

Please find details of changes to the University Charter, Ordinances, Statutes and Regulations ahead of your study in 2017/18.

Deletions shown ~~struck through~~ and new text shown in **bold underlined**

**Please note: This is a working document and will be updated throughout the Academic year.**

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## Changes to University Regulations around appropriate engagement with studies and assessments

Recent student casework (Appeals and Grievances) have identified some issues with the wording of the University's regulations regarding non-engagement with studies and assessments. In addition, recent discussions with ASK and Student Union representatives highlighted some areas within these regulations that required further clarity with regard to the definition of non-engagement and the impact of being withdrawn as a result of these regulations.

The affected regulations are 1A, 1B, 1C, 1F, 1G, 2A, 2B and 2C, although the wording to be changed is the same in each one. The changes are as follows, however it should be emphasised that there are no changes to the criteria by which students are judged to have not engaged appropriately.

### Summary of Changes

- The amended title of section 9 in the above listed regulations (section 8 in 1F and section 10 in 1C) is to make it clear that this section covers non-engagement with both studies and assessments.
- The replacement of 'Senate' with the 'Director of Student and Academic Services or nominee' as the 'person' approving the withdrawal. The requirement for Senate to approve these withdrawals required the use of Chair's Action at very short notice during a busy period of the academic year where timescales for approval are very tight. The requirement for the approval of Senate was also inconsistent with the other University non-engagement regulations, which allowed this to be approved by the Head of Student Records and Examinations.

As emphasised above, however, the criteria for the withdrawal taking place are unchanged, as are the checks and balances that take place with both Schools and Student Support regarding students meeting the criteria to determine whether or not withdrawal should be instigated.

- The timing of the withdrawal for students not engaging with their assessments was not worded accurately in the previous version of the Regulation. Most module marks will not be available by the time stated in the regulation and so in practice, withdrawal does not take place until a later time when overall module marks have been confirmed and communicated to students. This additional period of time also allows more thorough checks to be undertaken with both Schools and Student Support to ensure that students who have liaised with them can be fully reviewed to determine whether or not withdrawal is appropriate.
- The inclusion of the specific threshold, now noted in 9.2, that determines whether a student is deemed to have failed to engage with their assessments. This threshold is unchanged, but was not previously specified in the regulation. However, it has been communicated to all students by email at the beginning of each academic year.

- A slight change to the numbering structure to group together the key strands of section 9. Section 9.1 concerns non-engagement with studies and the formal academic warning process, with 9.2 focusing upon non-engagement with assessments and the associated threshold to trigger this.
- A new final section, 9.3, which makes it clear that once a student is withdrawn, they will forfeit their right to any outstanding reassessment attempts. Again, this has always been the case, but was not previously made explicit in the regulation.

**Exemplar Change to Regulation 1A (change will also be applied with the same wording to 1B, 1C, 1F, 1G, 2A, 2B and 2C)**

## **REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION**

### **9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS**

**9.1** Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be ~~required~~ **withdrawn from the University** by the Senate **Director of Student and Academic Services or nominee** ~~to withdraw from the University~~ at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

**9.2** Any student failing to engage appropriately with assessments, without prior consent, may be ~~required~~ **withdrawn from the University** by the Senate **Director of Student and Academic Services or nominee** ~~to withdraw from the University~~ within 2 weeks of the ~~end of each formal assessment period~~ formal communication of each semester's module results to students. **A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.**

**9.3** **Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.**

## AMENDMENTS TO ORDINANCES & REGULATIONS

Deleted text is shown ~~struck through~~ and additional text is shown in **bold and underlined**

### ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES, DIPLOMAS, ETC.

#### 7. POSTHUMOUS AWARDS - TAUGHT AWARDS

Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the PVC ~~Education and Student Experience~~, in their capacity as Chair of the University Exam Board. All posthumous awards are unclassified. If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

#### 8. POSTHUMOUS AWARDS - RESEARCH DEGREES

The award of a postgraduate research degree may be conferred posthumously where sufficient evidence of the candidate's ability is available in order to demonstrate that they would have reached the required standard. In such a case, the Research Degrees Committee shall consider the evidence presented and make its recommendation to Senate.

#### 9. AEGROTAT - TAUGHT PROGRAMMES

An Aegrotat award for incomplete study is an unclassified award that may be conferred in extenuating circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor ~~Education and Student Experience, and Chair of University Exam Board~~, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met.

#### 10. AEGROTAT - RESEARCH DEGREES

An aegrotat postgraduate research degree may be awarded should a candidate become unable to complete their studies due to extenuating circumstances, such as severe illness, following consideration of available evidence of the candidate's ability by the Research Degrees Committee. All research awards are available as aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. Where a programme of study has professional body requirements, accreditation will not take place.

### REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION

#### 13.9 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor ~~(Education & Student Experience)~~, and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor ~~(Education & Student Experience)~~, and Chair of University Exam Board. Before a recommendation for an Aegrotat award is

submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1B: CERTIFICATES**

### **11.3 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1C: MODULAR MEDICAL INTERCALATED BACHELOR OF SCIENCE DEGREES**

### **13.5 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1F: INTEGRATED MASTERS PROGRAMMES**

### **12.5 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION and MBChB BUT EXCLUDING INTERCALATED DEGREES**

### **13.10 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES AND RESEARCH DEGREES.**

### **14.7 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 2B: MODULAR COURSES LEADING TO THE UNIVERSITY GRADUATE CERTIFICATE AND GRADUATE DIPLOMA.**

### **13.5 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 2D: RESEARCH DEGREES (excluding Professional Doctorates and Research Degrees by Publication)**

### **8. STUDENT HEALTH AND LEAVE OF ABSENCE**

This section of the Regulation is supported by the Leave of Absence Procedure for Research Students, as set out in the Code of Practice on Postgraduate Research Degrees.

**8.1** Research students must be in an adequate state of physical and mental health to enable them to continue with their studies.

**8.2** A Leave of Absence is defined as an approved absence from the University of greater than 1 month's duration but normally no more than 12 months' duration, during which time a student is not undertaking any study.

**8.3** A student may take a leave of absence from the University only with the prior agreement of the Faculty/RI Postgraduate Committee, for a specified period.

**8.4** A student can request a leave of absence for the following reasons:

- (a)** Medical reasons;
- (b)** Maternity/paternity/adoption leave;
- (c)** Bereavement;
- (d)** Other valid personal reasons;
- (e)** Personal Financial Hardship.

The University will request documentary evidence to support a leave of absence request.

**8.5** Any student who requests a leave of absence must do so through the University's established procedures, which are outlined in the Code of Practice on Postgraduate Research Degrees.

**8.6** Students are requested to respond to any communications received from the University regarding re-registration at the conclusion of their leave of absence. These communications will normally be received no later than one month before the leave of absence is due to complete.

**8.7** Only in exceptional circumstances will applications for a leave of absence in excess of one academic year be considered. Any such applications should be made in writing to the Faculty/RI Postgraduate Committee, who shall, informed by specialist advice (if necessary), determine what conditions, if any, shall apply to the permission. Consideration will also be given to whether the period of maximum registration shall be extended, within the terms set out in Ordinance IV.

**8.8** Students experiencing difficulties but who do not wish to take a leave of absence, should consult with their Director of Postgraduate Research to consider the submission of an extension request. Further guidance about the submission of an extension for approval by the Research Degrees Committee is set out in the Code of Practice on Postgraduate Research Degrees.

**8.9** In certain circumstances the University may recognise that a student's state of health is such that it is in their interest and that of the University for a leave of absence to be taken, even if it has not been applied for. The University may, on the basis of professional advice:

- (a)** require the student to discontinue their studies via a leave of absence until the University is satisfied that the student may resume; or
- (b)** in exceptional circumstances, be withdrawn from the University.

**8.10** A student may appeal against the decision of the University to require a compulsory leave of absence or withdrawal based on a student's state of health.

**8.11** Appeals applications can be made only on one or both of the following grounds:

- (a)** Procedural irregularity in the conduct of the case;
- (b)** There is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time, and may have affected the outcome had it been known to the Faculty/RI Postgraduate Committee (and the Research Degrees Committee) and that there is a valid reason for not making it known at the time.

**8.12** Applications shall be submitted in writing to the Pro Vice-Chancellor for Education and Student Experience within 10 calendar days of the date of the letter sent to the student informing them of the decision.

**8.13** The Pro Vice-Chancellor for Education and Student Experience will then consult with the Chair of the Leave of Absence Review Panel or a designated representative. The Pro Vice-Chancellor for Education and Student Experience will determine whether a case exists and advise the student within 10 calendar days, stating the reasons. In such circumstances where it is determined that there

are no grounds for the appeal, it will be open to the student to follow the provisions of the University Grievance Procedure.

**8.14** Following exhaustion of the Leave of Absence review procedures, a dissatisfied student may submit a grievance to the University Council under the terms provided by Statute 17 (22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on one or both of the following grounds:

**(a)** Procedural irregularity in the conduct of the case;

**(b)** There is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time of the review, and may have affected the outcome had it been known to the Committee and that there is a valid reason for not making it known at the time.

## **REGULATION 10: LEAVE OF ABSENCE**

### **10. Appeal of Decisions**

**10.1** A student has the right of appeal against the final decision of this process and any penalties that are imposed. Such an appeal should normally be lodged in writing with the Pro-Vice Chancellor (~~Education and Student Experience~~) within 10 working days from the date of the letter informing them of the panel decision. Appeals may only be made on one of both of the following grounds:

i) procedural irregularity in the conduct of the case;

ii) there is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time, and may have affected the outcome had it been known to the Authorised Officer/Committee and there is a valid reason for not making it known at the time.

**10.2** Appeals against the decision of an Authorising Officer will be heard by the Support to Study Appeals Panel. The composition of the Appeals Panel hearing must be different to the original Support to Study Panel and Chaired by the Pro-Vice Chancellor (~~Education and Student Experience~~).

**10.3** A student subject to temporary suspension may appeal to the Pro-Vice Chancellor (~~Education and Student Experience~~). Such an appeal should normally be lodged within 10 working days from the date of the letter informing them of the temporary suspension.

**10.4** The Pro-Vice Chancellor (~~Education and Student Experience~~) may reject or accept the appeal and lift the temporary suspension or modify the terms of the temporary suspension or reject the appeal so that the temporary suspension remains in force. This decision will be notified to the student in writing.

## **REGULATION 17: COMMITTEES OF THE COUNCIL AND SENATE**

### **REGULATION 17(a) Council Committees:**

### **3. PROMOTIONS COMMITTEES ESTABLISHED FOR DIFFERENT STAFF CATEGORIES**

#### **(a) Academic Promotions Committee**

*Scope:* The promotion of all academic staff, excluding those covered by Professorial and Readership Promotions and Senior Remuneration Committees.

(Receives and considers recommendations from Faculty Promotions Sub-Committees.)

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

#### **Constitution:**

Vice Chancellor (in the chair)

Deputy Vice Chancellor and Provost

Deans of the Faculties (3)

Pro Vice-Chancellors (2)

Total: 7

#### **Frequency and timing of meetings**

Normally 1 (March)

#### **(b) Faculty Promotions Sub-Committees**



**Constitution:**

Dean of Faculty (in the Chair)

Pro Vice-Chancellor (non-Faculty)

Heads of Schools (from relevant Faculty)

Research Institute Directors/Faculty Research Directors (including those from another Faculty where appropriate)

**Frequency and timing of meetings**

Normally 1 for each Faculty (November/December)

**(c) Professorial and Readership Promotions Committee**

Scope: The conferment of personal chairs and readerships.

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

**Constitution:**

Vice Chancellor (in the chair)

Deputy Vice-Chancellor and Provost

Pro Vice-Chancellors (2) ~~Research and Enterprise~~~~Pro Vice-Chancellor (Education)~~

2 professors from each Faculty, to include the Dean if of professorial status (appointed by the Senate) (6)

Total: 10

**Frequency and timing of main meetings**

Normally 3 (October, December\*, February)

\*Professorial Second Stage Interviews

\*Frequency and timing of Professorial Second Stage Interviews – usually at December meeting but may be arranged on a case-by-case basis as and when required

Please note that all other job grades are reviewed at Faculty/Directorate level via the Job Grade Review Procedure.

**RESEARCH GOVERNANCE & INTEGRITY COMMITTEE****c) Constitution**

The Research Governance Committee is composed of the following members:

Chair - Pro-Vice Chancellor ~~for Research and Enterprise~~

Area	Responsibility Holder	Academic Lead	Administrative Specialist
Research Ethics	Council Member	University Research Ethics Committee Chair	Head of Research Integrity
Human Tissue	Licence Holder Representative	Designated Individual(s)	Persons Designate
Research Governance Framework	PVC R&E	Chair of Health Research Oversight Committee	Sponsor Representative(s)
Research Integrity (including non-identifiable research data)	PVC R&E	N/A, Discussed at Research Committee	Head of Research Integrity

Lay Member

Total: 10

The Committee may co-opt up to 3 further members as required to ensure the appropriate scope of expertise on the committee.

Members must identify a nominee where they are unable to attend.

Secretary: Research Governance Officer

## 5. UNIVERSITY POSTGRADUATE RESEARCH COMMITTEE

### Constitution

Pro Vice-Chancellor ~~Research & Enterprise~~ (Chair)  
 Pro Vice-Chancellor (Postgraduate Studies)  
 Chair, Research Degrees Committee  
 Head of Centre, Learning and Professional Development  
 Research Institute PGR Directors (and Associate Directors) (7)  
 Director of Planning & Academic Administration (or nominee)  
 Head of Keele International  
 KeeleSU VP Education  
 KPA President

A graduate research student nominated by the KPA

Ex officio members:

Deputy Vice Chancellor  
 Pro Vice Chancellor ~~Education & Student Experience~~

Total: 18

### In attendance:

Deputy Director of Finance and IT  
 Head of Research and Enterprise Services  
 Representative of Research Institute Managers/Faculty Research Managers (rolling basis)

**Secretary:** Research Support Manager

## REGULATION 26: COMPLAINTS PROCEDURES

### 4. ELIGIBILITY

**4.1** Current students, and those accepted onto a course of study at the University can complain under this procedure. A student may raise a concern for early resolution normally no later than eight weeks after the event concerned. In cases where it is not appropriate, or where a student does not choose to enter into early resolution, then the eight week deadline after the event applies for submission of a formal complaint. Any complaints submitted after the eight week deadline will only be accepted at the discretion of the Vice-Chancellor.

**4.2** Groups of students may submit a collective complaint subject to the complaint being individually signed by each student concerned.

**4.3** Anonymous and/or third party complaints will not normally be accepted. In exceptional cases, complaints submitted anonymously may be considered provided that the complainant discloses their identity either to a Students' Union Elected Officer or Advice and Support at Keele (ASK).

**4.4** Complaints should not be vexatious or frivolous in nature. Where the Pro Vice- Chancellor (~~Education & Student Experience~~) or another Pro Vice-Chancellor nominated to review the case by the Vice-Chancellor deems a complaint to be either vexatious or frivolous, the University will write to the student explaining that it is terminating consideration of the matter and why. Students who are not satisfied with how the complaint was dealt with may submit a grievance to the University Council (Ordinance XXVIII). Where there is reason to believe that a complaint is vexatious or motivated by malice, disciplinary action may be taken against the student under Regulation 20: Student Discipline.

### 8. FORMAL COMPLAINT

**8.1** Normally, the University would expect a student to have attempted early resolution before submitting a formal complaint. Where this is not possible because of the character, complexity or seriousness of the case, a formal complaint may be submitted.

**8.2** A formal complaint should normally be submitted using the appropriate form and should be addressed to complaints@keele.ac.uk.

**8.3** The University will acknowledge receipt of the complaint in writing and the Pro Vice-Chancellor (~~Education & Student Experience~~) or another Pro Vice-Chancellor nominated to review the case by the Vice-Chancellor will decide whether the complaint will be accepted.

**8.4** If the complaint is not accepted, the Pro Vice-Chancellor will inform the student in writing and give the reasons why not which may include directing a student to a more appropriate process.

**8.5** If the complaint is accepted the Pro Vice-Chancellor will inform the student in writing, stating who the Investigating Officer for the complaint will be.

**8.6** The Investigating Officer will communicate with the student to agree how the complaint will be investigated and the likely timescales for the investigation.

**8.7** The student and the Pro Vice-Chancellor will be informed of the progress of the investigation at key points throughout the process.

**8.8** Once the investigation is complete, a report of the investigation and its findings will be submitted to the Pro Vice-Chancellor (~~Education & Student Experience~~) or another Pro Vice-Chancellor nominated to review the case by the Vice-Chancellor who will then make a decision as to the final outcome and recommendations (if any). The Pro Vice-Chancellor is able at this stage to refer the report back to the Investigating Officer if they are not able to make a decision on the basis of the information provided. The final outcome of the complaint will be communicated in writing to the student making the complaint.

**8.9** Schools, services or members of staff named in the complaint will receive a copy of the final report which will be redacted appropriately where necessary to preserve confidentiality.

## **REGULATION 17(b)**

### **UNIVERSITY LEARNING & TEACHING COMMITTEE (reports to Senate)**

Scope: All matters concerning the management of, and support for, the development and delivery of the University's educational programme

#### *(a) Terms of Reference*

##### **To make recommendations to Senate on:**

1. The promotion, implementation, monitoring and review of the University's Learning and Teaching Strategy
2. The development of the University's curriculum and taught programmes
3. Matters of policy relating to learning and teaching and quality management and enhancement
4. Regulations relating to all taught (undergraduate, postgraduate) programmes
5. Matters of policy for the award of degrees, diplomas and certificates

##### **To be responsible for, and report to Senate on:**

6. Approving, within the strategic guidelines for the University laid down by the Senate, new taught programmes, major revisions to, and the suspension **and withdrawal** of, taught programmes
- 7.\* Monitoring the effectiveness of the student academic experience, quality management and enhancement procedures and activities
- 8.\* Fostering and sharing good practice and promoting innovation and professionalism in learning, teaching and assessment
- 9\*. Monitoring the effectiveness of the external examiner system and receiving and considering overview reports of findings of the external examiners of the taught programmes
- 10\*. Monitoring the effectiveness of the internal quality audit process and receiving and considering overview reports on staff development needs identified in IQA and on good practice for dissemination

To support and monitor the implementation of the University's Equality & Diversity Strategy in all relevant areas of the committee's business.

#### **Membership, Powers and Procedures**

##### *(b) Delegated powers*

The Learning and Teaching Committee has delegated authority to take action under items 7, 8, 9 and 10 (\* starred)

##### *(c) Constitution*

Pro Vice-Chancellor (~~Education and Student Experience~~) (in the Chair)

Vice-Chancellor (ex officio)

Deputy Vice-Chancellor and Provost (ex officio)

##### **Pro Vice-Chancellor (Students) (ex officio)**

Chair of Research Degrees Committee (ex officio)

Deans (ex officio) (3)  
Faculty Associate Dean (Learning & Teaching) (3)  
Postgraduate Director of Learning and Teaching (3)  
Three members of the Senate, from different Faculties, appointed by the Senate  
Elected Officer of Keele SU nominated by the Democracy and Union Development Officer of the Students' Union  
President of the KPA or nominee  
Member of the Athena Swan Self-Assessment Team  
The Committee may co-opt 2 further members with relevant expertise  
Total: 22

*In Attendance (all meetings):*

Academic Registrar and Director of **Student and Academic Services Planning and Academic Administration**

Head of Governance and Quality Assurance

Head of Learning and Professional Development Centre

Head of **Student Learning and Curriculum Support and Development**

Democracy and Union Development Officer of the Students' Union

Chair of the Quality **and Academic Standards Assurance** Committee

Librarian

Secretary: **Student and Academic Services Planning and Academic Administration**

*In Attendance (when appropriate):*

Chair of Research Degrees Committee

Deputy Director IT

**Associate Director of Student Services Head of Student Support and Development Services**

Head of the Foundation Year Centre

The nominee of any of the above

*(d) Sub-Committees*

Faculty Learning and Teaching Committees

Quality **and Academic Standards Assurance** Committee

Learning & Teaching Technologies Committee

University Postgraduate Research Committee

Programme Approval Sub-Group

*(e) Principal management information needs*

Faculty Chief External Examiner Reports and annual external examining overview report

Annual CARD Summary Report

Internal Quality Audit (IQA) enhancement reports

Student surveys

Annual reports on Academic Misconduct, Education for Sustainability, My Keele Journey and Student Equality and Diversity profile

*(f) Frequency and timing of meetings*

Normally six times per annum

*(g) Quorum*

In terms of quoracy there must be four full committee members present at each meeting.

