

45.0. Award of a Graduate Certificate (Grad Cert) or Graduate Diploma (Grad Dip)

45.1. To qualify for the award of a Graduate Certificate (Grad Cert) a student must have:

- (i) passed modules to the value of 60 credits at Credit Level 5 or above of which no more than 15 credits may be from credit level 5;
- (ii) met any specific requirements for an award as outlined in the approved programme specification for that award;

45.2. To qualify for the award of a Graduate Diploma (Grad Dip) a student must have:

- (i) passed modules to the value of 90 credits at level 6 or above.³⁶
- (ii) no more than 30 credits as a Compensated Fail³⁷;
- (iii) met the approved programme specifications including passing all core modules;

³⁶ Some Birkbeck Graduate Diplomas require 120 credits to be obtained in order for the programme requirements to be fulfilled.

³⁷ Where the award comprises 120 credits.

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45.3. The College may award a Graduate Certificate (Grad Cert) or Graduate Diploma (Grad Dip) as follows:

- (i) Each module taken at level 6 which has been assigned a result of 0-100 shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, 2.0). Modules taken at Credit Level 5 as part of the programme specification for a named Graduate Certificate (Grad Cert) or Diploma DO NOT contribute to the determination of pass or distinction for any Graduate Certificate (Grad Cert) or Diploma.
- (ii) For each of these modules there will be a result awarded by the Sub-board of Examiners on the College Common Scale, m .
- (iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$.
- (iv) Based on the calculation outlined in paragraph 45.3(iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above.

Merit: The student has achieved a result of 60% or above but less than 70%.

Pass: The student has achieved an average result of 40% or above but less than 60%.

46.0. Award of a Postgraduate Certificate (PG Cert)

46.1. To qualify for the award of a postgraduate certificate a student must have passed modules to the value of 60 credits at Credit Level 7.

47.0. Award of a Postgraduate Diploma (PG Dip)

47.1. To qualify for the award of a postgraduate diploma a student must have passed modules to the value of 120 credits at Credit Level 6 or above of which no more than 30 credits may be from Credit Level 6 and no more than 30 credits may be a Compensated Fail.

48.0. Award of a Postgraduate Degree (MA; MFA; MSc; LLM, MRes)

48.1. To qualify for the award of a postgraduate degree a student must have:

- (i) accumulated credit to the value of 180 credits at credit level 6 or above of which no more than 30 credits may be from Credit Level 6;
- (ii) and no more than 30 credits as a Compensated Fail;
- (iii) met any specific requirements for an award as outlined in the approved programme specification for that award.

49.0. Classification of Postgraduate Taught Awards

49.1. The College classifies its awards at Postgraduate taught level (PG Cert, PG Dip, MA, MSc, MRes, MFA and LLM) by the following method:

- (i) Each module taken at level 7 that has been assigned a result of 0-100 shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, 2.0, 3.0 or 4.0). Modules taken at level 6 as part of the programme specification for a named postgraduate award DO NOT contribute to the determination of pass, merit or distinction for any taught postgraduate award.
- (ii) For each of these modules there will be a result awarded by the Sub-board of Examiners on the College Common Scale, m .
- (iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$.
- (iv) Based on the calculation outlined in paragraph 50.1 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above.

Merit: The student has achieved a result of above 60% but less than 70% in modules.

Pass: The student has achieved a result of above 50% but less than 60%.

- 49.2. In addition to 49.1 above, Masters students must normally achieve a distinction mark in the dissertation in order to be awarded a distinction.
- 49.3. Modules taken at level 6 as part of the programme specification for a named postgraduate award DO NOT contribute to the determination of pass, merit or distinction for any taught postgraduate award.

50.0. Awards and Borderline Classifications (Class of Honours and Pass, Merit or Distinction)

- 50.1 Where a student's overall weighted average mark is within 2.00% of the next (higher) degree classification the Sub Board of Examiners should consider the amount of credit for which the assessment falls within a particular class. If a candidate has a preponderance of credit in a higher class i.e. 50.00% or greater of the overall credit in the award than that determined by the aggregate result, or if other influential factors apply, the higher class of degree may be recommended for award to the relevant College Board³⁸. Where the average weighted result is outside of 2.00% of the next (higher) degree classification, a recommendation for the award of the higher class degree will not normally be permitted.

51.0. Regulations for Excluding and Terminating a Student's Registration From a Taught Programme on Academic Grounds

- 51.1. The College's regulations on the termination of a student's registration from a taught programme on academic grounds are codified in the College Policy and Procedure for the Termination of a Student's Registration.

52.0 Award of Degrees

- 52.1 The College is authorised to award Foundation, First and Postgraduate Taught Degrees and Specialist Doctorates of the University of London on students registered as students of the College. This authority shall be exercised by the Master in accordance with procedures made by the Academic Board which may permit the delegation of that authority to the Vice-Master.