*(h) Chair's action*

Between ordinary meetings of the University Learning and Teaching Committee the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the University Learning and Teaching Committee. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.

## **FACULTY LEARNING & TEACHING COMMITTEE (reports to University Learning & Teaching Committee)**

*Scope:* Learning and Teaching, enhancement of programmes and the student experience delivered in the Faculty.

### *(a) Terms of reference*

#### **To make recommendations to the University Learning & Teaching Committee on:**

1. Proposals for those new taught programmes for which the committee has responsibility under the programme approval process, and withdrawal and suspensions in relation to taught programmes within the Faculty

#### **To be responsible for, and report to University Learning & Teaching Committee on:**

2. Developing the Faculty's learning and teaching in line with the University's Learning and Teaching Strategy and promoting and monitoring the implementation of the University's L&T Strategy across the Faculty

3. Contributing to the consultation process on new faculty and institutional policies relating to learning and teaching, and monitoring faculty engagement with existing policies and procedures

4. Receiving updates on external developments in the areas of learning and teaching, as well as quality assurance and enhancement

5.\* Approving major revisions to existing taught programmes and their programme specifications based on the advice of the relevant School Learning and Teaching Committee, and external advice where appropriate

6.\* Approving new taught modules for existing programmes based on the advice of the relevant School Learning and Teaching Committee, and external advice where appropriate

7. Overseeing the approval by School Learning and Teaching Committees of major revisions to existing modules

8. Receiving External Examiners' reports on taught programmes and School responses to them and the consideration of the Faculty Chief External Examiner reports and University responses as appropriate

9. Maintaining and enhancing the sharing of good practice and promoting innovation within the Faculty

10. Scrutinising School CARD reports with a view to identifying issues requiring escalation

11. Scrutinising IQA reports on Schools in the Faculty

12. Considering the minutes of School Learning and Teaching Committees and ensuring that issues of institutional relevance are re-directed where appropriate for further consideration

#### **13. Receiving written updates from officers from the Keele Students' Union and the Keele Postgraduate Association on student voice matters**

14. Receiving written updates from ~~those~~ officers in attendance representing areas such as the Learning and Professional Development Centre, Student Learning, ~~KeeleSU and the Keele Postgraduate Association~~ **and Faculty Working Groups.**

15. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business

### *(b) Delegated powers*

The Faculty Learning & Teaching Committees have been delegated authority to take action under items 5 and 6 (\*starred).

### *(c) Constitution*

Associate Dean of Learning & Teaching (in the Chair)

Dean of the Faculty (ex officio)

Faculty Postgraduate Director (ex officio)

1 representative from each School or Centre within the Faculty

~~1 undergraduate student (elected from Faculty STARS)~~

~~1 postgraduate taught student (elected from Faculty STARS)~~

**Education Officer of the KeeleSU or nominee (ex-officio)**

**President of the KPA or nominee (ex-officio)**

*In attendance*

Faculty Business Managers (ex officio)  
 Quality Assurance Link Officer (ex officio)  
~~Head of Governance and Quality Assurance or nominee (ex officio)~~  
 Head of Learning and Professional Development Centre or nominee (ex officio)  
**Head of Student Learning and Development or nominee** Link Officer (ex-officio)  
~~Education Officer of the KeeleSU or nominee (ex officio)~~  
~~President of the KPA or nominee (ex officio)~~  
 Secretary: **Student and Academic Services** Planning and Academic Administration

*(d) Sub-committees*

School Learning and Teaching Sub-Committees  
 (NB: FY Learning and Teaching Committee reports to Natural Sciences FLTC)  
 Others as specified by the Committee

*(e) Principal management information needs*

School CARD Reports  
 External Examiner Reports and **Sschool Responses**

IQA Reports

SLTC minutes

Module proposal forms

Module amendments approved by SLTCs

**Programme specifications**

**Course-specific regulations documents**

And others as required by the Committee

*(f) Frequency and timing of meetings*

A minimum of six meetings per academic year

*(g) Quorum*

In terms of quoracy there must be four full committee members present at each meeting.

*(h) Chair's action*

Between ordinary meetings of Faculty Learning and Teaching Committee the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the Faculty Learning and Teaching Committee. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.

**QUALITY AND ACADEMIC STANDARDS COMMITTEE**

*Scope:* the Quality and Academic Standards Committee (QASC) is responsible to ~~ULTC~~ for the oversight and enhancement of the quality and standards of the University's academic provision. The Committee will ensure that all quality management processes operating at university, faculty, or school level maximise their potential of further enhancing academic programmes and the student experience. The Committee will ensure that the University has a rigorous and responsive quality assurance framework in place which is fully informed by external expectations, including those from HEFCE, the QAA, and professional bodies. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

*(a) Terms of Reference*

**To make recommendations to University Learning & Teaching Committee on:**

1. ~~The effectiveness of the University's quality assurance procedures in assuring the quality and standards of academic programmes, including:~~
  - a. ~~monitoring the effectiveness of the overall programme approval process and maintaining an overview over programme approval activity in the Faculties~~

- ~~b. receiving and considering annual reports on collaborative provision and monitoring the effectiveness and implementation of the outcomes of the University's quality assurance arrangements in this area~~
- ~~c. scrutinising CARD reports from Heads of Schools to ensure the process operates effectively and that annual action plans are implemented~~
- 2. Any action required to enhance the effectiveness of quality assurance procedures
- To be responsible for, and report to University Learning & Teaching Committee on:**
- 3. \* Overseeing the University's engagement with the UK Quality Code for Higher Education and recommending to ULTC any amendments to University processes needed to meet the expectations contained therein
- 4. \* Scrutinising the nomination forms for external examiners and recommending to Senate their initial appointment, and any extensions to their tenure
- 5. \* **Overseeing the approval process for new proposals for collaborative provision, to** include the approval of deviations from procedures set out in the Code of Practice for collaborative provision
- 6. \* Scrutinising IQA reports from Schools and monitoring the effectiveness of the overall IQA process to include the approval of deviations from agreed schedule of audits
- 7. \* **Receiving and considering external inspection and review reports, particularly those from Professional, Statutory and Regulatory Bodies**
- 8. \* Keeping under review the University's response to the public information requirements ('WIS' – Wider Information Sets)
- 9. Contribute to University Learning and Teaching Committee (ULTC)'s annual report about the effectiveness of quality assurance and enhancement procedures pertaining to the committees' remit.

#### **Membership, Powers and Procedures**

##### (b) Delegated powers

The Quality Assurance Committee has delegated authority under items 3-8 \* (starred).

1. To develop and advise the Senate through appropriate channels on the implementation of policies and procedures relating to quality assurance and enhancement and to refer to other committees of the Senate matters relating to their remit;
2. To monitor and advise the Senate through appropriate channels on implications of publications from external bodies, including the Quality Assurance Agency (QAA), the Office for Students and PSRBs, concerning academic quality and standards issues and to co-ordinate a University-level response where required;
3. To advise Senate and/or the University Executive regarding areas of emerging academic risk and to recommend appropriate remedial action where appropriate;
4. To oversee the University's quality assurance and enhancement mechanisms including scrutiny of revisions to academic-related policies, codes of practice, frameworks and regulations and approve any deviations from standard processes;
5. To monitor academic standards and the quality of taught provision through receipt and consideration of periodic review and IQA reports; and annual overviews of collaborative provision, programme validation, School CARD, external examining and related action plans;
6. To co-ordinate and support the University's preparations for the TEF;
7. To scrutinise nominations for external examiners and recommend appointments and extensions to Senate;
8. To assess the effectiveness and integrity of quality assurance processes devolved to Schools and Faculties and advise remedial action where shortfalls are identified;
9. To report annually to Senate and Council on the effectiveness of quality assurance and enhancement procedures pertaining to the Committee's remit.

##### (c) Constitution

University Strategic Lead for Quality Assurance and Enhancement (ex officio) (in the Chair)

Through an open appointment process conducted by the Chair of University Learning and Teaching Committee:

One Head of School from each Faculty (3)

One Faculty Associate Dean (Learning and Teaching) – by annual rotation

One School Director of Learning and Teaching from each Faculty (not from the same Schools as the Head of School members) (3)

Two members of academic or professional services staff, including at least one academic member of staff (2)

**At least one executive Dean if the Chair is not also an executive Dean**

*(normally for a term of 3 years)*

Head of Governance and Quality Assurance (ex officio)

An Elected Officer of KeeleSU or KPA (ex officio)

*In attendance (all meetings):*

Quality Assurance Manager

Additional members with specialist expertise may be co-opted as required.

Secretary: Quality Assurance

**(d) Sub-committees**

**TEF Steering Group**

*(e) Principal management information needs*

**TEF guidance and submissions**

External examiner nomination and extension forms

Professional, Statutory & Regulatory Bodies (PSRB) reports

Other external quality audit reports

QAA Publications relating to the UK Quality Code for Higher Education

Internal Quality Audit (IQA) and enhancement reports

**Reports on enhancement activity relating to the Learning and Teaching Strategy**

**Student Survey Outcomes**

**Student Data Reports as applicable**

**Summary/Overview Reports relating to external examiners, CARD and other quality processes**

**Annual report from the Study Abroad Subject Tutors Advisory Board**

Annual schedule of programme approval, IQA and collaborative provision events

Annual reports of collaborative provision

Programme and School CARD reports

**(f) Frequency and timing of meetings**

*Normally six times per annum*

**(g) Quorum**

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting.

**(h) Chair's action**

Between ordinary meetings of the **Quality and Academic Standards Committee** the committee has the power to take decisions by correspondence if a decision is required between meetings. The Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the **Quality and Academic Standards Committee**. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals

**REGULATION 18: FITNESS TO PRACTISE**

**4. FITNESS TO PRACTISE COMMITTEE**

**4.1** The Fitness to Practise Committee shall address cases referred to it by any School offering academic programmes which are subject to the Regulation on Fitness to Practise.

**4.2** Students whose fitness to practise is in doubt shall be referred to the Fitness to Practise Committee by their School Committee, Progress Committee, or other competent School officer or committee.



**4.3** The Fitness to Practise Committee shall consider, make a determination and take action as appropriate in respect of:

- (i)** any conduct which may render that student a person not fit to be admitted to and practise that profession or which contravenes a requirement for a licence to practise; or
- (ii)** any health problem which may render that student a person not fit to be admitted to and practise that profession or which contravenes a requirement for a licence to practise.

**4.4** The Fitness to Practise Committee shall be constituted as follows:

- (i)** The Dean of the Faculty concerned or their nominee (to be the Chair)
- (ii)** one senior member of staff of the University (not from the Faculty concerned) to be nominated by the Vice-Chancellor
- (iii)** An external member (for example a serving or previous member of an NHS Trust Board, Head Teacher or an external representative with relevant professional body membership) to be nominated by the Vice-Chancellor.

**(iv)** ~~**(iii)**~~ The Heads of the Schools that have programmes subject to this regulation or their nominees. The Committee shall be quorate if a simple majority of the members listed in 4.4 (i) – **(iv)** ~~**(iii)**~~ is present.

The Committee membership should reflect the professional discipline of the case under consideration.

The Committee shall have the power to co-opt additional members as required.

The Committee will be attended by a Secretary who is not a member but will be present throughout the proceedings.

## AMENDMENTS TO ORDINANCES & REGULATIONS

Deleted text is shown ~~struck through~~ and additional text is shown in **bold and underlined**

### ORDINANCE IV: AWARD AND CONFERMENT OF DEGREES, DIPLOMAS, ETC.

#### 7. POSTHUMOUS AWARDS - TAUGHT AWARDS

Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the PVC ~~Education and Student Experience~~, in their capacity as Chair of the University Exam Board. All posthumous awards are unclassified. If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

#### 8. POSTHUMOUS AWARDS - RESEARCH DEGREES

The award of a postgraduate research degree may be conferred posthumously where sufficient evidence of the candidate's ability is available in order to demonstrate that they would have reached the required standard. In such a case, the Research Degrees Committee shall consider the evidence presented and make its recommendation to Senate.

#### 9. AEGROTAT - TAUGHT PROGRAMMES

An Aegrotat award for incomplete study is an unclassified award that may be conferred in extenuating circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor ~~Education and Student Experience, and Chair of University Exam Board~~, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met.

#### 10. AEGROTAT - RESEARCH DEGREES

An aegrotat postgraduate research degree may be awarded should a candidate become unable to complete their studies due to extenuating circumstances, such as severe illness, following consideration of available evidence of the candidate's ability by the Research Degrees Committee. All research awards are available as aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. Where a programme of study has professional body requirements, accreditation will not take place.

### REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION

#### 13.9 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor ~~(Education & Student Experience)~~, and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor ~~(Education & Student Experience)~~, and Chair of University Exam Board. Before a recommendation for an Aegrotat award is

submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1B: CERTIFICATES**

### **11.3 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1C: MODULAR MEDICAL INTERCALATED BACHELOR OF SCIENCE DEGREES**

### **13.5 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 1F: INTEGRATED MASTERS PROGRAMMES**

### **12.5 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

**REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION and MBChB BUT EXCLUDING INTERCALATED DEGREES**

**13.10 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

**REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES AND RESEARCH DEGREES.**

**14.7 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

**REGULATION 2B: MODULAR COURSES LEADING TO THE UNIVERSITY GRADUATE CERTIFICATE AND GRADUATE DIPLOMA.**

**13.5 Aegrotat**

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor (~~Education & Student Experience~~), and **in their capacity as** Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor (~~Education & Student Experience~~), and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## **REGULATION 2D: RESEARCH DEGREES (excluding Professional Doctorates and Research Degrees by Publication)**

### **8. STUDENT HEALTH AND LEAVE OF ABSENCE**

This section of the Regulation is supported by the Leave of Absence Procedure for Research Students, as set out in the Code of Practice on Postgraduate Research Degrees.

**8.1** Research students must be in an adequate state of physical and mental health to enable them to continue with their studies.

**8.2** A Leave of Absence is defined as an approved absence from the University of greater than 1 month's duration but normally no more than 12 months' duration, during which time a student is not undertaking any study.

**8.3** A student may take a leave of absence from the University only with the prior agreement of the Faculty/RI Postgraduate Committee, for a specified period.

**8.4** A student can request a leave of absence for the following reasons:

- (a)** Medical reasons;
- (b)** Maternity/paternity/adoption leave;
- (c)** Bereavement;
- (d)** Other valid personal reasons;
- (e)** Personal Financial Hardship.

The University will request documentary evidence to support a leave of absence request.

**8.5** Any student who requests a leave of absence must do so through the University's established procedures, which are outlined in the Code of Practice on Postgraduate Research Degrees.

**8.6** Students are requested to respond to any communications received from the University regarding re-registration at the conclusion of their leave of absence. These communications will normally be received no later than one month before the leave of absence is due to complete.

**8.7** Only in exceptional circumstances will applications for a leave of absence in excess of one academic year be considered. Any such applications should be made in writing to the Faculty/RI Postgraduate Committee, who shall, informed by specialist advice (if necessary), determine what conditions, if any, shall apply to the permission. Consideration will also be given to whether the period of maximum registration shall be extended, within the terms set out in Ordinance IV.

**8.8** Students experiencing difficulties but who do not wish to take a leave of absence, should consult with their Director of Postgraduate Research to consider the submission of an extension request. Further guidance about the submission of an extension for approval by the Research Degrees Committee is set out in the Code of Practice on Postgraduate Research Degrees.

**8.9** In certain circumstances the University may recognise that a student's state of health is such that it is in their interest and that of the University for a leave of absence to be taken, even if it has not been applied for. The University may, on the basis of professional advice:

- (a)** require the student to discontinue their studies via a leave of absence until the University is satisfied that the student may resume; or
- (b)** in exceptional circumstances, be withdrawn from the University.

**8.10** A student may appeal against the decision of the University to require a compulsory leave of absence or withdrawal based on a student's state of health.

**8.11** Appeals applications can be made only on one or both of the following grounds:

- (a)** Procedural irregularity in the conduct of the case;
- (b)** There is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time, and may have affected the outcome had it been known to the Faculty/RI Postgraduate Committee (and the Research Degrees Committee) and that there is a valid reason for not making it known at the time.

**8.12** Applications shall be submitted in writing to the Pro Vice-Chancellor for Education and Student Experience within 10 calendar days of the date of the letter sent to the student informing them of the decision.

**8.13** The Pro Vice-Chancellor for Education and Student Experience will then consult with the Chair of the Leave of Absence Review Panel or a designated representative. The Pro Vice-Chancellor for Education and Student Experience will determine whether a case exists and advise the student within 10 calendar days, stating the reasons. In such circumstances where it is determined that there

are no grounds for the appeal, it will be open to the student to follow the provisions of the University Grievance Procedure.

**8.14** Following exhaustion of the Leave of Absence review procedures, a dissatisfied student may submit a grievance to the University Council under the terms provided by Statute 17 (22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on one or both of the following grounds:

**(a)** Procedural irregularity in the conduct of the case;

**(b)** There is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time of the review, and may have affected the outcome had it been known to the Committee and that there is a valid reason for not making it known at the time.

## **REGULATION 10: LEAVE OF ABSENCE**

### **10. Appeal of Decisions**

**10.1** A student has the right of appeal against the final decision of this process and any penalties that are imposed. Such an appeal should normally be lodged in writing with the Pro-Vice Chancellor (~~Education and Student Experience~~) within 10 working days from the date of the letter informing them of the panel decision. Appeals may only be made on one of both of the following grounds:

i) procedural irregularity in the conduct of the case;

ii) there is new evidence that can be substantiated, including extenuating circumstances, which was not known at the time, and may have affected the outcome had it been known to the Authorised Officer/Committee and there is a valid reason for not making it known at the time.

**10.2** Appeals against the decision of an Authorising Officer will be heard by the Support to Study Appeals Panel. The composition of the Appeals Panel hearing must be different to the original Support to Study Panel and Chaired by the Pro-Vice Chancellor (~~Education and Student Experience~~).

**10.3** A student subject to temporary suspension may appeal to the Pro-Vice Chancellor (~~Education and Student Experience~~). Such an appeal should normally be lodged within 10 working days from the date of the letter informing them of the temporary suspension.

**10.4** The Pro-Vice Chancellor (~~Education and Student Experience~~) may reject or accept the appeal and lift the temporary suspension or modify the terms of the temporary suspension or reject the appeal so that the temporary suspension remains in force. This decision will be notified to the student in writing.

## **REGULATION 17: COMMITTEES OF THE COUNCIL AND SENATE**

### **REGULATION 17(a) Council Committees:**

### **3. PROMOTIONS COMMITTEES ESTABLISHED FOR DIFFERENT STAFF CATEGORIES**

#### **(a) Academic Promotions Committee**

*Scope:* The promotion of all academic staff, excluding those covered by Professorial and Readership Promotions and Senior Remuneration Committees.

(Receives and considers recommendations from Faculty Promotions Sub-Committees.)

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

#### **Constitution:**

Vice Chancellor (in the chair)

Deputy Vice Chancellor and Provost

Deans of the Faculties (3)

Pro Vice-Chancellors (2)

Total: 7

#### **Frequency and timing of meetings**

Normally 1 (March)

#### **(b) Faculty Promotions Sub-Committees**

**Constitution:**

Dean of Faculty (in the Chair)

Pro Vice-Chancellor (non-Faculty)

Heads of Schools (from relevant Faculty)

Research Institute Directors/Faculty Research Directors (including those from another Faculty where appropriate)

**Frequency and timing of meetings**

Normally 1 for each Faculty (November/December)

**(c) Professorial and Readership Promotions Committee**

Scope: The conferment of personal chairs and readerships.

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

**Constitution:**

Vice Chancellor (in the chair)

Deputy Vice-Chancellor and Provost

Pro Vice-Chancellors (2) ~~Research and Enterprise)~~~~Pro Vice-Chancellor (Education)~~

2 professors from each Faculty, to include the Dean if of professorial status (appointed by the Senate) (6)

Total: 10

**Frequency and timing of main meetings**

Normally 3 (October, December\*, February)

\*Professorial Second Stage Interviews

\*Frequency and timing of Professorial Second Stage Interviews – usually at December meeting but may be arranged on a case-by-case basis as and when required

Please note that all other job grades are reviewed at Faculty/Directorate level via the Job Grade Review Procedure.

**RESEARCH GOVERNANCE & INTEGRITY COMMITTEE****c) Constitution**

The Research Governance Committee is composed of the following members:

Chair - Pro-Vice Chancellor ~~for Research and Enterprise~~

Area	Responsibility Holder	Academic Lead	Administrative Specialist
Research Ethics	Council Member	University Research Ethics Committee Chair	Head of Research Integrity
Human Tissue	Licence Holder Representative	Designated Individual(s)	Persons Designate
Research Governance Framework	PVC R&E	Chair of Health Research Oversight Committee	Sponsor Representative(s)
Research Integrity (including non-identifiable research data)	PVC R&E	N/A, Discussed at Research Committee	Head of Research Integrity

Lay Member

Total: 10

The Committee may co-opt up to 3 further members as required to ensure the appropriate scope of expertise on the committee.

Members must identify a nominee where they are unable to attend.

Secretary: Research Governance Officer

## 5. UNIVERSITY POSTGRADUATE RESEARCH COMMITTEE

### Constitution

Pro Vice-Chancellor ~~Research & Enterprise~~ (Chair)  
 Pro Vice-Chancellor (Postgraduate Studies)  
 Chair, Research Degrees Committee  
 Head of Centre, Learning and Professional Development  
 Research Institute PGR Directors (and Associate Directors) (7)  
 Director of Planning & Academic Administration (or nominee)  
 Head of Keele International  
 KeeleSU VP Education  
 KPA President

A graduate research student nominated by the KPA

Ex officio members:

Deputy Vice Chancellor

Pro Vice Chancellor ~~Education & Student Experience~~

Total: 18

### In attendance:

Deputy Director of Finance and IT

Head of Research and Enterprise Services

Representative of Research Institute Managers/Faculty Research Managers (rolling basis)

**Secretary:** Research Support Manager

## REGULATION 26: COMPLAINTS PROCEDURES

### 4. ELIGIBILITY

**4.1** Current students, and those accepted onto a course of study at the University can complain under this procedure. A student may raise a concern for early resolution normally no later than eight weeks after the event concerned. In cases where it is not appropriate, or where a student does not choose to enter into early resolution, then the eight week deadline after the event applies for submission of a formal complaint. Any complaints submitted after the eight week deadline will only be accepted at the discretion of the Vice-Chancellor.

**4.2** Groups of students may submit a collective complaint subject to the complaint being individually signed by each student concerned.

**4.3** Anonymous and/or third party complaints will not normally be accepted. In exceptional cases, complaints submitted anonymously may be considered provided that the complainant discloses their identity either to a Students' Union Elected Officer or Advice and Support at Keele (ASK).

**4.4** Complaints should not be vexatious or frivolous in nature. Where the Pro Vice- Chancellor (~~Education & Student Experience~~) or another Pro Vice-Chancellor nominated to review the case by the Vice-Chancellor deems a complaint to be either vexatious or frivolous, the University will write to the student explaining that it is terminating consideration of the matter and why. Students who are not satisfied with how the complaint was dealt with may submit a grievance to the University Council (Ordinance XXVIII). Where there is reason to believe that a complaint is vexatious or motivated by malice, disciplinary action may be taken against the student under Regulation 20: Student Discipline.

### 8. FORMAL COMPLAINT

**8.1** Normally, the University would expect a student to have attempted early resolution before submitting a formal complaint. Where this is not possible because of the character, complexity or seriousness of the case, a formal complaint may be submitted.

**8.2** A formal complaint should normally be submitted using the appropriate form and should be addressed to [complaints@keele.ac.uk](mailto:complaints@keele.ac.uk).

**8.3** The University will acknowledge receipt of the complaint in writing and the Pro Vice-Chancellor (~~Education & Student Experience~~) or another Pro Vice-Chancellor nominated to review the case by the Vice-Chancellor will decide whether the complaint will be accepted.



**8.4** If the complaint is not accepted, the Pro Vice-Chancellor will inform the student in writing and give the reasons why not which may include directing a student to a more appropriate process.

**8.5** If the complaint is accepted the Pro Vice-Chancellor will inform the student in writing, stating who the Investigating Officer for the complaint will be.

**8.6** The Investigating Officer will communicate with the student to agree how the complaint will be investigated and the likely timescales for the investigation.

**8.7** The student and the Pro Vice-Chancellor will be informed of the progress of the investigation at key points throughout the process.

**8.8** Once the investigation is complete, a report of the investigation and its findings will be submitted to the Pro Vice-Chancellor (~~Education & Student Experience~~) or another Pro Vice-Chancellor nominated to review the case by the Vice-Chancellor who will then make a decision as to the final outcome and recommendations (if any). The Pro Vice-Chancellor is able at this stage to refer the report back to the Investigating Officer if they are not able to make a decision on the basis of the information provided. The final outcome of the complaint will be communicated in writing to the student making the complaint.

**8.9** Schools, services or members of staff named in the complaint will receive a copy of the final report which will be redacted appropriately where necessary to preserve confidentiality.

## **REGULATION 17(b)**

### **UNIVERSITY LEARNING & TEACHING COMMITTEE (reports to Senate)**

Scope: All matters concerning the management of, and support for, the development and delivery of the University's educational programme

#### *(a) Terms of Reference*

##### **To make recommendations to Senate on:**

1. The promotion, implementation, monitoring and review of the University's Learning and Teaching Strategy
2. The development of the University's curriculum and taught programmes
3. Matters of policy relating to learning and teaching and quality management and enhancement
4. Regulations relating to all taught (undergraduate, postgraduate) programmes
5. Matters of policy for the award of degrees, diplomas and certificates

##### **To be responsible for, and report to Senate on:**

6. Approving, within the strategic guidelines for the University laid down by the Senate, new taught programmes, major revisions to, and the suspension **and withdrawal** of, taught programmes
- 7.\* Monitoring the effectiveness of the student academic experience, quality management and enhancement procedures and activities
- 8.\* Fostering and sharing good practice and promoting innovation and professionalism in learning, teaching and assessment
- 9\*. Monitoring the effectiveness of the external examiner system and receiving and considering overview reports of findings of the external examiners of the taught programmes
- 10\*. Monitoring the effectiveness of the internal quality audit process and receiving and considering overview reports on staff development needs identified in IQA and on good practice for dissemination

To support and monitor the implementation of the University's Equality & Diversity Strategy in all relevant areas of the committee's business.

### **Membership, Powers and Procedures**

#### *(b) Delegated powers*

The Learning and Teaching Committee has delegated authority to take action under items 7, 8, 9 and 10 (\* starred)

#### *(c) Constitution*

Pro Vice-Chancellor (~~Education and Student Experience~~) (in the Chair)

Vice-Chancellor (ex officio)

Deputy Vice-Chancellor and Provost (ex officio)

#### **Pro Vice-Chancellor (Students) (ex officio)**

Chair of Research Degrees Committee (ex officio)

Deans (ex officio) (3)  
Faculty Associate Dean (Learning & Teaching) (3)  
Postgraduate Director of Learning and Teaching (3)  
Three members of the Senate, from different Faculties, appointed by the Senate  
Elected Officer of Keele SU nominated by the Democracy and Union Development Officer of the Students' Union  
President of the KPA or nominee  
Member of the Athena Swan Self-Assessment Team  
The Committee may co-opt 2 further members with relevant expertise  
Total: 22

*In Attendance (all meetings):*

Academic Registrar and Director of ~~Student and Academic Services Planning and Academic Administration~~

Head of Governance and Quality Assurance

Head of Learning and Professional Development Centre

Head of ~~Student Learning and Curriculum Support and Development~~

Democracy and Union Development Officer of the Students' Union

Chair of the Quality ~~and Academic Standards Assurance~~ Committee

Librarian

Secretary: ~~Student and Academic Services Planning and Academic Administration~~

*In Attendance (when appropriate):*

Chair of Research Degrees Committee

Deputy Director IT

~~Associate Director of Student Services Head of Student Support and Development Services~~

Head of the Foundation Year Centre

The nominee of any of the above

*(d) Sub-Committees*

Faculty Learning and Teaching Committees

Quality ~~and Academic Standards Assurance~~ Committee

Learning & Teaching Technologies Committee

University Postgraduate Research Committee

Programme Approval Sub-Group

*(e) Principal management information needs*

Faculty Chief External Examiner Reports and annual external examining overview report

Annual CARD Summary Report

Internal Quality Audit (IQA) enhancement reports

Student surveys

Annual reports on Academic Misconduct, Education for Sustainability, My Keele Journey and Student Equality and Diversity profile

*(f) Frequency and timing of meetings*

Normally six times per annum

*(g) Quorum*

In terms of quoracy there must be four full committee members present at each meeting.

*(h) Chair's action*

Between ordinary meetings of the University Learning and Teaching Committee the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the University Learning and Teaching Committee. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.

## **FACULTY LEARNING & TEACHING COMMITTEE (reports to University Learning & Teaching Committee)**

*Scope:* Learning and Teaching, enhancement of programmes and the student experience delivered in the Faculty.

### *(a) Terms of reference*

#### **To make recommendations to the University Learning & Teaching Committee on:**

1. Proposals for those new taught programmes for which the committee has responsibility under the programme approval process, and withdrawal and suspensions in relation to taught programmes within the Faculty

#### **To be responsible for, and report to University Learning & Teaching Committee on:**

2. Developing the Faculty's learning and teaching in line with the University's Learning and Teaching Strategy and promoting and monitoring the implementation of the University's L&T Strategy across the Faculty

3. Contributing to the consultation process on new faculty and institutional policies relating to learning and teaching, and monitoring faculty engagement with existing policies and procedures

4. Receiving updates on external developments in the areas of learning and teaching, as well as quality assurance and enhancement

5.\* Approving major revisions to existing taught programmes and their programme specifications based on the advice of the relevant School Learning and Teaching Committee, and external advice where appropriate

6.\* Approving new taught modules for existing programmes based on the advice of the relevant School Learning and Teaching Committee, and external advice where appropriate

7. Overseeing the approval by School Learning and Teaching Committees of major revisions to existing modules

8. Receiving External Examiners' reports on taught programmes and School responses to them and the consideration of the Faculty Chief External Examiner reports and University responses as appropriate

9. Maintaining and enhancing the sharing of good practice and promoting innovation within the Faculty

10. Scrutinising School CARD reports with a view to identifying issues requiring escalation

11. Scrutinising IQA reports on Schools in the Faculty

12. Considering the minutes of School Learning and Teaching Committees and ensuring that issues of institutional relevance are re-directed where appropriate for further consideration

#### **13. Receiving written updates from officers from the Keele Students' Union and the Keele Postgraduate Association on student voice matters**

14. Receiving written updates from ~~these~~ officers in attendance representing areas such as the Learning and Professional Development Centre, Student Learning, ~~KeeleSU and the Keele Postgraduate Association~~ **and Faculty Working Groups.**

15. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business

### *(b) Delegated powers*

The Faculty Learning & Teaching Committees have been delegated authority to take action under items 5 and 6 (\*starred).

### *(c) Constitution*

Associate Dean of Learning & Teaching (in the Chair)

Dean of the Faculty (ex officio)

Faculty Postgraduate Director (ex officio)

1 representative from each School or Centre within the Faculty

~~1 undergraduate student (elected from Faculty STARs)~~

~~1 postgraduate taught student (elected from Faculty STARs)~~

**Education Officer of the KeeleSU or nominee (ex-officio)**

**President of the KPA or nominee (ex-officio)**

*In attendance*

Faculty Business Managers (ex officio)  
 Quality Assurance Link Officer (ex officio)  
~~Head of Governance and Quality Assurance or nominee (ex officio)~~  
 Head of Learning and Professional Development Centre or nominee (ex officio)  
**Head of Student Learning and Development or nominee** Link Officer (ex-officio)  
~~Education Officer of the KeeleSU or nominee (ex officio)~~  
~~President of the KPA or nominee (ex officio)~~  
 Secretary: **Student and Academic Services** Planning and Academic Administration

*(d) Sub-committees*

School Learning and Teaching Sub-Committees  
 (NB: FY Learning and Teaching Committee reports to Natural Sciences FLTC)  
 Others as specified by the Committee

*(e) Principal management information needs*

School CARD Reports  
 External Examiner Reports and **Sschool Responses**

IQA Reports

SLTC minutes

Module proposal forms

Module amendments approved by SLTCs

**Programme specifications**

**Course-specific regulations documents**

And others as required by the Committee

*(f) Frequency and timing of meetings*

A minimum of six meetings per academic year

*(g) Quorum*

In terms of quoracy there must be four full committee members present at each meeting.

*(h) Chair's action*

Between ordinary meetings of Faculty Learning and Teaching Committee the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the Faculty Learning and Teaching Committee. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.

**QUALITY AND ACADEMIC STANDARDS COMMITTEE**

*Scope:* the Quality and Academic Standards Committee (QASC) is responsible to ~~ULTC~~ for the oversight and enhancement of the quality and standards of the University's academic provision. The Committee will ensure that all quality management processes operating at university, faculty, or school level maximise their potential of further enhancing academic programmes and the student experience. The Committee will ensure that the University has a rigorous and responsive quality assurance framework in place which is fully informed by external expectations, including those from HEFCE, the QAA, and professional bodies. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

*(a) Terms of Reference*

**To make recommendations to University Learning & Teaching Committee on:**

1. ~~The effectiveness of the University's quality assurance procedures in assuring the quality and standards of academic programmes, including:~~
  - a. ~~monitoring the effectiveness of the overall programme approval process and maintaining an overview over programme approval activity in the Faculties~~

- ~~b. receiving and considering annual reports on collaborative provision and monitoring the effectiveness and implementation of the outcomes of the University's quality assurance arrangements in this area~~
- ~~c. scrutinising CARD reports from Heads of Schools to ensure the process operates effectively and that annual action plans are implemented~~
- 2. Any action required to enhance the effectiveness of quality assurance procedures
- To be responsible for, and report to University Learning & Teaching Committee on:**
- 3. \* Overseeing the University's engagement with the UK Quality Code for Higher Education and recommending to ULTC any amendments to University processes needed to meet the expectations contained therein
- 4. \* Scrutinising the nomination forms for external examiners and recommending to Senate their initial appointment, and any extensions to their tenure
- 5. \* **Overseeing the approval process for new proposals for collaborative provision, to** include the approval of deviations from procedures set out in the Code of Practice for collaborative provision
- 6. \* Scrutinising IQA reports from Schools and monitoring the effectiveness of the overall IQA process to include the approval of deviations from agreed schedule of audits
- 7. \* **Receiving and considering external inspection and review reports, particularly those from Professional, Statutory and Regulatory Bodies**
- 8. \* Keeping under review the University's response to the public information requirements ('WIS' – Wider Information Sets)
- 9. Contribute to University Learning and Teaching Committee (ULTC)'s annual report about the effectiveness of quality assurance and enhancement procedures pertaining to the committees' remit.

#### **Membership, Powers and Procedures**

##### (b) Delegated powers

The Quality Assurance Committee has delegated authority under items 3-8 \* (starred).

1. To develop and advise the Senate through appropriate channels on the implementation of policies and procedures relating to quality assurance and enhancement and to refer to other committees of the Senate matters relating to their remit;
2. To monitor and advise the Senate through appropriate channels on implications of publications from external bodies, including the Quality Assurance Agency (QAA), the Office for Students and PSRBs, concerning academic quality and standards issues and to co-ordinate a University-level response where required;
3. To advise Senate and/or the University Executive regarding areas of emerging academic risk and to recommend appropriate remedial action where appropriate;
4. To oversee the University's quality assurance and enhancement mechanisms including scrutiny of revisions to academic-related policies, codes of practice, frameworks and regulations and approve any deviations from standard processes;
5. To monitor academic standards and the quality of taught provision through receipt and consideration of periodic review and IQA reports; and annual overviews of collaborative provision, programme validation, School CARD, external examining and related action plans;
6. To co-ordinate and support the University's preparations for the TEF;
7. To scrutinise nominations for external examiners and recommend appointments and extensions to Senate;
8. To assess the effectiveness and integrity of quality assurance processes devolved to Schools and Faculties and advise remedial action where shortfalls are identified;
9. To report annually to Senate and Council on the effectiveness of quality assurance and enhancement procedures pertaining to the Committee's remit.

##### (c) Constitution

University Strategic Lead for Quality Assurance and Enhancement (ex officio) (in the Chair)

Through an open appointment process conducted by the Chair of University Learning and Teaching Committee:

One Head of School from each Faculty (3)

One Faculty Associate Dean (Learning and Teaching) – by annual rotation

One School Director of Learning and Teaching from each Faculty (not from the same Schools as the Head of School members) (3)

Two members of academic or professional services staff, including at least one academic member of staff (2)

**At least one executive Dean if the Chair is not also an executive Dean**

*(normally for a term of 3 years)*

Head of Governance and Quality Assurance (ex officio)

An Elected Officer of KeeleSU or KPA (ex officio)

*In attendance (all meetings):*

Quality Assurance Manager

Additional members with specialist expertise may be co-opted as required.

Secretary: Quality Assurance

**(d) Sub-committees**

**TEF Steering Group**

*(e) Principal management information needs*

**TEF guidance and submissions**

External examiner nomination and extension forms

Professional, Statutory & Regulatory Bodies (PSRB) reports

Other external quality audit reports

QAA Publications relating to the UK Quality Code for Higher Education

Internal Quality Audit (IQA) and enhancement reports

**Reports on enhancement activity relating to the Learning and Teaching Strategy**

**Student Survey Outcomes**

**Student Data Reports as applicable**

**Summary/Overview Reports relating to external examiners, CARD and other quality processes**

**Annual report from the Study Abroad Subject Tutors Advisory Board**

Annual schedule of programme approval, IQA and collaborative provision events

Annual reports of collaborative provision

Programme and School CARD reports

**(f) Frequency and timing of meetings**

*Normally six times per annum*

**(g) Quorum**

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting.

**(h) Chair's action**

Between ordinary meetings of the **Quality and Academic Standards Committee** the committee has the power to take decisions by correspondence if a decision is required between meetings. The Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting of the **Quality and Academic Standards Committee**. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals

**REGULATION 18: FITNESS TO PRACTISE**

**4. FITNESS TO PRACTISE COMMITTEE**

**4.1** The Fitness to Practise Committee shall address cases referred to it by any School offering academic programmes which are subject to the Regulation on Fitness to Practise.

**4.2** Students whose fitness to practise is in doubt shall be referred to the Fitness to Practise Committee by their School Committee, Progress Committee, or other competent School officer or committee.

**4.3** The Fitness to Practise Committee shall consider, make a determination and take action as appropriate in respect of:

- (i)** any conduct which may render that student a person not fit to be admitted to and practise that profession or which contravenes a requirement for a licence to practise; or
- (ii)** any health problem which may render that student a person not fit to be admitted to and practise that profession or which contravenes a requirement for a license to practise.

**4.4** The Fitness to Practise Committee shall be constituted as follows:

- (i)** The Dean of the Faculty concerned or their nominee (to be the Chair)
- (ii)** one senior member of staff of the University (not from the Faculty concerned) to be nominated by the Vice-Chancellor
- (iii)** An external member (for example a serving or previous member of an NHS Trust Board, Head Teacher or an external representative with relevant professional body membership) to be nominated by the Vice-Chancellor.

**(iv)** ~~**(iii)**~~ The Heads of the Schools that have programmes subject to this regulation or their nominees. The Committee shall be quorate if a simple majority of the members listed in 4.4 (i) – **(iv)** ~~**(iii)**~~ is present.

The Committee membership should reflect the professional discipline of the case under consideration.

The Committee shall have the power to co-opt additional members as required.

The Committee will be attended by a Secretary who is not a member but will be present throughout the proceedings.

**PROPOSED AMENDMENT TO REGULATION 17: SENIOR REMUNERATION COMMITTEE**

Deletions are shown in ~~strike through~~ and additions are shown in **bold and underlined**

**SENIOR REMUNERATION COMMITTEE****Scope:**

1. Annual review of the salary **remuneration** of the Vice Chancellor, on the basis of recommendations brought forward by the Chair of Council.
2. Annual review of the ~~salaries~~ **remuneration** of staff on professorial or Grade 10 salaries, on the basis of recommendations brought forward by the Vice-Chancellor.
- 3.\* Determining the ~~salaries~~ **remuneration** for new professorial and Grade 10 staff, executive authority being delegated to the Vice-Chancellor who will circulate the information to the Senior Remuneration Committee.
- 4.\* Taking appropriate action when necessary in relation to the retention of a valued member of staff, executive authority being delegated to the Vice Chancellor, with a requirement to report back to the Senior Remuneration Committee in writing.
5. Overseeing arrangements for early retirement and voluntary severance for staff on professorial or Grade 10 salaries, or other staff as required by HEFCE.

The Vice-Chancellor has delegated authority under items 3 and 4 (\*starred).