³⁸ See Guidance on Use of Discretion and College Policy on the Operation of Boards and Sub-Boards of Examiners

53. Notification of Results and Issue of Diplomas

- 53.1 After the Examiners have reached a decision, every candidate will be notified by the Registrar of the result of his/her examination.
- 53.2 A Diploma under the Seal of the University shall be subsequently delivered to each candidate who has been awarded a degree. For undergraduates the date of the award of the degree to successful candidates will be 31 July, but where a candidate completes the degree at a time other than at the summer examination the date of the award will be the first day of the month following the examiners' report. For postgraduates the date of the award of the degree will be the first day of the month following the examiners' report.
- 53.3 The Diploma will record the field of study (see below), where appropriate.

54.0 Field of Study

- 54.1. The appropriate College Board of Examiners will determine the field of study in accordance with the guidelines laid down in regulation 54.3 below.
- 54.2. The field of study will be descriptive of the modules included in a degree curriculum that have been passed by the student. The levels of pass are not relevant to the determination of the field of study.
- 54.3. Except where a single subject is appropriate, the subjects named in the field will be determined as follows:
- (i) where appropriate, comprehensive titles will be used, for example, Biological Sciences, Combined Sciences, etc.;
 - (ii) unless specified in the relevant programme specification, where a joint degree is awarded the conjunction "and" will be used in the degree title;
 - (iii) unless specified in the relevant programme specification, where a major/minor degree is awarded, the conjunction "with" will be used, with the major subject being referred to first;
 - (iv) where it is inappropriate to describe a curriculum in terms of one or two subjects or by a comprehensive title as in (i) above, the degree will be awarded without reference to a field.

55.0. Revocation of Degrees

55.1. On behalf of the College the Master may, on the recommendation of the Academic Board, revoke any degree, diploma or certificate granted by the College and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the College that:

- (i) there was an administrative error in the award made under the relevant procedures, or;
- (ii) subsequent to the award, a College Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered or a candidate's award should be rescinded.

56.0. Aegrotat Provisions

56.1. An aegrotat award may be conferred where a student in their final year of study cannot complete their programme in the foreseeable future due to serious medical or other equivalent reasons, and the student's overall module results at level 6 (or 5 for foundation degrees) creates an average exceeding 40%.

56.2. An aegrotat award may only be conferred for foundation degree and Honours degree programmes.

56.3. An aegrotat award may not be conferred on programmes accredited by a professional body which does not sanction this form of award.

56.4. An aegrotat award may not be conferred with any distinction or Honours classification.

56.5. To be eligible for consideration of an aegrotat award a candidate³⁹ must:

- (i) submit the request for an aegrotat award to the Academic Registrar in writing after the publication of results, and;

³⁹ A Sub-board of Examiners may make representations on the candidate's behalf where that candidate is unable for medical or other reasons to submit the claim for her/himself.

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- (ii) be unable to attempt any further modules or undertake any further assessments/reassessments and/or re-takes due to mitigating circumstances for the foreseeable future.
- (iii) The application must be accompanied by a medical certificate or other independent evidence demonstrating that the student is unable to continue with the programme of study for the foreseeable future.

56.6. On consideration of the student's application the appropriate College Board of Examiners may:

- (i) award the minimum pass mark for a missed or failed element of assessment if after taking into account the student's performance in other areas of the module in question they are satisfied that the student would have passed the element of assessment and therefore the module had they not had mitigating circumstances at the time of the assessment, or would have passed any reassessment or re-take of the module if they were not prevented by mitigating circumstances from doing so for the foreseeable future. If, after re-calculation of the overall module results at level 6 (or 5 for foundation degrees) creates an average exceeding 40% then the student may have an aegrotat award conferred upon them, or;
- (ii) award credit for a missed or failed module if the College Board of Examiners considers that from the overall module results across all modules in the subject area at that level, they can determine that in their academic judgement the student would have passed the module had they not had mitigating circumstances preventing them her/him either attempting the module at the time or as a re-take in the foreseeable future.⁴⁰ If after the award of credit the student has accumulated the required number of credits for the target award then the student may have an aegrotat award conferred upon her/him if the average of the overall module results at level 6 (or level 5 for foundation degrees) is 40% or above.

⁴⁰ The transcript shall clearly denote the manner in which the credit was awarded.

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- 56.7. Where a student cannot meet the minimum stated above an aegrotat award may not be conferred.⁴¹
- 56.8. On receipt of the offer of an aegrotat award, the candidate may either
- (iii) accept the offer, in which case the award will be conferred, or;
 - (iv) decline the offer, and re-enter the assessments for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter assessments shall cease to be eligible for an aegrotat award in respect of the assessments on which his/her original application was based.
- 56.9. A candidate who has accepted the aegrotat award will not be eligible thereafter to re-enter the assessment for a classified degree.

**Academic Board
March 2017**

⁴¹ In this instance an intermediate award may be conferred if the student withdraws from the programme or has exceeded either the number of attempts for a module or the maximum period of registration or the student may be counselled to suspend/interrupt their studies until such a time as they are able to continue, taking in to account the amount of time remaining in the maximum period of registration.

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