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

Committee members must consider the public interest and the safeguarding of public funds alongside the interests of the institution when considering all forms of payment, reward and severance to the staff within its remit.

**Constitution:**

3 Lay Members of Council (one in the chair)

Pro-Chancellor

Honorary Treasurer

~~Vice-Chancellor\*~~

Total: ~~5~~ **6**

**The Vice-Chancellor may attend except where their own remuneration and/or severance is under consideration**

~~\* replaced by Chair or nominee of the Audit and Risk Committee when the Vice-Chancellor's remuneration is under consideration~~

**Secretary:** Director of Human Resources

**Quoracy:** For the transaction of business, not less than **three (3)** ~~four (4)~~ members must be present.

Frequency and timing of meetings

Twice a year (usually November and March)



## **PROPOSED AMENDMENT TO REGULATION 17: NOMINATIONS COMMITTEE**

Deletions are shown in ~~strike through~~ and additions are shown in **bold and underlined**

### **4. NOMINATIONS COMMITTEE**

Scope: Identifying appropriate lay members of Council and its committees, identifying appropriate members of the College of Fellows and nominations for the appointment of the Chancellor.

(a) Terms of reference

1. Council Nominations and Committee Membership

To make recommendations to the Council on:

(i) New lay/independent members of Council and the membership of its committees, seeking to ensure the promotion of equality and diversity and ensuring that the Council and its committees reflect both the diversity of society and the needs of the University.

(ii)\* To be responsible for ensuring that vacancies are publicised internally and externally as appropriate.

2. College of Fellows

To make recommendations to Council on:

(i) New members of the College of Fellows.

3. Appointment of the Chancellor

To make recommendations to Council and Senate on:

(i) The appointment of the Chancellor.

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

(b) Delegated powers

The Nominations Committee has delegated authority to take action under item 1.ii (\*starred).

(c) Constitution

3 lay members of Council (one in the Chair)

Pro-Chancellor

Vice-Chancellor

Deputy Vice-Chancellor and Provost

~~3~~ **2** Independent members appointed by the Council

1 Senate Member of Council

1 member of Council

Total: ~~10~~ **11**

Secretary: Planning and Academic Administration

Quoracy: For the transaction of business there must be 5 (five) full members present, providing that the independent members are not equal to or greater than the number of lay and University members and that there is a lay majority.

(d) Sub-committees

None

(e) Principal management information needs

Not applicable

(f) Frequency and timing of meetings

Twice a year

## PROPOSED AMENDMENTS TO REGULATIONS

### CHANGE IN TITLE OF THE HEAD OF GOVERNANCE & STUDENT CONDUCT

Text to be removed is ~~red and struck through~~

#### REGULATION 6: VISAS AND IMMIGRATION

##### Appeals concerning potential cancellation of visas

13. Students who are withdrawn under regulation 6.12 may be eligible to appeal against the decision on the grounds of procedural irregularity in determining the grounds for withdrawal.

13.1 Appeals should be submitted to the ~~Head of Governance & Quality Assurance~~ Head of Academic Quality and Student Conduct within 5 calendar days of the notification of withdrawal.

13.2 ~~Head of Governance & Quality Assurance~~ Head of Academic Quality and Student Conduct will consider the appeal and inform the appellant of their decision within 5 working days.

#### REGULATION 7

##### Sifting Stage

8. Appeal cases will be considered in the first instance by the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct (or nominee) and a member of the University Academic Appeals Committee. This Sifting stage of the appeals process consists of an initial assessment of readily available documentation, to include the student submission, information on SCIMS, previously submitted exceptional circumstances, initial comments from the School or Service, as appropriate. Where such initial comments from the School or Service are going to be taken into consideration in the Sifting Stage, the student will be given the opportunity to respond to these comments before a decision is made. In cases where they deem the case to be straight forward and the evidence to be sufficiently compelling, the case may be referred back to the Board of Examiners for consideration with a recommendation to uphold the appeal. The final decision regarding the outcome of the appeal rests with the University Academic Appeals Committee. Where they deem that the case is more complex or requires further exploration of the evidence, the appeal shall be considered by the University Academic Appeals Committee. Where the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct and the member of the Academic Appeals Committee are of the view that based on the information available, no case exists, the student will be advised in writing, stating the reasons. In exceptional circumstances a student may be eligible to submit a grievance against the decision by following the provisions of 7.18 below.

9. Where in the case of an appeal against withdrawal it is deemed at the sifting stage that no case exists, the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct and a member of the Academic Appeals Committee may nevertheless and at their discretion refer the case to the University Academic Appeals Committee with a view to seek a means within the provisions of the academic regulations by which the student may remain a registered student of the University.

#### REGULATION 8: GENERAL REGULATIONS FOR UNIVERSITY EXAMINATIONS AND ASSESSMENTS

##### 12.6.1 Academic Conduct Officer

Each Department/School shall designate one member of its academic staff to fulfil the role of Academic Conduct Officer (ACO), on such terms as may be determined by Senate from time to time. One or more deputy Academic Conduct Officers shall also be designated. The Head of each Department/School shall have responsibility for the appointment of the Academic Conduct Officer and the Deputy Academic Conduct Officer; these latter shall act under the provisions of regulation 8.12 on behalf of their Head of Department/School. The ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct may appoint further Academic Conduct Officers outside Departments/Schools, as appropriate.

**12.9.3** In respect of any allegation not falling within the scope of their jurisdiction as defined above, the Academic Conduct Officer shall refer the case to the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct for consideration by the Academic Misconduct Panel established under 12.3, the actions of which are not limited by the tariff in 12.9.1.

12.10 A student shall have the right to appeal to the Academic Misconduct Panel outlined under the terms of 12.3 against the decision of an Academic Conduct Officer. Appeals should be sent to the Student Appeals, Complaints and Conduct Manager within 10 calendar days. Appeals may be made only on one or both of the following grounds:

(i) procedural irregularity in the conduct of the original investigations of the Academic Conduct Officer;

(ii) exceptional circumstances, providing that these circumstances can be substantiated and there is a valid reason why these were not made known at the time.

If it is clear that a case for consideration has not been established, the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct may reject the case.

12.11 The procedure for an investigation conducted by the Academic Misconduct Panel under 12.3 above shall normally follow the following arrangements. However, the Vice-Chancellor, on the advice of the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct, shall have discretion, according to the circumstances of the case, to vary the procedure in any way other than to deny the student an opportunity of a hearing.

**12.11.7** If a case of possible academic misconduct by a student studying at an overseas collaborative college were to need an appearance before the Academic Misconduct Panel, they will not be required to attend Keele in person. Unless video conferencing with the Keele Misconduct Panel were to be arranged, a local Disciplinary Committee will act as a Keele Academic Misconduct Panel, following its process and informed by its case law. Such a Disciplinary Committee will be approved in advance by the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct. It will report to the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct who will pass its recommendations to the Vice-Chancellor in the normal way.

**12.12** The Academic Misconduct Panel will consider the allegation, which will be presented by the invigilator or member of the student's School and decide if the allegation of academic misconduct is proven. In proven cases, the Panel is empowered to impose any penalty, the minimum being a formal reprimand and the maximum being permanent exclusion from the University. The student shall have the right to attend any hearing. Subject to any successful appeal, the decisions of the Academic Misconduct Panel are final. In cases where the Academic Misconduct Panel recommends that a student be permanently excluded from the University, the decision will require ratification from the Deputy Vice-Chancellor. If the student appeals, the appeal will be heard by the Academic Misconduct Appeals Panel and any decision will be ratified by the Vice-Chancellor.

**12.13** A student shall have the right of appeal to the Academic Misconduct Appeals Panel against the decision of the Academic Misconduct Panel, unless it was an appeal against the decision of an Academic Conduct Officer. The membership of the Academic Misconduct Appeals Panel must be different to the original panel membership when the appeal is heard. Appeals must be lodged, in writing to the Student Appeals, Complaints and Conduct Manager, within 10 calendar days of the date on the letter informing the student of the outcome. Appeals can only be made on one or both of the following grounds:

(i) any procedural irregularity prior to or in the conduct of the Panel meeting;

(ii) there is new evidence that can be substantiated, including exceptional circumstances, which were not known at the time and may have affected the outcome had it been known to the Panel and that there is a valid reason for not making it known at the time.

If it is clear that a case for consideration has not been established, the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct may reject the case.

### 13. SPECIAL PROVISION

**13.1** A student requiring special provision for their examination(s) shall submit a written application to the Head of Records and Examinations. The application shall be supported by documentary evidence, usually from a qualified medical practitioner or other appropriate source. The Head of Records and Examinations is permitted to disregard requests for special provision if not supported by appropriate documentary evidence.

**13.2** Where a student's circumstances are known to be prolonged or permanent and identified prior to the start of the session, a student requiring special provision for their examination shall be required to submit the written application by the end of the fourth week of Semester One or within four weeks of initial diagnosis.

**13.3** Special examination provision may be considered for a range of circumstances including dyslexia, visual, physical and sensory impairment or chronic illness.

**13.4** Students granted special provision in examinations shall normally sit such examinations in a specially designated venue.

**13.5** For routine applications, the decision to allow the special provision will be made by the Head of Records and Examinations, in consultation with the Head(s) of Department/School concerned.

#### In-Course Assessments

**13.6** A student who requires special provision for in-course assessment(s) shall submit a written application to the Head of Department/School. The application shall be supported by documentary evidence. The Head of Department/School is permitted to disregard requests for special provision if not supported by appropriate supporting documentary evidence. The Head of Department/School shall decide whether or not to approve the application for special provision and the nature of such provision, if any, to be made available to the student.

**13.7** A student may apply to the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct for alternative assessment methods to be employed in specified modules. Any such application should identify the alternative methods proposed, be accompanied by a statement of support from the Head of Department/School and be submitted as early as possible and no later than the day of commencement of the module(s).

### 14. EXAMINATIONS SAT IN OTHER THAN NORMAL EXAMINATION VENUES

**14.1** Where Senate has approved arrangements for a programme to be delivered elsewhere other than Keele, examination arrangements should mirror those at Keele. Heads of Departments/Schools are responsible for providing details of the arrangements for approval by the Head of Records and Examinations.

### 15. DECLARATION OF PERSONAL INTEREST

**15.1** Members of staff are required to inform their Head of Department/School of any personal interest relating to a student at the earliest opportunity. Where a member of staff has informed the Head of Department/School of a personal interest relating to a student, the Head of Department/School, having consulted the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct shall take action as is deemed appropriate:

**15.1.1** put in place arrangements to ensure that the member of staff is not responsible for the setting of examination question papers to be taken by the student or the marking of any of the student's assessments; and

**15.1.2** inform the Chair of the relevant Board of Examiners of the member of staff's interest relating to the student and that the member of staff should be required to withdraw from the meeting of any Board of Examiners when the student's case is discussed; and

**15.1.3** instruct the Chair of the Board of Examiners to ensure that a declaration of interest, and withdrawal of the member of staff from the Board of Examiners, shall be recorded in the Minutes of the meeting of the Board.

## **16. EXTERNAL EXAMINERS**

### Appointment

**16.1** External Examiners shall be appointed by the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct on behalf of the Senate.

**16.2** Schools are responsible for the timely nomination of external examiners for the courses for which they are responsible. Nominations should be made in the form approved by Senate.

**16.3** It is normally a requirement that external examiners should not be:

## **REGULATION 9: BOARDS OF EXAMINERS**

### 4. Other Taught Programmes

4.1 For any programme offered by the University and not covered in 9.2 and 9.3, the Senate will from time to time approve appropriate examination board arrangements.

4.2 For Foundation Year programmes, there shall be a Foundation Year Centre Board of Examiners set up in line with the principles set out in 9.2.1.

4.3 Foundation Year awards and progression to undergraduate degree programmes will be considered at a University Foundation Year Board of Examiners, which shall be constituted as follows:

- (i) a Dean in the Chair;
- (ii) a representative from each Faculty offering progression to Foundation Year students;
- (iii) the Head of Foundation Year Centre;
- (iv) the Head of Records and Examinations;
- (v) the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct.

## **REGULATION 17 (b) Senate Committees:**

### **2. UNIVERSITY LEARNING & TEACHING COMMITTEE (reports to Senate)**

*Scope:* All matters concerning the management of, and support for, the development and delivery of the University's educational programme

#### Terms of Reference

To make recommendations to Senate on:

- 1 The promotion, implementation, monitoring and review of the University's Learning and Teaching Strategy
2. The development of the University's curriculum and taught programmes
3. Matters of policy relating to learning and teaching and quality management and enhancement
4. Regulations relating to all taught (undergraduate, postgraduate) programmes
5. Matters of policy for the award of degrees, diplomas and certificates

To be responsible for, and report to Senate on:

6. Approving, within the strategic guidelines for the University laid down by the Senate, new taught programmes, major revisions to, and the suspension of, taught programmes

- 7.\*Monitoring the effectiveness of the student academic experience, quality management and enhancement procedures and activities
- 8.\*Fostering and sharing good practice and promoting innovation and professionalism in learning, teaching and assessment
- 9.\*Monitoring the effectiveness of the external examiner system and receiving and considering overview reports of findings of the external examiners of the taught programmes
- 10.\*Monitoring the effectiveness of the internal quality audit process and receiving and considering overview reports on staff development needs identified in IQA and on good practice for dissemination

To support and monitor the implementation of the University's Equality & Diversity Strategy in all relevant areas of the committee's business.

Membership, Powers and Procedures

Delegated powers

The Learning and Teaching Committee has delegated authority to take action under items 7, 8, 9 and 10 (\* starred)

Constitution

Pro Vice-Chancellor (Student Experience) (in the Chair)

Vice-Chancellor (ex officio)

Deputy Vice-Chancellor and Provost (ex officio)

Chair of Research Degrees Committee (ex officio)

Deans (ex officio) (3)

Faculty Associate Dean (Learning & Teaching) (3)

Postgraduate Director of Learning and Teaching (3)

Three members of the Senate, from different Faculties, appointed by the Senate

Elected Officer of Keele SU nominated by the Democracy and Union Development Officer of the Students' Union

President of the KPA or nominee

Member of the Athena Swan Self-Assessment Team

The Committee may co-opt 2 further members with relevant expertise

Total: 22

In Attendance (all meetings):

Academic Registrar and Director of Student and Academic Services

Head of Governance and Quality Assurance Head of Academic Quality and Student Conduct.

Head of Learning and Professional Development Centre

Head of Curriculum Support and Development

Democracy and Union Development Officer of the Students' Union

Chair of the Quality Assurance Committee

Librarian

### **FACULTY LEARNING & TEACHING COMMITTEE (reports to University Learning & Teaching Committee)**

*Scope:* Learning and Teaching, enhancement of programmes and the student experience delivered in the Faculty.

Terms of reference

To make recommendations to the University Learning & Teaching Committee on:

1. Proposals for those new taught programmes for which the committee has responsibility under the programme approval process, and withdrawal and suspensions in relation to taught programmes within the Faculty

To be responsible for, and report to University Learning & Teaching Committee on:

2. Developing the Faculty's learning and teaching in line with the University's Learning and Teaching Strategy and promoting and monitoring the implementation of the University's L&T Strategy across the Faculty
3. Contributing to the consultation process on new faculty and institutional policies relating to learning and teaching, and monitoring faculty engagement with existing policies and procedures
4. Receiving updates on external developments in the areas of learning and teaching, as well as quality assurance and enhancement
- 5.\* Approving major revisions to existing taught programmes and their programme specifications based on the advice of the relevant School Learning and Teaching Committee, and external advice where appropriate
- 6.\* Approving new taught modules for existing programmes based on the advice of the relevant School Learning and Teaching Committee, and external advice where appropriate
7. Overseeing the approval by School Learning and Teaching Committees of major revisions to existing modules
8. Receiving External Examiners' reports on taught programmes and School responses to them and the consideration of the Faculty Chief External Examiner reports and University responses as appropriate
9. Maintaining and enhancing the sharing of good practice and promoting innovation within the Faculty
10. Scrutinising School CARD reports with a view to identifying issues requiring escalation
11. Scrutinising IQA reports on Schools in the Faculty
12. Considering the minutes of School Learning and Teaching Committees and ensuring that issues of institutional relevance are re-directed where appropriate for further consideration
13. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.
14. Receiving written updates from those officers in attendance representing areas such as the Learning and Professional Development Centre, Student Learning, KeeleSU and the Keele Postgraduate Association.

#### Delegated powers

The Faculty Learning & Teaching Committees have been delegated authority to take action under items 5 and 6 (\*starred).

#### Constitution

Faculty Associate Dean (Learning & Teaching) (in the Chair)

Dean of the Faculty (ex officio)

Faculty Postgraduate Director (ex officio)

1 representative from each School, Centre or Unit within the Faculty

1 undergraduate student (elected from Faculty STARs)

1 postgraduate taught student (elected from Faculty STARs)

#### In attendance

Faculty Business Managers (ex officio)

Quality Assurance Link Officer (ex officio)

~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct-or nominee (ex officio)

Head of Learning and Professional Development Centre or nominee (ex officio)

Student Learning Link Officer (ex-officio)

Education Officer of the KeeleSU or nominee (ex-officio)

President of the KPA or nominee (ex-officio)

**REGULATION 18: FITNESS TO PRACTISE****2. SCHOOL COMMITTEES**

**2.1** Each School offering one or more programmes of study to which 1.4 is applicable shall have a Committee, to monitor and if necessary investigate the professional behaviour of students.

**2.2** The constitution and operation of the School Committee shall be defined in Course Regulations, including arrangements for students to make representations, and shall take into account the requirements of the relevant professions.

**2.3** Normally, suspected breaches of professional behaviour shall be considered first by the School Committee, which, if deemed appropriate may issue warnings and/or apply appropriate remedial measures on the authority of the Head of School or may refer cases to the Fitness to Practise Committee (see 4 below).

**2.4** The School Committee may report or refer a suspected breach of professional behaviour to the employer or professional body for investigation and action if appropriate. If such a referral is made, the Chair of the Fitness to Practise Committee and ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct shall be notified.

**3.4** The ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct shall be informed as soon as practicable of any suspension and shall confirm in writing the suspension and any other restrictions in writing as soon as practicable.

**5.3 Conduct of the hearing**

**(i)** Prior to the meeting, the Secretary to the Committee will ensure the student is in possession of copies of all documents circulated to members of the Committee and is aware of the procedures to be followed. These procedures may involve a period of adjournment at the discretion of the Chair.

**(ii)** The student, their friend or representative (if attending) and other staff attending will join the Committee at the same time. Any witness(es) may be called as required during the meeting.

**(iii)** The Chair will introduce by name and explain the responsibilities of the members of the Committee, the other staff attending, and any others present.

**(iv)** Where a member declares an interest, which shall include the member having had a prior close responsibility in the case, that member shall take no part in consideration of the case other than to provide general information at the request of the Chair on the subject and/or professional context but without reference to the particular case under consideration.

**(v)** The Chair will explain the procedure of the meeting and the powers of the Committee.

**(vi)** The Chair will invite the Head of School (or nominee) to present the case. The Chair will invite the student or their friend or representative to present their case. The Chair will call witnesses on behalf of the School and/or the student at the request of the student or their friend or representative or the Committee. If a witness is a minor or vulnerable adult, the Chair will have discretion to allow the witness to be accompanied or to give evidence and respond to questions remotely or anonymously, as appropriate to the circumstances.

**(vii)** Once the Chair is satisfied that all questioning is completed, and testimony heard, non-members of the Committee (excluding the Secretary) will be asked to withdraw from the room. The Committee will then discuss the case in private.

**(viii)** If for any reason the Committee requires further clarification of any aspect of the case, relevant parties may be invited back into the meeting. The student and their friend or representative (if attending) and Head of School (or nominees) have the right to hear this clarification of evidence. Those persons (if not members) will then be asked to withdraw from the room.

**(ix)** Having considered all the evidence and reached their decision on the student's fitness to



practise, the Chair will invite all relevant parties to return to the meeting.

**(x)** The findings of the Committee will be conveyed to the student if present. If the findings put at risk a student's fitness to practise, they will be invited to comment before the Committee decides upon action to be taken.

**(xi)** The Chair has discretion to allow variation in the conduct of the hearing, as circumstances require, including adjournment of the hearing, for example to allow conflicting evidence to be resolved.

**(xii)** Following consideration of appropriate actions to be taken by the Committee, the final decision will be conveyed to the student and the Head of School at the time and confirmed in writing by recorded delivery, as soon as practicable. The ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct shall also be notified.

## **REGULATION 20: STUDENT DISCIPLINE**

**12.2** Each appeal will be reviewed in the first instance by the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct or nominee or by the Director of SAS if the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct has had previous involvement with the case. They will decide whether the appeal has any real prospect of success or if there is some other compelling reason why the appeal should be considered. If not, the appeal may be rejected at this stage.

## **REGULATION 21: TEMPORARY EXCLUSION OF STUDENTS**

### **2. The Temporary Exclusion Panel**

**2.1** The Temporary Exclusion Panel will consist, as a minimum, of the Head of Student Support and Development or nominee and the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct or nominee. In addition, the Panel may co-opt, on a case by case basis, members of the Student Support team, members of the Student Appeals, Complaints and Conduct team, Accommodation, Security Services, or other members of the University as required. A formal meeting of the Temporary Exclusion Panel will be convened. The student will be invited to attend the meeting and given at least 72 hours written notice of the date and time of the meeting. The student may give evidence and call witnesses who may or may not be members of the University in support of their case. Witnesses will only be allowed to attend the meeting by agreement of the Temporary Exclusion Panel members and their attendance is restricted to the part of the meeting set aside to hear witness statements. Notification of the names and status of any witnesses must be given to the secretary to the Panel at least 24 hours in advance of the meeting. The student is allowed to be accompanied as set out in paragraph 3.1.

### **5. Emergency Measures**

**5.1** In exceptional circumstances, where it is deemed that urgent measures are required based on a risk assessment which finds a potential threat of harm either the Deputy Vice Chancellor, or nominee, the Head of Student Support and Development or nominee, or the ~~Head of Governance and Quality Assurance~~ Head of Academic Quality and Student Conduct or nominee may impose a temporary exclusion on a student as an emergency measure.

**5.2** Where a temporary exclusion was the result of an emergency measure, this will be followed, within no more than 14 calendar days, by a meeting of the Temporary Exclusion Panel and the Panel shall follow the process set out in paragraph 2.1. Following the meeting, the Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor regarding whether the temporary exclusion should be lifted, modified or remain in force. The Deputy Vice-Chancellor will then make a decision based on the recommendation from the Panel and send a letter and email to the student informing them of the decision.

## PROPOSED AMENDMENTS TO ORDINANCE & REGULATIONS

Additions are shown in **bold and underlined** and deletions are ~~struck through~~.

### REGULATION 20: STUDENT DISCIPLINE

#### INTRODUCTION

**1.1** All students of the University are expected to conduct themselves in a manner that is responsible and respectful to others, whether they be other students, members of staff, visitors to the University or members of the local community. The University is committed to the fair and equal treatment of all individuals regardless of gender, age, disability, colour, race, ethnic or national origin, socio-economic group, sexual orientation, marital status, family responsibilities, religious or political beliefs. By accepting an offer of a place at the University, students agree to abide by all relevant provisions of the ordinances and regulations of the University which have been designed to support the University's key values, ~~and the commitments set out in the Student Charter.~~

**1.2** All members of the University community have a responsibility to support each other in maintaining good order and creating a safe environment which is conducive to study, living and working. Staff are encouraged to address minor cases through early intervention, positively supporting students to develop their understanding of what constitutes acceptable behaviour, before circumstances escalate towards disciplinary action.

#### SCOPE

**2.1** This regulation shall apply to all registered students of the University. It applies to behaviour by registered students wherever and whenever it may have taken place when it is considered by the University to be detrimental to another member of the University, University property or the interests and reputation of the University itself. It includes behaviour arising at any time when the student may be regarded as representing the University as an individual or as part of a team or group. It also applies when the student is living or studying on campus or at some location away from the University either as part of their studies or following an arrangement made through the University or the Students' Unions.

**2.2** The Students' Union has its own internal procedures for resolving breaches of its rules and regulations and the details of this process are available from the Students' Union. Where an alleged breach of discipline is deemed serious, the University will consider the breach under its own regulations.

**2.3** In addition to the processes set out in this regulation, University staff are entitled to take immediate action to deal with disruptive or dangerous student behaviour. Such action may be in response to breaches against local codes of behaviour or conduct, and sanctions will usually consist of removal of the student for the duration of a specific activity. Reasonable and proportionate immediate action may also be taken by officers of the University in order to protect the safety of the campus community and prevent harm, restore order, safeguard the reputation of the University or gather evidence to support further disciplinary investigation under this regulation.

#### OVERLAP WITH CRIMINAL PROCEEDINGS/POLICE INVESTIGATIONS AND OTHER UNIVERSITY REGULATIONS

**3.1** The University may in serious cases decide to impose immediate conditions on a student and/or use its powers to temporarily exclude a student for a specific period of time or until the conclusion of criminal proceedings or until the conclusion of disciplinary proceedings in accordance with Regulation 21. The imposition of conditions and/or a temporary exclusion is precautionary; it is not a penalty and does not indicate that the University has concluded that the student has committed a disciplinary offence.

**3.2** Where a police investigation or criminal proceedings have been or are likely to be initiated in relation to the alleged act of misconduct, the University may suspend the disciplinary process under this regulation (at any stage) until such investigation/proceedings have been concluded.

The disciplinary process may be resumed at any stage should the University deem that to be necessary in the circumstances.

**3.3** Where criminal proceedings have been initiated and concluded, the Deputy Vice-Chancellor will make a decision whether further action under this regulation is required.

**3.4** For students registered on a programme of study that is covered by Regulation 18 (Fitness to Practise): where such students are subject to action under this regulation for an alleged or proven disciplinary offence, this shall be disclosed to the Head of School, so that any implications regarding Fitness to Practise under Regulation 18 and any student professional registration issues may be considered.

#### **PARTNER INSTITUTIONS**

**4.1** Students studying for an award from Keele University delivered by a partner institution and who are registered students of that partner institution come under the jurisdiction of the regulations for student conduct of the partner institution concerned, unless specified differently in the legal agreement. This regulation does not therefore apply to students studying at a partner institution with the exception of partner institutions who operate in collaboration with the University and use University facilities, for example Keele University International Study Centre (KUISC).

#### **DISCIPLINARY OFFENCES**

**5.1** Behaviour which improperly interferes with the functioning or activities of the University or of those who study or work at the University, or damages the University or its reputation shall be considered as offences under this regulation. This includes but is not limited to the behaviours listed below. Offences initially classed as minor may be pursued as major offences if this was deemed more appropriate by the University following an initial enquiry.

#### **5.2 Minor offences**

- a first or second minor breach of University regulations or policies /terms and conditions e.g. smoking in non-designated areas, ignoring fire alarms, using University IT equipment or their University IT account for downloading unauthorised material from the internet;
- failure to respond to reasonable requests or directions by University staff;

- noise disturbances in halls of residence;
- possession or use of drugs that are prohibited by the University and which are listed in the Discipline Procedure. This also applies where a student knowingly allows another person to use such drugs within their allocated University accommodation;
- conduct which, by whatever means, disrupts the work of students or staff of the University;
- anti-social, disorderly or reckless conduct which is causing minor damage to or on University property or premises or affecting good order or health and safety within or outside the University or which is uncondusive to study, work and/or rest;

### **5.3 Major offences**

- a serious or persistent breach of University regulations or policies or terms and conditions;
- persistent minor offences, or multiple concurrent minor offences;
- vexatious complaints and/or statements against the University or its members;
- verbal abuse or threats made against members of the University;
- refusal to pay a fine or observe another penalty imposed under this regulation;
- significant breach of health and safety requirements, endangering the wellbeing of students, staff and visitors (including but not exclusive to tampering with fire alarms/smoke detectors or other safety equipment in a University building);
- possession of firearms, other weapons and explosives either real or imitation, on the University premises;
- falsification or serious misuse of University records, including degree or diploma certificates;
- false pretences or impersonation of others, within or outside the University, in connection with academic attainments, attendance monitoring, or visa checking points;
- theft, fraud, misapplication of or gross negligence in connection with funds or property of any kind;
- causing physical harm; threatening, offensive or indecent behaviour;
- offences against the criminal law, where these offences involve other students or directly affect the interests of the University;
- supply of drugs, or possession with intent to supply drugs that are prohibited by the University and which are listed in the Discipline Procedure, or the cultivation or preparation with the intent to supply of such drugs within their accommodation. This also applies where a student within their allocated University accommodation knowingly allows another person to do so;
- offences which are covered by the bullying and harassment policy or the domestic and sexual violence policy, or are otherwise in breach of the University's values expressed in its Dignity and Respect Framework;
- conduct which is likely to bring the University into disrepute.

### **ENQUIRIES AND INVESTIGATIONS**

**6.1** All allegations of minor and major offences will be investigated by an officer authorised by the University. A list of Authorised Officers of the University will be approved by the Deputy Vice Chancellor from time to time and shall be published in the Discipline Procedure.

**6.2** Investigation of Minor offences: in cases of alleged minor offences, the Authorised Officer will conduct a timely, fair and reasonable enquiry into the alleged offence. Any enquiry will ensure that the student is made aware of the details of any complaint or allegation against them and has the opportunity to respond before a decision is reached by the Authorised Officer. The Authorised Officers are empowered to impose any of the penalties set out for minor offences in the Discipline Procedure. If at any point the Authorised Officer believes that the offence merits a greater penalty or that the offence can no longer be classed as minor in accordance with this regulation, then the matter will be referred for a full discipline investigation, and the major offences

procedure as set out in paragraph 6.3 will be initiated. Subject to any successful appeal, decisions of the Authorised Officer are final and the Authorised Officer will inform the student of the outcome by letter and by email, copied to the Student Appeals Complaints and Conduct Team in PAA.

**6.3** Investigation of Major offences: where a student's conduct suggests that a major offence under this regulation may have been committed and disciplinary action may need to be taken, advice on how to proceed should in the first instance be sought from the Student Appeals Complaints and Conduct Team in the Planning and Academic Administration Directorate. If it is determined by the Team that the student's conduct may constitute a sufficiently serious breach of this regulation then a formal investigation will be initiated.

**6.4** The Student Appeals, Complaints and Conduct Team will appoint an Authorised Officer from the approved list who will carry out a detailed investigation.

**6.5** As part of this investigation, the Authorised Officer will conduct formal interviews with the student concerned and any named witnesses and other persons who may be able to provide information which will assist the Authorised Officer to make their report. A record of each meeting will be taken. The Authorised Officer may also gather other forms of evidence and documentation that are relevant to the case, such as photographs or CCTV footage.

**6.6** Upon completion of the investigation, the Authorised Officer will submit a written report to the Student Appeals, Complaints and Conduct team. The report will be presented to one of the Chairs of the Discipline Committee who will either dismiss the case or invite the student to a formal meeting of the Discipline Committee.

#### **THE DISCIPLINE COMMITTEE**

**7.1** A Discipline Committee will consist of:

- i) a Chair (which will be a senior academic or administrative member of staff nominated by the Vice-Chancellor);
- ii) a member of staff (either academic or administrative) nominated by a Dean or Director;
- iii) an elected officer from either Keele University Students' Union or Keele Postgraduate Association.

**7.2** The student will be invited to the meeting of the Discipline Committee. The student will be provided, normally at least seven calendar days in advance of the meeting, with a letter which sets out the nature of the allegation, a copy of the documentation that will be presented to the Committee and a list of any witnesses which the Authorised Officer will be calling to give evidence.

**7.3** The student will have a right to give evidence, call witnesses (subject to paragraph 7.4 below), and to be accompanied and/or represented by a member of the University at the meeting. Students will normally be informed of this at least seven calendar days in advance of the meeting.

**7.4** Witnesses, who may or may not be members of the University, may be called by the student and by the Authorised Officer in support of their case. Witnesses will only be allowed to attend the meeting by agreement of the Chair of the Discipline Committee and their attendance is restricted to the part of the meeting set aside to hear witness evidence.

**7.5** The student shall normally be required to submit any statement they wish to make in response to the allegation, a copy of any documentation they wish to rely upon and a list of any witnesses they wish to call to give evidence at least 48 hours before the meeting is to take place. The Committee may disregard any mitigation that is not accompanied by supporting evidence and/or any information or evidence which is not provided to it within the prescribed time period (normally at least 48 hours before the meeting).

**7.6** The Discipline Committee will consider the allegation and decide if an offence has been committed or if the allegation should be dismissed. Where the Committee decides that an offence has been committed, the Committee is empowered to impose any of the penalties set out for minor/major offences in the Discipline Procedure.

**7.7** If a student fails to attend the meeting, the Committee may consider the case in the student's absence.

**7.8** Where the student has admitted to an offence and a standard penalty can be applied, then this may be dealt with by Chair's action on behalf of the Committee without the need for the case to be considered by a full meeting of the Discipline Committee if this is acceptable to the student.

**7.9** Subject to any successful appeal, the decisions of the Discipline Committee are final and the student will be informed of the outcome by letter and by email. In cases where the Discipline Committee recommends that a student be permanently excluded from the University, the decision will require ratification from the Deputy Vice-Chancellor.

#### **STANDARD OF PROOF**

**8.1** Authorised Officers and the Discipline Committee considering an allegation have to decide whether there is sufficient evidence to establish, on the balance of probabilities (that it is more likely than not), that an offence has been committed.

#### **AVAILABLE SUPPORT AND REPRESENTATION**

**9.1** Students have the right to be accompanied to any formal disciplinary meetings normally by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the Authorised Officer and Chair of the Discipline Committee at least 24 hours in advance of the meeting.

#### **CONFIDENTIALITY AND RECORD KEEPING**

**10.1** Cases will be handled with an appropriate level of confidentiality, where personal information is shared with or released to only those who are part of the University's disciplinary procedures and other relevant officers of the University as appropriate.

**10.2** If it is determined that an offence has been committed, the outcome of the disciplinary process will be placed on the student's file and will also be sent to the student concerned, the relevant Head(s) of School and other relevant officers of the University.

#### **PENALTIES**

**11.1** There shall be a schedule of penalties for minor and major disciplinary offences which will be approved by the Senate from time to time and which shall be published in the Discipline Procedure. The range of penalties includes that of temporary or permanent exclusion from University facilities, including residences and temporary or permanent exclusion from the University. Penalties can only be imposed by the Discipline Committee, or, in the case of minor offences, by an Authorised Officer.

**11.2** Failure to meet the terms set out for compliance with a penalty may lead to further disciplinary action.

#### **12 APPEALS**

**12.1** A student shall have the right to appeal against the final decision of an Authorised Officer in relation to minor offences, the final decision of a Discipline Committee, and the penalties that are imposed. Appeals must be sent to the Student Appeals, Complaints and Conduct Manager within 10 calendar days of the official notification of the disciplinary decision. Appeals may only be made on one of both of the following grounds:

- i) procedural irregularity in the conduct of the case;
- ii) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the Authorised Officer/Committee and there is a valid reason for not making it known at the time.

**12.2** Each appeal will be reviewed in the first instance by the Head of Governance and Quality Assurance or nominee, or by the Director of PAA if the Head of Governance and Quality Assurance has had previous involvement with the case. They will decide whether the appeal has any real prospect of success or if there is some other compelling reason why the appeal should be considered. If not, the appeal may be rejected at this stage.

**12.3** Appeals against the decision of an Authorising Officer will be heard by the Discipline Committee. Appeals against the decision of the Discipline Committee will be heard by the

Discipline Appeals Committee. The members of the Discipline Appeals Committee considering the appeal must be different to the original Discipline Committee.

### **13 GRIEVANCE TO COUNCIL**

**13.1** In very exceptional circumstances, following exhaustion of the appeals procedure, it may be permissible for a student to lodge a grievance if it fulfils one or both of the following criteria:

Procedural irregularity in the conduct of the appeal;

b) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the relevant Committee at the time and there is a valid reason for not making it known at the time.

**13.2** Grievances will be considered under the provisions of Ordinance XXVIII: Appeals and Grievances Considered by Council, and must be submitted in writing within 14 calendar days of the letter informing the student of the outcome of their appeal.

**13.3** Grievances to Council represent the completion of the University's internal procedures. When the process is exhausted and the student has been issued with a Completion of Procedures letter, students who remain dissatisfied may contact the Office of the Independent Adjudicator (OIA) for Higher Education, which provides an independent review of student complaints.

## **Regulation 21 - Temporary Exclusion of Students**

### **1. Risk-related Measures**

1.1 Where an allegation of misconduct has been made against a student, the University may impose immediate conditions on that student to ensure that a full and proper investigation can be carried out and/or to safeguard the student or others whilst the allegation is being considered under Regulation 20. For example, a student may be required not to contact a named member of members of the University.

1.2 In the event that the University believes that a student presents a threat of harm to themselves, other students and/or members of the University or to University property, the University may temporarily exclude the student. Temporary exclusions are precautionary, they are not a penalty and do not indicate that the student has committed an offence.

1.3 For the purposes of this regulation, temporary exclusion is defined as a partial or total ban on attendance at the University, including at learning, teaching or assessment activities, including placements; and/or on participation in University activities, and/or on attendance at or access to specified facilities or parts of the University (including residential accommodation); and/or on exercising the functions or duties of any office or committee membership in the University or the Students' Union.

1.4 A temporary exclusion will be based upon the outcome of a formal risk assessment, can normally only be authorised by the Deputy Vice Chancellor or their nominee based on a recommendation from the Temporary Exclusion Panel and will be for a specific period of time or until the outcome of criminal proceedings or the disciplinary process is known.

1.5 Students enrolled on a course that requires them to undertake practical training in a professional role involving patients, pupils, clients or service users, or where the end qualification provides a direct license to practise or is a requirement for a license to practise may also be temporarily excluded from their studies by a Health and Conduct Committee or Fitness to Practise Committee under Fitness to Practise (Regulation 18).

1.6 In each case of temporary exclusion, the student will be informed in writing of the specific restrictions placed upon them, of the timescale and manner by which the exclusion will be reviewed and of their right to appeal.

1.7 All efforts will be made, as far as is possible, to reduce the impact of any temporary exclusion on the student's studies. Minor offences, as listed in Regulation 20, cannot in themselves result in a temporary exclusion from studies under this Regulation.

### **2. The Temporary Exclusion Panel**

2.1 The Temporary Exclusion Panel will consist, as a minimum, of [two members drawn from the](#)

following: the [Associate Director of Student Services](#) ~~Head of Student Support and Development~~ or nominee, ~~and the Head of~~ [Governance and Academic Quality and Student Conduct Assurance](#) or nominee, [the Dean of Students, the Academic Registrar or the Pro Vice-Chancellor \(Education\)](#). In addition, the Panel may co-opt, on a case by case basis, members of the Student ~~Services support~~ team, members of the Student Appeals, Complaints and Conduct team, Accommodation, Security Services, or other members of the University as required. A formal meeting of the Temporary Exclusion Panel will be convened. The student will be invited to attend the meeting and given at least 72 hours written notice of the date and time of the meeting. The student may give evidence and call witnesses who may or may not be members of the University in support of their case. Witnesses will only be allowed to attend the meeting by agreement of the Temporary Exclusion Panel members and their attendance is restricted to the part of the meeting set aside to hear witness statements. Notification of the names and status of any witnesses must be given to the secretary to the Panel at least 24 hours in advance of the meeting. The student is allowed to be accompanied as set out in paragraph 3.1.

2.2 The Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor as to whether a student should or should not be temporarily excluded. The Deputy Vice-Chancellor will then make a decision based on that recommendation. The decision of the Deputy Vice-Chancellor will be notified to the student in writing.

2.3 If a student is temporarily excluded, there will normally be an internal investigation of the case conducted by an Authorised Officer in line with the procedure set out in Regulation 20. Where the case is investigated by the police or is subject to criminal proceedings, the internal investigation may be postponed as set out in that regulation.

2.4 The Temporary Exclusion Panel shall review the temporary exclusion four weeks from the date that it came into effect. The student will be given the opportunity to make representation to this review, either in person or in writing. The Temporary Exclusion Panel will then review the temporary exclusion every four weeks thereafter, or earlier upon receipt of the outcome of an internal investigation, evidence of external developments or significantly altered circumstances of the student. At each review, the Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor regarding whether the temporary exclusion should be lifted, modified or remain in force. The Deputy Vice-Chancellor will then make a decision based on that recommendation. The decision of the Deputy Vice-Chancellor will be notified to the student in writing.

2.5 The temporary exclusion shall normally remain in place until such time as any police investigation and/or criminal proceedings and / or any internal investigation and/or disciplinary proceedings by the University have been concluded.

2.6 Where a student who is also an employee of the University or the Students' Union has been temporarily excluded, the Temporary Exclusion Panel will notify the Director of Human Resources and/or the Students' Union for consideration as to whether any further action is required under their procedures.

### **3. Available Support and Representation**

3.1 Students have the right to be accompanied to any meeting with the Temporary Exclusion Panel by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students' Union. Members of the University asked by the student to support and/or represent them may attend the whole meeting. Notification of the names and status of the friend or representative must be given to the secretary to the Panel at least 24 hours in advance of the meeting.

### **4. Appeals Against Temporary Exclusion**

4.1 A student subject to temporary exclusion may appeal to the Vice Chancellor. Such an appeal should normally be lodged in writing with the Vice-Chancellor within 14 calendar days from the date of the letter informing them of the temporary exclusion.

4.2 The Vice-Chancellor may reject the appeal and lift the temporary exclusion or modify the terms of the temporary exclusion or reject the appeal so that the temporary exclusion remains in force. The decision of the Vice-Chancellor will be notified to the student in writing.

### **5. Emergency Measures**



5.1 In exceptional circumstances, where it is deemed that urgent measures are required based on a risk assessment which finds a potential threat of harm either the Deputy Vice Chancellor, or nominee, the Head of Student Support and Development or nominee, or the Head of Governance and Quality Assurance or nominee or more members of the Temporary Exclusion Panel may impose a temporary exclusion on a student as an emergency measure.

5.2 Where a temporary exclusion was the result of an emergency measure, this will be followed, within no more than 14 calendar days, by a meeting of the Temporary Exclusion Panel and the Panel shall follow the process set out in paragraph 2.1. Following the meeting, the Temporary Exclusion Panel will make a recommendation to the Deputy Vice-Chancellor regarding whether the temporary exclusion should be lifted, modified or remain in force. The Deputy Vice-Chancellor will then make a decision based on the recommendation from the Panel and send a letter and email written confirmation to the student informing them of the decision.

## 6. Permanent Exclusion from the University

6.1 In rare cases, following an internal investigation under Regulation 20 or the conclusion of criminal or legal proceedings, a temporary exclusion may lead to a permanent exclusion from the University. A permanent exclusion from the University can only be imposed as a penalty following a formal review by a Discipline Committee and has to be approved by the Deputy Vice-Chancellor.

## PROPOSED AMENDMENT TO REGULATION 1A: Modular Bachelors Degrees, Including Certificates and Diplomas of Higher Education

Deletions are shown in ~~strikethrough~~ and additions are shown in **bold and underlined**

REGULATION 1A: MODULAR BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION (regulation applies to students commencing or repeating Level 4 study from 2018/19 onwards)

### 1. DEFINITIONS

Scope: This regulation applies to:

- (a) Students whose programme of study commenced in 2009-2010 or subsequent academic years; and
- (b) Students whose programme of study commenced in the 2008-9 academic year, but who have experienced an interruption to study or who failed to proceed to their next level of study.

The following definitions shall apply in respect of these regulations:

Advanced Standing: Admission beyond the normal point of commencement of the course.

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any formal qualification awarded by the University to an individual student, which may be either an End Qualification or Intermediate Award.

~~Core Module: There are two types of core module:~~

~~A module taken from a limited pool, at least one of which must be taken by a student registered on a specified course, commonly referred to as Optional Core.~~

~~A module which is compulsory for students registered on a specified course, commonly referred to as Compulsory Core.~~

Compulsory Module: A module that a student must take on their chosen course. Compulsory modules count towards a course's subject credit requirements

Co-requisites: Modules which must be studied concurrently by students registered on a specified course. .

Course: A ~~Principal~~ Subject in respect of ~~Dual Combined~~ Honours and Single Honours and ~~Major/Minor~~ awards or a collection of modules grouped under a specific title, the details of which

have been approved by Senate as leading to appropriate End Qualifications and Intermediate Awards.

Course Regulations: The regulations governing one or more specified courses.

Credit: The unit of academic value by which successful completion of a module contributes to a student's programme of study.

~~Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.~~

Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.

End Qualification: The qualification aim for which the student is registered.

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

Examination Period: A period which is set aside for the conduct of examinations.

Foundation: A period of study, normally of one academic year full-time or its part-time equivalent, which provides opportunities for students to progress to FHEQ Level 4 studies in one or more named courses.

In-Course Assessment: Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

Intermediate Award: The highest level of award which a student achieves who has not successfully completed the End Qualification.

Level: The designation of a module within a given course as follows:

FHEQ Level 4: Modules, the standard of whose learning outcomes is appropriate to the award of a one-year full-time University Certificate of Higher Education;

FHEQ Level 5: Modules, the standard of whose learning outcomes is higher than modules at FHEQ Level 4 and which are appropriate to the award of a two-year full-time University Diploma of Higher Education;

FHEQ Level 6: Modules, the standard of whose learning outcomes is higher than modules at FHEQ Level 5 and which are appropriate to the award of a three-year full-time honours degree.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table at the start of the Regulations.

Module: A separate identifiable self-contained unit of study at a specified level, which is assessed and given a credit value.

Module Assessment: The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

Module Catalogue: Documentation which describes the modules available to students.

Optional Module: A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.

Precursor: A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

Prerequisite: A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

Proceed: where an undergraduate student without 120 credits at one academic level is, as a result of the decision of the Examination Board, allowed to start to study at the next academic level.

Programme of Study: The specific modules pursued by individual students within the context of an approved course.

Progress: Where an undergraduate student gains 120 credits at an academic level and so is deemed to have completed that level of study.

Qualified Fail: where one or more assessment components within a module have not been completed to a specified standard and therefore the module is deemed a fail even if the overall module mark is above the pass mark.

Semester: A specified period of teaching, study and assessment as defined by Senate.

Session: One academic year.

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

## 2. ADMISSION

2.1 Any student offered admission under these regulations shall be required to, as a minimum:

- (i) meet such general entrance requirements as may be specified by Senate from time to time; and
- (ii) meet any particular requirements for the course applied for, as specified in the relevant course regulations; and
- (iii) provide approved identification at enrolment; and
- (iv) provide original copies of academic transcripts or certificates used for admission if requested; and
- (v) enrol in each session with the University by a date to be determined by the University Executive Committee; and
- (vi) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and
- (vii) Students who do not abide by points i-vi will be withdrawn from the University.

2.2 The Head of Planning and Admissions, in consultation with the relevant Head(s) of School, is authorised to offer applicants admission with advanced standing who already hold up to 240 credits at FHEQ Level 4 or above, provided always that no exemption shall be accorded for FHEQ Level 6 modules.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University, including failure to declare a criminal conviction.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

## 3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 All such course regulations shall require the approval of Senate.

## 4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10.

4.2 Where a module is available for more than one course, its status as a ~~core~~ compulsory, optional or elective module may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

4.4 Any fieldwork requirements shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any fieldwork may be scheduled either within the approved semester dates or at other times.

4.5 In respect of periods of professional/industrial training or periods of study/work experience either in UK or abroad, modules shall be allocated to the appropriate level.

## 5. STRUCTURE OF UNIVERSITY AWARDS

5.1 A programme of study leading to a University Certificate of Higher Education shall consist of modules to the value of at least 120 credits at FHEQ Level 4 or higher. The University Certificate of Higher Education may be designated as either an end qualification or intermediate award.

5.2 A programme of study leading to a University Diploma of Higher Education shall consist of modules to the value of 240 credits, including the following: at least 120 credits at FHEQ Level 4 or higher as in 5.1 above; and at least 120 credits at FHEQ Level 5 or higher. The University Diploma of Higher Education may be designated as either an end qualification or intermediate award.

5.3 A programme of study leading to the award of a University Honours Degree shall consist of modules to the value of at least 360 credits, including the following:

- at least 120 credits at FHEQ Level 4 or higher
- and at least 120 credits at FHEQ Level 5 or higher
- and at least 120 credits at FHEQ Level 6 or higher

5.3a Section 5.3a applies to:

- Students at level 4 (year 1) from 2018/19 onwards
- Foundation Year students from 2018/19 onwards
- Foundation Year students progressing to level 4 (year 1) in 2018/19.
- Students at level 5 (year 2) from 2019/20 onwards
- Students at level 6 (year 3) from 2020/21 onwards

Students at level 5 (year 2) and above in 2018/19 should see section 5.3b.

(i) Combined Honours students must study and pass:

- At least 45 credits in each subject at each of levels 4, 5 and 6, meaning at least 270 credits in their chosen subjects are required overall.

(ii) Single Honours students must study and pass:

- At least 90 credits in their chosen subject at each of levels 4, 5 and 6, meaning at least 270 credits in their chosen subject are required overall.

(iii) Combined Honours students who choose to study just one subject at level 6 must study and pass:

- At least 45 credits in each subject at each of levels 4 and 5.
- At least 90 credits in their chosen subject at level 6.
- Meaning at least 270 credits in their chosen subjects are required overall.

(iv) Honours degree 'with International Year' students must study and pass:

- An additional 120 credits at level 5 completed in an approved programme of study taken as part of an international year abroad

~~(i) In respect of Dual Honours awards, students must undertake at least 120 credits in each Principal Subject, accrued over all three levels of study, with at least 30 credits at FHEQ Level 4 and at least 45 credits at FHEQ Level 5 and at least 45 credits at FHEQ Level 6 in each of two Principal Subjects.~~

~~(ii) In respect of Single Honours awards, students must undertake at least 255 credits in their Single Honours subject, accrued over all three levels of study, with at least 60 credits at each level in their Single Honours subject.~~

~~(iii) In respect of Major awards, students must undertake at least 225 credits in their Major subject accrued over all three levels of study, with at least 30 credits at each level of study in their Major subject.~~

~~(iv) In respect of Minor awards, students must undertake at least 90 credits in their Minor subject, which may be taken over all three levels of study, with at least 30 credits taken at FHEQ Level 4 and at least 45 credits at FHEQ Level 5.~~

~~(v) In respect of a University Honours Degree 'with International Year', students must undertake at least 480 credits, including 360 credits undertaken as per 5.3.ii, plus an additional 120 credits at FHEQ Level 5 or higher accrued from an approved programme of study taken as part of an international year abroad.~~

5.3b: Section 5.3b applies to:

- Students at level 5 in 2018/19 who do not repeat this year or any other.
- Students at level 6 in 2018/19 and 2019/20, who do not repeat level 6 in 2020/21.

All other students should see section 5.3a.

(i) In respect of Combined Honours awards, students must undertake at least 120 credits in each subject, accrued over all three levels of study, with at least 30 credits at FHEQ Level 4 and at least 45 credits at FHEQ Level 5 and at least 45 credits at FHEQ Level 6 in each of the subjects.

(ii) In respect of Single Honours awards, students must undertake at least 225 credits in their subject, accrued over all three levels of study, with at least 60 credits at each level.

(iii) In respect of Major awards, students must undertake at least 225 credits in their Major subject accrued over all three levels of study, with at least 30 credits at each level.

(iv) In respect of Minor awards, students must undertake at least 90 credits in their Minor subject accrued over all three levels of study, with at least 30 credits at FHEQ Level 4 and at least 45 credits at FHEQ Level 5.

(v) In respect of a University Honours Degree 'with International Year', students must undertake an additional 120 credits at FHEQ Level 5 or higher accrued from an approved programme of study taken as part of an international year abroad.

(a) This option shall only be available to students registered for Single Honours awards.

(b) Students shall take FHEQ Level 5 study in two parts designated as Level 5a and Level 5b. Level 5a will consist in study undertaken at the University. Level 5b will consist in study undertaken at an international partner institution approved by the University.

(c) At FHEQ Level 5a, students must obtain at least 60 credits in their Single Honours subject.

(d) Schools will specify a minimum number of equivalent subject-related credits that students must take whilst on Level 5b. This requirement must be in accordance with the overall learning outcomes and structure of the Single Honours award 'with International Year' and clearly articulated in the individual learning agreement between the student and the School.

5.4 Where a programme of study has been approved in the part-time mode, students registered on such programmes shall be permitted a maximum of three sessions to pursue the modules which are equivalent to a session of full-time study.

5.5 Where a student has been admitted with advanced standing, as specified in 2.2 above, the Head of Planning and Admissions, in consultation with relevant Heads of Schools, will determine the value and level of credits accrued in relation to meeting the requirements outlined in 5.3, above.

## 6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date in Semester One as shall be determined by the Head of Student Records and Examinations.

6.2 No student shall be permitted to change their course later than:

(i) three weeks from the start of a Semester in FHEQ Level 4 and FHEQ Level 5 subject to the approval of the of Student Records and Examinations acting in accordance with such policies and procedures as may be agreed by Senate from time to time; or

(ii) three weeks from the start of Semester One in FHEQ Level 6 subject to the approval of the Head of Student Records and Examinations acting in accordance with such policies and procedures as may be agreed by Senate;

6.3 Where a student has been permitted to change their course, subject to 6.8 below, they may be required to take additional modules to meet the requirements outlined in 5.3 above.

6.4 Students transferring onto a new course will be required to meet the minimum credit requirements set out in 5.3(i), 5.3(ii), 5.3(iii) or 5.3 (iv) in respect of that new course.

6.5 No student shall be permitted to change their course without the prior formal approval of the Head(s) School responsible for the new course(s) into which the student wishes to transfer.

6.6 No student shall be permitted to change their modules later than three weeks after the start of the module without the prior formal approval the Head of Student Records and Examinations and the Head(s) of School responsible for the new module.

6.7 Students may substitute studies undertaken at other institutions of higher education for Keele-based modules where such studies constitute part of an exchange scheme or formal credit transfer agreement, the terms and conditions of which have been approved by Senate.

6.8 No student may undertake modules outside of their approved programme of study without the prior approval of the Head of Student Records and Examinations.

## 7. TIME-LIMIT

7.1 The time-limit for a student to complete their programme of study shall be as stated in Ordinance IV.

## 8. ASSESSMENT

8.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

8.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

8.1.2 examination during an examination period; or

8.1.3 a combination of both 8.1.1 and 8.1.2.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.

8.3 The minimum mark for a pass in each module shall be 40%. Where a student satisfies the examiners in a module, he/she shall be awarded the appropriate credits at the specified level.

8.4 A student who passes a module in which he/she has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Board of Examiners has deemed the reassessment to be a first attempt.

8.5 Where a module contributes to the calculation of the final result for an honours degree, the assessment shall be a University assessment.

8.6 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience either in UK or abroad, the student's performance may also be assessed in these periods and may contribute to the final assessment.

8.7 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of 11.6 (iv) below.

8.8 In respect of FHEQ Level 6:

(i) in any module which is assessed solely by one unit of in-course assessment, that assessment should be a piece of written work of 4000-5000 words or the equivalent in respect of a 15 credit module and 8-10,000 words or the equivalent in respect of a 30 credit module;

(ii) all students must be assessed in at least one module in each Principal subject in a way that guarantees the reliability of authorship.

## 9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

## 10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

## 11. DETERMINATION OF RESULTS AND ACTION TO BE TAKEN

11.1 In respect of Foundation, the Board of Examiners shall determine progression of students to FHEQ Level 4 in accordance with the appropriate Course Regulations.

11.2 The relevant Board of Examiners, as defined in Regulation 9, shall determine for FHEQ Level 4:

(i) the students mark for each module; and that

(ii) the student has achieved 120 credits and is therefore permitted to progress to the next academic stage of the programme, or

- (iii) in respect of Single Honours programmes the student has achieved at least 90 credits and has assessment attempts remaining on any failed credits and is therefore permitted to proceed to the next academic stage of the programme, or
- (iv) in respect of ~~Dual Combined~~ Honours ~~and Major/Minor~~ programmes the student has achieved at least 90 credits has failed no more than 15 credits in any ~~principal~~ subject and has assessment attempts remaining on any failed credits and is therefore permitted to proceed to the next academic stage of the programme; or
- (v) the student not be permitted to proceed to the next academic stage of the programme; or
- (vi) the student be recommended to Senate to withdraw from the University.

11.3 The relevant Board of Examiners, as defined in Regulation 9, shall determine for FHEQ Level 5:

- (i) the students mark for each module; and that
- (ii) the student has achieved 120 credits at FHEQ Level 5 and 120 credits at FHEQ Level 4 and is therefore permitted to progress to the next academic stage of the programme, or
- (iii) the student has achieved at least 105 credits at FHEQ Level 5 and 120 credits at FHEQ Level 4 and has an assessment attempt remaining on the 15 credits they have failed at FHEQ Level 5 and is therefore permitted to proceed to the next academic stage of the programme, or
- (iv) the student not be permitted to proceed to the next academic stage of the programme; or
- (v) the student be recommended to Senate to withdraw from the University.

11.3a In respect of students wishing to transfer to the award of a University Honours Degree 'with International Year' at the end of Level 5a, the relevant Board of Examiners, as defined in Regulation 9, shall also determine whether the student shall be permitted to proceed to transfer their registration.

11.3b In respect of students who have undertaken Level 5b of a University Honours Degree 'with International Year', the relevant Board of Examiners, as defined in Regulation 9, shall determine for FHEQ Level 5b:

- (i) That the student has achieved an additional 120 credits at FHEQ Level 5 and is therefore permitted to progress to the next academic stage of the programme; or
- (ii) That the student not be permitted to proceed to the next academic stage of the programme; or
- (iii) That the student must revert to their original programme of study leading to the award of a University Honours degree without the 'with International Year' designation and regulation 11.3 will apply; or
- (iv) In exceptional circumstances, the student be recommended to Senate to withdraw from the University.

11.4 The relevant Board of Examiners, as defined in Regulation 9, shall determine for FHEQ Level 6:

- (i) the student's mark for each module; and that
- (ii) the student be awarded the end qualification and with what classification, if any; or
- (iii) the student not be awarded the end qualification; or
- (iv) the student not be awarded the end qualification and be required to withdraw from the University.

11.5 For students entering or repeating level 4 from September 2013 onwards the following provisions apply. A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for him/her to complete the programme within the approved time-limit. In addition:

- (i) a student who has failed one or more ~~core~~ compulsory or optional modules within a course on two occasions shall be required to withdraw from the University. Normally, the two assessment attempts would be taken and completed within the same academic year. A student with a mark of between 30 and 39 in up to 30 credits\* in total across Level 4 and Level 5, as well as up to 30 credits\* at Level 6 after the maximum allowed assessment attempts have taken place will be deemed to have satisfied the academic requirements of the course and be awarded the credit for that module, providing he/she has not failed any other module in that level of study; [\* excluding those classed as 'Qualified Fails'.]

11.6 The relevant Board of Examiners, as defined in Regulation 9.2 shall determine whether a student who:

- (a) has not been permitted to progress or proceed; or

(b) has not been recommended for the award of the end qualification; and

(c) is not required to withdraw;

be required either to:

(d) repeat the year with part-time attendance or reassessment only, in which case the student will retain the credits for each passed module and retrieve each failed module by undertaking one of the following:

(i) re-assessment in the failed module(s) at the next opportunity; or

(ii) re-assessment in the failed module(s) without attendance on the module(s) during the following session, which is only available in cases where the student has further assessment attempts remaining on all failed modules; or

(iii) re-assessment in the failed module(s) with attendance on the module(s) during the following session, in which case the modules taken will be counted as a first attempt; or

(iv) pursuing, for failed elective modules only, one or more alternative elective\_modules which shall not be subject to the limitation imposed by 8.4 above, during the following session; or

(e) repeat the year with full-time attendance in which case the modules taken will be counted as a first attempt.

11.7 Subject to the limits established under Ordinance IV, a student may, for the purpose of retrieving a failure, seek to repeat a level of study, in full or in part, subject to the approval of the relevant Board of Examiners.

## 12. STRUCTURE AND CONTENT OF RE-ASSESSMENTS

12.1 Where a student is required to be re-assessed for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

12.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

(i) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

(ii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of School concerned shall make arrangements for the student to be:

(a) informed of changes in the structure of the assessment and the syllabus content; and

(b) offered, for an appropriate fee, the opportunity of attending relevant classes.

## 13. AWARD

13.1 To qualify for an award, a candidate must:

(i) have enrolled with the University before proceeding to the prescribed programme of study; and

(ii) have paid all prescribed fees and charges; and

(iii) in accordance with 13.2 and 13.5 below, have satisfactorily completed a full-time or part-time programme of study, within the maximum period of time defined by Ordinance IV.

13.2 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 4 or higher, in accordance with 5.1 above, shall be eligible for the award of a University Certificate of Higher Education which is an unclassified award.

13.3 A student who has satisfied the examiners in at least 240 credits including a minimum of 120 credits at FHEQ Level 4 or higher and a minimum of 120 credits at FHEQ Level 5 or higher in accordance with 5.2 above, shall be eligible for the award of a University Diploma of Higher Education which is an unclassified award.

13.4 A student who has pursued a programme of study consisting of at least 360 credits in accordance with 5.3 above and who has satisfied the examiners in:

- a minimum of 120 credits at FHEQ Level 4 or higher; and
- a minimum of 120 credits at FHEQ Level 5 or higher; and
- a minimum of 120 credits at FHEQ Level 6



shall where they satisfy the requirements of the classification scheme as approved by Senate (cf. 14.1 below) be recommended to Senate for the award of a University Honours Degree.

13.5 For students who entered FHEQ Level 4 prior to September 2013. A student who has pursued a programme of study consisting of modules to the equivalent of at least 360 credits and has satisfied the examiners in at least 330 credits including:

- a minimum of 120 credits at FHEQ Level 4 or higher; and either
- a minimum of 105 credits at FHEQ Level 5 or higher; and
- a minimum of 105 credits at FHEQ Level 6; or
- a minimum of 120 credits at FHEQ Level 5 or higher; and
- a minimum of 90 credits at FHEQ Level 6

may, where they satisfy the requirements of the classification scheme as approved by Senate (cf. 14.1 below), be recommended to Senate for the award of a University Honours Degree.

13.5a For students entering Level 4 in or after September 2013. Credit will be awarded in the following circumstances:

A student with a mark between 30 and 39 in up to 30 credits\* in total across Level 4 and Level 5, as well as up to 30 credits\* at Levels 6 after the maximum allowed assessment attempts have taken place will be deemed to have satisfied the academic requirements of the course and be awarded the credit for that module, provided he/she has not failed any other module in that level of study. [\* excluding those classed as 'Qualified Fails'.]

13.5b A student who has pursued a programme of study consisting of at least 480 credits in accordance with 5.3 (v) above and who has satisfied the examiners in: a minimum of 120 credits at FHEQ Level 4 or higher; and a minimum of 240 credits at FHEQ Level 5 or higher; and a minimum of 120 credits at FHEQ Level 6 shall, where he or she satisfies the requirements of the classification scheme as approved by Senate (cf. 14.1 below) be recommended to Senate for the award of a University Honours Degree 'with International Year'.

13.6 Students who register for certain end qualifications may be required by the course regulations to satisfy the Boards of Examiners in all those modules identified as requirements for the purposes of professional exemption.

13.7 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a course.

#### 13.8 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

#### 13.9 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor, in their capacity as Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor, and Chair of University Exam Board. Before a recommendation for an Aegrotat

award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

#### 14. HONOURS CLASSIFICATION

14.1 Students who have attained the required standard, according to the classification scheme approved by the University Senate for their cohort and which is published on the University website, shall be awarded the degree with honours classification as follows:

- First Class
- Second Class Division I
- Second Class Division II
- Third Class

or

- Pass (which is an unclassified honours degree).

### PROPOSED AMENDMENT TO REGULATION 1B: CERTIFICATES

Deletions are shown in ~~striketrough~~ and additions are shown in **bold and underlined**

#### REGULATION 1B: CERTIFICATES

##### 1. DEFINITIONS

The following terms are defined in University Regulation 1A:

Award	Level
Assessment Criteria	Module
Co-requisites	Module Assessment
Core Module	Module Catalogue
Course	<del>Optional</del> Module
Course Regulations	Programme of Study
Credit	Precursor
End Qualification	Pre-requisite
Examination	Semester
Examination Period	Session
In-course Assessment	<b><u>Compulsory Module</u></b>

##### **Elective Module**

The following definition shall apply in respect of these regulations:

Credit Accumulation: The acquisition of credits, which may be in a sequence specified in course regulations, in order to acquire a sufficient total to be eligible for a Certificate award.

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

##### 2. ADMISSION

2.1 Any student offered admission under these regulations shall be required to, as a minimum:

- (i) meet such general entrance requirements as may be specified by Senate from time to time; and
- (ii) meet any particular requirements for the course applied for, as specified in the relevant course regulations;
- (iii) provide approved identification at enrolment; and
- (iv) provide original copies of academic transcripts or certificates used for admission if requested; and
- (v) enrol in each session with the University by a date to be determined by the University Executive Committee; and
- (vi) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and
- (vii) Students who do not abide by points (i) - (vi) will be withdrawn from the University.

2.2 Head of Planning and Admissions in consultation with the relevant Head(s) of School is authorised to offer applicants admission with advanced standing who already hold up to 240 credits at FHEQ Level 4 or above, provided always that no exemption shall be accorded for FHEQ Level 6 modules.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University, including the non-declaration of a criminal conviction.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

### 3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 All such course regulations shall require the approval of Senate.

### 4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10.

4.2 Where a module is available for more than one course, its status as a ~~core or option~~ compulsory or optional may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

4.4 Any fieldwork requirements shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any fieldwork may be scheduled either within the approved semester dates or at other times.

4.5 In respect of periods of professional/industrial training or periods of study/work experience, modules shall be allocated to the appropriate level.

### 5. STRUCTURE OF THE UNIVERSITY CERTIFICATE

5.1 A programme of study leading to a University Certificate shall consist of modules to the value of at least 60 credits at any approved level.

5.2 The programme of study may lead to a named or general Certificate.

5.3 All Certificates shall be structured on the basis of credit accumulation.

### 6. PROGRAMME OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by the Head of Student Records and Examinations.

### 7. TIME-LIMIT

7.1 Unless otherwise stated in the course regulations, the time-limit for a student to complete their programme of study shall be 10 years.

### 8. ASSESSMENT

8.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

8.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

8.1.2 examination during an examination period; or

8.1.3 a combination of both 8.1.1 and 8.1.2.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.

8.3 The minimum mark for a pass in each module shall be 40%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits at the specified level.

8.4 A student who passes a module in which the student has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Board of Examiners has deemed the reassessment to be a first attempt following an appeal.

8.5 Where an assessment contributes to the calculation of the module result, the assessment shall be a University assessment.

8.6 Where an assessment does not contribute to the calculation of the module result, the assessment shall be a departmental assessment.

8.7 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience, the student's performance may also be assessed in these periods and may contribute to the final assessment.

8.8 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, with the exception of students on the stand-alone Foundation Year Programmes.

#### 9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

#### 10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 11. DETERMINATION OF RESULTS

11.1 The relevant Board of Examiners shall determine:

- (i) the student's mark for each module; and
- (ii) whether the student has passed the module and should therefore be allocated the appropriate credit; and
- (iii) whether the student has accrued sufficient credits in accordance with the relevant course regulations to be recommended for the award of the Certificate.

#### 11.2 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

#### 11.3 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor, and in their capacity as Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a

particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor, and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

## 12. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS

12.1 The relevant Board of Examiners shall determine whether a student who is not required to withdraw be required to:

- (i) be re-assessed in the failed module(s) at the next opportunity; or
- (ii) be re-assessed in the failed module(s) with attendance on the module(s);
- (iii) pursue an alternative module which shall not be subject to the limitation imposed by 8.4 above.

## 13. STRUCTURE AND CONTENT OF RE-ASSESSMENTS

13.1 Where a student is required to be re-assessed for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

13.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

- (i) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;
- (ii) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;
- (iii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of School concerned shall make arrangements for the student to be:
  - (a) informed of changes in the structure of the assessment and the syllabus content; and
  - (b) offered, at an appropriate charge, the opportunity of attending relevant classes.

## PROPOSED AMENDMENT TO REGULATION 1C: MODULAR MEDICAL INTERCALATED BACHELOR OF SCIENCE DEGREES

Deletions are shown in ~~striketrough~~ and additions are shown in **bold and underlined**

### REGULATION 1C: MODULAR MEDICAL INTERCALATED BACHELOR OF SCIENCE DEGREES

#### 1. DEFINITIONS

The following definitions shall apply in respect of these regulations:

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any named BSc (Hons) award made by the University to an individual student under these regulations.

~~Core-Compulsory~~ Module: A module which is compulsory for students registered on a specified course. **Compulsory modules count towards a course's subject credit requirements.**

Co-requisites: Modules which must be studied concurrently by students registered on a specified course.

Course: A collection of modules grouped under a specific title, the details of which have been approved by Senate as leading to a named award.

Course Regulations: The regulations governing one or more specified courses.

Credit: The unit of academic value by which successful completion of a module contributes to a student's programme of study.

Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.

Examination: An assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

Examination Period: A period which is set aside for the conduct of examinations.

In-Course Assessment: Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

Level: The designation of a module within a given course as follows:

FHEQ Level 6: Modules, the standard of whose learning outcomes is appropriate to the award of a three-year full-time honours degree.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table at the start of the Regulations.

Module: A separate identifiable self-contained unit of study at a specified level, which is assessed and given a credit value.

Module Assessment: The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

Module Catalogue: Documentation which describes the modules available to students.

Optional Module: ~~A module which is optional for students registered on a course.~~ A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.

Precursor: A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

Prerequisite: A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

Programme of Study: The specific modules pursued by individual students within the context of an approved course.

Semester: A specified period of teaching, study and assessment as defined by Senate.

Session: One academic year.

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

## 2. ADMISSION

2.1 Any student offered admission under these regulations shall be required to, as a minimum:

- (i) have successfully completed either year two, three or four of a medical degree course; and
- (ii) have met any particular requirements for the course applied for, as specified in the relevant course regulations; and
- (iii) provide approved identification at enrolment; and
- (iv) provide original copies of academic transcripts or certificates used for admission if requested; and
- (v) have enrolled with the University by the date determined by the University Executive Committee; and
- (vi) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and
- (vii) Students who do not abide by points i-vi will be withdrawn from the University.

2.2 Head of Planning and Admissions, in consultation with the relevant Head(s) of School, is authorised to offer applicants admission with advanced standing who already hold up to 240 credits at FHEQ Level 4 or above, provided always that no exemption shall be accorded for FHEQ Level 6 modules.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

### 3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 All such course regulations shall require the approval of Senate.

### 4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10.

4.2 Where a module is available for more than one course, its status as a ~~core or option~~ compulsory, optional or elective may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

### 5. STRUCTURE

5.1 A programme of study leading to the award of a University Intercalated BSc Honours Degree shall consist of modules to the value of at least 120 credits at FHEQ Level 6 or higher.

### 6. PROGRAMME OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date in Semester One as shall be determined by the Head of Student Records and Examinations.

6.2 No student shall be permitted to change their course later than four weeks from the start of Semester One.

6.3 No student shall be permitted to change their course without the prior formal approval of the Head(s) of Department/School responsible for the new course(s) into which the student wishes to transfer.

6.4 No student may undertake additional modules outside of their approved programme of study without the prior approval of the Head of Student Records and Examinations.

### 7. TIME-LIMIT

7.1 The time-limit for a student to complete their programme of study shall be two sessions.

### 8. ASSESSMENT

8.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

8.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

8.1.2 examination during an examination period; or

8.1.3 a combination of both 8.1.1 and 8.1.2.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.

8.3 The minimum mark for a pass in each module shall be 40%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits at the specified level.

8.4 A student who passes a module, in which the student has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved.

8.5 All modules shall contribute to the calculation of the final result for a BSc Honours degree and in such proportions as are set out in the course regulations.

8.6 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of 12.1 (iv) below.

8.7 In any module which is assessed solely by one unit of in-course assessment, that assessment should be a piece of written work of 4,000-5,000 words or the equivalent in respect of a single module and 8,000-10,000 words or the equivalent in respect of a double module;

8.8 All students must be assessed in at least one module by unseen examination.

#### 9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

#### 10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 11. DETERMINATION OF RESULTS

11.1 The relevant Board of Examiners shall determine:

- (i) the students mark for each module; and that
- (ii) the student be awarded the BSc qualification and with what classification, if any; or
- (iii) the student not be awarded the BSc qualification; or
- (iv) the student not be awarded the BSc qualification and be required to withdraw from the intercalated programme.

11.2 A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for them to complete the programme within the approved time-limit.

11.3 A student who has failed any module on three occasions shall be required to withdraw from the intercalated programme.

11.4 A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for them to complete the programme within the approved time-limit.

11.5 A student who has failed any module on three occasions shall be required to withdraw from the intercalated programme.

#### 12. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS

12.1 The relevant Board of Examiners shall determine whether a student has not been recommended for the award of the BSc and is not required to withdraw;  
be required to:

- (i) be re-assessed in the failed module(s) at the next opportunity; or
- (ii) be re-assessed in the failed module(s) without attendance on the module(s) during the following session; or
- (iii) be re-assessed in the failed module(s) with attendance on the failed module(s) during the following session; or
- (iv) repeat the year, in which case the outcomes of programme of study for the repeat shall be used for determining award and classification and shall not be subject to 8.4 above. In all cases students programmes shall constitute a full years academic load.

#### 13. AWARD

13.1 To qualify for an award, a candidate must:

- (i) have enrolled with the University before proceeding to the prescribed programme of study; and
- (ii) have paid all prescribed fees and charges; and



(iii) have satisfactorily completed a full-time programme of study, within the maximum period of time defined in 7 above.

13.2 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 6 or higher shall be recommended to Senate for the award of a University BSc Honours Degree.

13.3 A student who has satisfied the examiners in at least 105 credits at FHEQ Level 6 or higher may be recommended to Senate for the award of a University BSc Honours Degree at the discretion of the relevant Board of Examiners.

#### 13.4 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

#### 13.5 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

### 14. HONOURS CLASSIFICATION

14.1 Students may be awarded the degree with honours classification as follows:

First Class: Overall average for the best modules equivalent to 120 credits = 70%>

Second Class Division I: Overall average for the best modules equivalent to 120 credits = 60-69%

Second Class Division II: Overall average for the best modules equivalent to 120 credits = 50-59%

Third Class: Overall average for the best modules equivalent to 120 credits = 40-49%

or

Pass (unclassified honours degree): Overall average for the best modules equivalent to 120 credits = 35-40%.

### 15 STRUCTURE AND CONTENT OF RE-ASSESSMENTS

15.1 Where a student is required to be re-assessed for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

15.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

(i) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

- (ii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of School concerned shall make arrangements for the student to be:
- (a) informed of changes in the structure of the assessment and the syllabus content; and
  - (b) offered, at an appropriate charge, the opportunity of attending relevant classes.

## PROPOSED AMENDMENT TO REGULATION 1F: INTEGRATED MASTERS PROGRAMMES

Deletions are shown in ~~striketrough~~ and additions are shown in **bold and underlined**

### REGULATION 1F: INTEGRATED MASTERS PROGRAMMES

#### 1. SCOPE

- 1.1 These Regulations shall apply to students registered on Levels 6 and 7 of an Integrated Master's Degree.
- 1.2 Students registered on Level 4 or 5 who intend to proceed to the Integrated Masters Degrees covered by this Regulation shall during Level 4 and 5 be subject to the provisions of Regulation 1A.
- 1.3 The Definitions as set out in Regulation 1A shall also apply to this Regulation.
- 1.4 The Definition of FHEQ Level 7 as set out in Regulation 2A shall also apply to this Regulation.

#### 2. ADMISSION

- 2.1 Any student offered admission under these regulations shall be required to, as a minimum:
  - (i) meet such general entrance requirements as may be specified by Senate from time to time; and
  - (ii) meet any particular requirements for the course applied for; and
  - (iii) enrol in each session with the University by a date to be determined by the University Executive Committee; and
  - (iv) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and
  - (v) students who do not abide by points i-iv will be withdrawn from the University
- 2.2 In line with the University's APL Policy, applicants may be admitted with advanced standing if they hold up to 240 credits at Level 4 or above, provided that no exemption shall be accorded for FHEQ Level 6 or Level 7 modules.
- 2.3 Course regulations will specify whether ~~dual~~ **combined** honours and single honours students are eligible to transfer onto an Integrated Masters programme. This transfer would normally be completed prior to the start of Level 6.
- 2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

#### 3. Course Regulations

- 3.1 There shall be course regulations in a form approved by Senate.
- 3.2 All course regulations shall require the approval of Senate.

#### 4. Modules

- 4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study.

#### 5. Structure of the Masters Award

- 5.1 A programme of study leading to the award of an Integrated Master's degree under this Regulation shall consist of modules to the value of at least 480 credits, including the following: at least 120 credits at FHEQ Level 4 or higher; at least 120 credits at FHEQ Level 5 or higher; at least 120 credits at FHEQ Level 6 or higher; at least 120 credits at FHEQ Level 7.

#### 6. Time-Limit

6.1 The time-limit for a student to complete their programme of study shall be as stated in Ordinance IV.

#### 7. Assessment

7.1 All modules shall be assessed in accordance with the provisions of Regulation 1A 8.

7.2 The minimum mark for a pass in each module at FHEQ Level 6 shall be 40%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits at the specified level.

7.3 Once the board of examiners has confirmed that a student has met the progression requirements to progress to Level 7, the student may then be reassessed in any Level 6 modules completed with a mark below 40.

7.4 The minimum mark for a pass in each module at FHEQ Level 7 shall be 50%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits at the specified level.

#### 8. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

8.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

8.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

8.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

#### 9. Student Health and Wellbeing

9.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 10. Progression

10.1 To progress from FHEQ Level 5 of a BSc/Integrated Master's Degree to FHEQ Level 6 of the Integrated Master's Degree a student must:

(a) satisfy the normal requirements for progression from FHEQ Level 5 to FHEQ Level 6 as set out in Regulation 1A 11.3 and:

(b) obtain an average of at least 50% across all FHEQ Level 5 modules unless otherwise specified in the course regulations.

10.2 To progress from FHEQ Level 6 to FHEQ Level 7 a student must at least satisfy the requirements under Regulation 1A for the award of an Honours Degree in the Lower Second Class Honours category.

10.3 Any student who fails to satisfy the requirements in 10.2 above shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation 1A. The honours degree award title shall be such as is specified in the relevant programme specification.

#### 11. Award

11.1 To qualify for the award of a Master's Degree, a candidate must:

(i) have enrolled with the University before proceeding to the prescribed programme of study; and

(ii) have paid all prescribed fees and charges; and

(iii) have satisfactorily completed an approved full-time or part-time programme of study, within the maximum period of time defined by Ordinance.

11.2 A student who has pursued a programme of study consisting of modules to the equivalent of at least 480 credits and has satisfied the examiners in:

a minimum of 120 credits at FHEQ Level 4 or higher; and a minimum of 120 credits at FHEQ Level 5 or higher; and a minimum of 120 credits at FHEQ Level 6 or higher; and a minimum of 120 credits at FHEQ Level 7;

shall be awarded the Master's Degree.

11.3 (This paragraph only applies to students entering Level 4 or repeating Level 4 in full from September 2013 onwards) Programme regulations shall state whether any condonement is available whereby credit will be awarded to a student for one or more modules of up to 45 credits\* in total with a mark between 30 and 39 across Levels 4, 5 or 6 (with no more than 30 credits\* at any one level of study) as well as one or more modules of up to 35 credits\* in total with a mark of between 40 and 49 at Level 7. [\*excluding those classed as 'Qualified Fails'.]

11.4 Re-assessment of Level 7 modules is not offered until degree results have been classified. Only students who fail to achieve an integrated master's degree at the first attempt will be offered re-assessment of failed Level 7 modules capped at 50%. These students will remain eligible for an integrated Master's degree if re-assessment is successfully completed to the standard required for an integrated Master's degree. Any student who fails to satisfy the requirements for the award of an integrated Master's Degree after such reassessment has taken place shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation 1A. The honours degree award title shall be such as is specified in the relevant course regulations and the relevant course regulation shall specify whether students be entitled to any accreditation by a professional statutory or regulatory body.

## 12. Classification of Award

12.1 (This paragraph only applies to students entering Level 4 or repeating Level 4 in full from the 2013/4 academic year onwards) Students who have attained the required standard shall be awarded the degree with honours classification as follows:

First Class Honours which is awarded based on an average module mark of at least 70%;

OR an average module mark of at least 67% AND at least 60 Level 7 credits all gained from modules with a mark of 70 or higher.

Second Class Honours Division I which is awarded based on an average module mark of at least 60%;  
OR an average module mark of at least 57% AND at least 60 Level 7 credits all gained from modules with a mark of 60 or higher.

Second Class Honours Division II which is awarded based on an average module mark of at least 50%;  
OR an average module mark of at least 47% AND at least 60 Level 7 credits all gained from modules with a mark of 50 or higher.

12.2 (This paragraph only applies to students who entered Level 4 or repeated Level 4 in full prior to the 2013/4 academic year) Students who have attained the required standard shall be awarded the degree with honours classification as follows:

First Class Honours which is awarded based on an average module mark of at least 70%.

Second Class Honours Division I which is awarded based on an average module mark of at least 60%.

Second Class Honours Division II which is awarded based on an average module mark of at least 50%.

12.3 For the purpose of the Master's Degree with honours classification, modules shall contribute to the average module mark calculation as follows:

FHEQ Level 5 modules = 20%

FHEQ Level 6 modules = 30%

FHEQ Level 7 modules = 50%

## 12.4 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such

circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

#### 12.5 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor, and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

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### **PROPOSED AMENDMENT TO REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION and MBChB BUT EXCLUDING INTERCALATED DEGREES**

Deletions are shown in ~~strikethrough~~ and additions are shown in **bold and underlined**

#### REGULATION 1G: MODULAR MEDICAL BACHELORS DEGREES, INCLUDING CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION and MBChB BUT EXCLUDING INTERCALATED DEGREES

##### 1. DEFINITIONS

The following definitions shall apply in respect of these regulations:

Advanced Standing: Admission beyond the normal point of commencement of the course.

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any formal qualification awarded by the University under this regulation to an individual student, which may be either an End Qualification or Intermediate Award.

Clinical Placement: A placement in a healthcare setting supervised by clinical educators and qualified clinicians.

~~Core~~ **Compulsory** Module: A module which is compulsory for students registered on a specified course. **Compulsory modules count towards a course's subject credit requirements.**

Co-requisites: Modules which must be studied concurrently by students registered on a specified course.

Course: A collection of modules grouped under a specific title, the details of which have been approved by Senate as leading to appropriate End Qualifications and Intermediate Awards.

Course Regulations: The regulations governing one or more specified courses.

Credit: The unit of academic value by which successful completion of a module contributes to a student's programme of study.

Distinction Points: Points which may be credited by the Examination Board at the end of a Phase and which may be used in the classification of an Award.

**Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.**

End Qualification: The qualification aim for which the student is registered.

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not "unseen" may be either "seen", where the student is advised of the content of the paper prior to the examination although the paper is written under normal

examination conditions, or "open-book" for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

Examination Period: A period which is set aside for the conduct of examinations.

In-Course Assessment: Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

Intermediate Award: The highest level of award which a student achieves who has not successfully completed the End Qualification.

Level: The designation of a module within a given course as follows:

FHEQ Level 4: Modules, the standard of whose learning outcomes is appropriate to the award of a one-year full-time University Certificate of Higher Education;

FHEQ Level 5: Modules, the standard of whose learning outcomes is higher than modules at FHEQ Level 4 and which are appropriate to the award of a two-year full-time University Diploma of Higher Education;

FHEQ Level 6: Modules, the standard of whose learning outcomes is higher than modules at FHEQ Level 5 and which are appropriate to the award of honours degree.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table at the start of the Regulations.

Module: A separate identifiable self-contained unit of study at a specified level, which is assessed and given a credit value.

Module Assessment: The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

Module Catalogue: Documentation which describes the modules available to students.

Option Module: ~~A module which is optional for students registered on a course. A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.~~

Phase: Part of a Course, comprising one or more Sessions, at the end of which an assessment is made which may contribute to the classification of an Award.

Placement: A planned period of supervised practical learning, normally outside the University, for which the learning outcomes are an intended part of a programme of study.

Precursor: A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

Prerequisite: A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

Programme of Study: The specific modules pursued by individual students within the context of an approved course.

Semester: A specified period of teaching, study and assessment as defined by Senate.

Session: One academic year.

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

## 2. ADMISSION

2.1 Any student offered admission under these regulations shall be required to, as a minimum:

- (i) meet such general entrance requirements as may be specified by Senate from time to time; and
- (ii) meet any particular requirements for the course applied for, as specified in the relevant Course Regulations; and
- (iii) provide approved identification at enrolment; and
- (iv) provide original copies of academic transcripts or certificates used for admission if requested; and
- (v) enrol in each session with the University by a date to be determined by the University Executive Committee; and

(vi) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and

(vii) Students who do not abide by points i-vi will be withdrawn from the University.

2.2 Head of Planning and Admissions, in consultation with the relevant Head(s) of School, is authorised to offer applicants admission with advanced standing who already hold up to 240 credits at FHEQ Level 4 or above, provided always that no exemption shall be accorded for FHEQ Level 6 modules.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

### 3. COURSE REGULATIONS

3.1 Where appropriate there shall be Course Regulations in a form approved by Senate.

3.2 All such Course Regulations shall require the approval of Senate.

### 4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10.

4.2 Where a module is available for more than one course, its status as a ~~core or option~~ compulsory, optional or elective may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

4.4 Any requirements for placement shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any placement may be scheduled either within the approved semester dates or at other times.

4.5 In respect of periods of placement or periods of study/work experience either in UK or abroad, modules shall be allocated to the appropriate level.

### 5. STRUCTURE OF UNIVERSITY AWARDS

5.1 A programme of study in medicine leading to a University Certificate of Higher Education in Applied Medical Sciences shall consist of modules to the value of at least 120 credits at FHEQ Level 4 or higher in such modules as may be prescribed by Senate from time to time. The University Certificate of Higher Education in Applied Medical Sciences is an intermediate award.

5.2 A programme of study in medicine leading to a University Diploma of Higher Education in Health and Rehabilitation shall consist of modules to the value of 240 credits, including the following:

at least 120 credits at FHEQ Level 4 or higher as in 5.1 above; and

at least 120 credits at FHEQ Level 5 or higher in such modules as may be prescribed by Senate from time to time.

The University Diploma of Higher Education in Applied Medical Sciences is an intermediate award.

5.3 A programme of study in medicine leading to the award of a University Honours Degree BSc in Applied Medical Sciences shall consist of modules to the value of at least 360 credits, including the following:

at least 120 credits at FHEQ Level 4 or higher as in 5.1 above; and

at least 120 credits at FHEQ Level 5 or higher as in 5.2 above; and

at least 120 credits at FHEQ Level 6 or higher in such modules as may be prescribed by Senate from time to time.

The University Honours Degree BSc in Applied Medical Sciences is an intermediate award.

5.4 A programme of study in medicine leading to the award of a University Honours Degree MBChB shall conform to statutory and professional requirements for medical degrees (including European Council Directive 93/16/EEC as amended by 2001/19/EC and any subsequent amendments) and shall consist of modules to the value of at least 600 credits, including the following:

at least 120 credits at FHEQ Level 4 or higher as in 5.1 above;

at least 120 credits at FHEQ Level 5 or higher as in 5.2 above;

at least 360 credits at FHEQ Level 6 or higher in such modules as may be prescribed by Senate from time to time.

The University Honours Degree MBChB is an end qualification.

5.5 Where a programme of study has been approved in the part-time mode, students registered on such programmes shall be permitted a maximum of three sessions to pursue the modules which are equivalent to a session of full-time study.

## 6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date in the Autumn Semester as shall be determined by the Head of Student Records and Examinations.

6.2 No student shall be permitted to commence or to change their course later than:

- (i) four weeks from the start of the Autumn Semester in their first year of study; or
- (ii) prior to the start of the second year of study, subject to the approval of the Head of Student Records and Examinations who, acting on the advice of the relevant Heads of School, will normally require the student to undertake FHEQ Level 4 study on the new course(s).

6.3 No student shall be permitted to change their course without the prior formal approval of the Head(s) of School responsible for the new course(s) into which the student wishes to transfer.

6.4 No student may undertake additional modules outside of their approved programme of study without the prior approval of the Head of Student Records and Examinations.

6.5 Subject to the professional and statutory requirements for the intended award and to the approval of the Head of School, students may substitute studies undertaken at other institutions of higher education for Keele-based modules where such studies constitute part of an exchange scheme or formal credit transfer agreement, the terms and conditions of which have been approved by Senate.

6.6 For the purposes of honours classification, courses leading to the end qualification MBChB shall be divided into phases comprising one or more sessions, the number of phases and constituent sessions to be specified in Course Regulations.

6.7 Students may intercalate a one-year Modular Medical Intercalated BSc course after successful completion of session two, or session three or session four of a course leading to the end qualification MBChB.

6.8 Students may intercalate a one-year Modular Medical Intercalated MA or MSc course after successful completion of either year three or year four of a course leading to the end qualification MBChB.

## 7. TIME-LIMIT

7.1 The normal time-limit for a student to complete their programme of study shall be seven sessions not counting sessions of study on intercalated degrees.

## 8. ASSESSMENT

8.1 All modules shall be assessed in accordance with assessment criteria approved by the Senate, either by:

- 8.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or
- 8.1.2 examination during an examination period; or
- 8.1.3 a combination of both 8.1.1 and 8.1.2.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students. Notification to students is the responsibility of academic Schools.

8.3 The minimum mark for a pass in each module shall be determined by rigorous standards as set out in the Course Regulations. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits at the specified level.

8.4 A student who passes a module in which the student has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Board of Examiners has deemed the reassessment to be a first attempt following an appeal.

8.5 Where a module contributes to the final result for an honours degree, the assessment shall be a University assessment.



8.6 Where a programme of study includes one or more placements or periods of study/work experience either in UK or abroad, the student's performance may also be assessed in these periods and may contribute to the final assessment.

8.7 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of 12.1 (iv) below.

8.8 In respect of the MBChB course, a student shall be awarded appropriate distinction points at the end of each phase of the course on criteria specified in the Course Regulations.

#### 9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

#### 10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 11. DETERMINATION OF RESULTS

11.1 The relevant Board of Examiners shall determine for FHEQ Level 4 the student's mark for each module and, for the MBChB programme, the students' Distinction points for phase 1.

11.2 The relevant Progress Committee shall determine for FHEQ Level 4 that:

- (i) the student has achieved 120 credits and has complied with professional requirements and is, therefore, permitted to proceed to the next academic session of the programme; or
- (ii) the student not be permitted to progress to the next academic session of the programme; or
- (iii) the student be recommended to Senate to withdraw from the University.

11.3 The relevant Board of Examiners shall determine for FHEQ Level 5 the student's mark for each module.

11.4 The relevant Progress Committee shall determine for FHEQ Level 5 that:

- (i) the student has achieved 120 credits and has complied with professional requirements and is, therefore, permitted to proceed to the next academic session of the programme; or
- (iii) the student not be permitted to proceed to the next academic session of the programme; or
- (iv) the student be recommended to Senate to withdraw from the University.

11.5 The relevant Board of Examiners shall determine at the end of each session at FHEQ Level 6 (except for the final session at FHEQ Level 6) the student's mark for each module, and, for session 4 of the MBChB course, the student's Distinction points for phase 2.

11.6 The relevant Progress Committee shall determine for FHEQ Level 6 (except for the final session at FHEQ Level 6) that:

- (i) the student has achieved 120 credits and has complied with professional requirements and is, therefore, permitted to proceed to the next academic session of the programme; or
- (ii) the student not be permitted to proceed to the next academic session of the programme; or
- (iii) the student not be permitted to proceed to the next academic session of the programme and be recommended to Senate for an intermediate award; or
- (iv) the student not be recommended for any qualification and be required to withdraw from the University.

11.7 The relevant Board of Examiners shall determine at the end of the final session at FHEQ Level 6 the student's mark for each module and, for session 5 of the MBChB course, the student's Distinction points for phase 3.

11.8 The relevant Progress Committee shall determine for the final session at FHEQ Level 6 that:

- (i) the student be awarded the end qualification or an intermediate award and with what classification, if any; or
- (ii) the student not be awarded any qualification; or
- (iii) the student not be awarded any qualification and be required to withdraw from the University.

11.9 A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for them to complete the programme within the approved time limit. In addition:

- (i) a student who has failed one or more ~~core~~ compulsory or optional modules within a course on two occasions shall be required to withdraw from the University;
- (ii) a student who has failed any option module on two occasions shall not be permitted to be re-assessed in that module but may be offered the facility set out in 12.1(iv) below;

## 12. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS

12.1 The School Progress Committee shall determine whether a student who:

- (a) has not been permitted to proceed; or
- (b) has not been recommended for the award of the end qualification or an intermediate award; and
- (c) is not required to withdraw;

be required to:

- (i) be re-assessed in the failed module(s) at the next opportunity; or
- (ii) be re-assessed in the failed module(s) without attendance on the module(s) during the following session; or
- (iii) be re-assessed in the failed module(s) with attendance on the module(s) during the following session; or
- (iv) pursue one or more alternative option modules if such are available which shall not be subject to the limitation imposed by 8.4 above, during the following session; or
- (v) repeat the year with full attendance, in which case the outcomes of the programme of study for the repeat year shall be used for determining progression, award and classification as appropriate and shall not be subject to 8.4 above. In all cases students' programmes shall constitute a full year's academic load.

12.2 In all cases students' programmes are subject to the time-limit specified in section 7.

## 13. AWARD

13.1 To qualify for an award, a candidate must:

- (i) have enrolled with the University before proceeding to the prescribed programme of study; and
- (ii) have paid all prescribed fees and charges; and
- (iii) in accordance with 13.2 - 13.7 below, have satisfactorily completed a full-time or part-time programme of study, within the maximum period of time defined in section 7.

13.2 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 4 or higher shall be eligible for the award of a Certificate of Higher Education in Applied Medical Sciences, which is an unclassified award. This award implies no eligibility for professional recognition or registration, or fitness to practice.

13.3 A student who has satisfied the examiners in at least 240 credits including a minimum of 120 credits at FHEQ Level 4 or higher and a minimum of 120 credits at FHEQ Level 5 or higher in accordance with 5.2 above, shall be eligible for the award of a University Diploma of Higher Education in Applied Medical Sciences which is an unclassified award. This award implies no eligibility for professional recognition or registration, or fitness to practice.

13.4 A student who has pursued a programme of study consisting of at least 360 credits in accordance with 5.3 above and who has satisfied the examiners in:

- a minimum of 120 credits at FHEQ Level 4 or higher; and
- a minimum of 120 credits at FHEQ Level 5 or higher; and
- a minimum of 120 credits at FHEQ Level 6

shall be eligible for the award of a University BSc Honours Degree in Applied Medical Sciences which is an unclassified award. This award implies no eligibility for professional recognition or registration, or fitness to practice.

13.5 A student who has pursued a programme of study consisting of modules to the equivalent of at least 360 credits and has satisfied the examiners in at least 330 credits including:

a minimum of 120 credits at FHEQ Level 4 or higher; and

a minimum of 120 credits at FHEQ Level 5 or higher; and

a minimum of 90 credits at FHEQ Level 6

may be recommended to Senate for the award of a University BSc Honours Degree in Applied Medical Sciences which is an unclassified award. This award implies no eligibility for professional recognition or registration, or fitness to practice.

13.6 A student who has pursued a programme of study consisting of at least 600 credits in accordance with 5.4 above and who has satisfied the examiners in:

a minimum of 120 credits at FHEQ Level 4 or higher; and

a minimum of 120 credits at FHEQ Level 5 or higher; and

a minimum of 360 credits at FHEQ Level 6 or higher

and has complied with all statutory and professional requirements for a first degree in medicine shall be recommended to Senate for the award of a University Honours Degree MBChB, which may be a classified award.

13.7 Students who register for certain end qualifications may be required by the Course Regulations to satisfy the Boards of Examiners in all those modules identified as requirements for the purposes of professional registration or qualification.

13.8 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a course. If a student receives an intermediate award but later returns to the University to complete the relevant end qualification, the student will be required to return the certificate of the intermediate award to the University.

13.9 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

13.10 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

14. HONOURS CLASSIFICATION

14.1 The BSc Honours degree in Applied Medical Sciences is an unclassified Honours degree.

## 14.2 Medical MBChB Honours degree

14.2.1 The award of the qualification with Distinction may be made in the MBChB degree.

14.2.1 To be eligible for the award of a Distinction in the MBChB degree a student must have satisfied the requirements of the award and achieved the number of Distinction points specified in the Course Regulations.

## 15. STRUCTURE AND CONTENT OF REASSESSMENTS

15.1 Where a student is required to be reassessed for one or more modules prior to the start of the following session, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

15.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

(i) for re-assessment within one year of the initial failure, the reassessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

(ii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the reassessment is to be based upon a different syllabus, the Head of School concerned shall make arrangements for the student to be:

(a) informed of changes in the structure of the assessment and the syllabus content; and

(b) offered, at an appropriate charge, the opportunity of attending relevant classes.

15.3 The timing, structure and content of and eligibility for re-assessment of modules within the course of study leading to the award of the degree MBChB shall conform to the relevant professional and statutory requirements for that award.

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## PROPOSED AMENDMENT TO REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES AND RESEARCH DEGREES.

Deletions are shown in ~~strikethrough~~ and additions are shown in **bold and underlined**

### REGULATION 2A: MODULAR POSTGRADUATE COURSES, EXCLUDING PROFESSIONAL DOCTORATES AND RESEARCH DEGREES.

#### 1. DEFINITIONS

The following definitions shall apply in respect of these regulations:

Advanced Standing: Admission beyond the normal point of commencement of the course.

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any formal qualification awarded by the University to an individual student, which may be either an End Qualification or Intermediate Award.

~~Core Compulsory Module: A module which is compulsory for students registered on a specified course.~~ **A module that a student must take on their chosen course. Compulsory modules count towards a course's subject credit requirements.**

Course: A collection of modules grouped under a specific title, the details of which have been approved by Senate as leading to appropriate end qualifications and intermediate awards.

Co-requisites: Modules which must be studied concurrently by students registered on a specified course.

Course Regulations: The regulations governing one or more specified courses.

Credit: The unit of academic value by which successful completion of a module contributes to a student's programme of study.

Dissertation: A piece of analytical work deriving from an approved project, individual or group research activity, literature search, professional practice or similar.

**Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.**

End Qualification: The qualification aim for which the student is registered.

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

Examination Period: A period which is set aside for the conduct of examinations.

In-Course Assessment: Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

Intermediate Award: The highest level of award which a student achieves who has not successfully completed the end qualification.

FHEQ Level 7: Modules, the standard of whose learning outcomes is appropriate to a postgraduate award which is below doctorate level.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table at the start of the Regulations.

Module: A separate identifiable self-contained unit of study which is at a specified level, is assessed and is given a credit value.

Module Assessment: The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

Module Catalogue: Documentation which describes the modules available to students.

~~Option Module: A module which is optional for students registered on a course.~~

Optional Module: A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.

Precursor: A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

Prerequisite: A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

Programme of Study: The specific modules pursued by individual students within the context of an approved course.

Semester: A specified period of teaching, study and assessment as defined by Senate.

Session: One academic year.

Stage: Courses may incorporate different stages leading to different End Qualifications or Intermediate Awards, as listed in the Programme Specification and/or Course Regulations. Any or all of the following stages may be specified within named courses:

Postgraduate Award (if Course Regulations make this award available)

Postgraduate Certificate

Postgraduate Diploma

Masters Degree

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of Department/School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

## 2. ADMISSION

2.1 Any student offered admission to a postgraduate course under these regulations shall be required to, as a minimum:

(i) either (a) be a graduate of Keele, or any other University approved for this, with First or Second Class Honours;

or (b) have met the requirements for an undergraduate programme of study, as set out in the relevant course regulations, which is designed to lead directly to a programme of postgraduate study with a postgraduate end qualification;

or (c) be any other person whose qualifications and/or experience are deemed by the Senate to be acceptable. Persons applying under this sub-clause may be required to take a qualifying examination and

(ii) meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and

(iii) provide approved identification at enrolment; and

(iv) provide original copies of academic transcripts or certificates used for admission if requested; and

(v) enrol in each session with the University by a date to be determined by the University Executive Committee; and

(vi) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and

(vii) Students who do not abide by points i-vi will be withdrawn from the University.

2.2 Head of Planning and Admissions, in consultation with the relevant Head(s) of Department/School, is authorised to offer applicants admission with advanced standing who already hold up to 120 credits at FHEQ Level 7, provided always that no exemption shall be accorded for the Masters dissertation.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

### 3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 All such course regulations shall require the approval of Senate.

### 4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10. In exceptional circumstances, such as the fulfilment of continuing professional development requirements, the relevant Faculty Learning & Teaching Committee may permit 5-credit FHEQ Level 7 modules with an appropriate number of hours of study.

4.2 Where a module is available for more than one course, its status as a ~~core or option~~ compulsory, optional or elective may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

4.4 Any fieldwork requirements shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any fieldwork may be scheduled either within the approved semester dates, or at other times.

4.5 Unless otherwise permitted by the course regulations, all dissertations shall be either in typescript or word-processed format.

### 5. STRUCTURE OF UNIVERSITY AWARDS

5.1 A course leading to the award of a Postgraduate Award shall consist of one or more modules at least to the value of 30 credits, all of which must be at FHEQ Level 7

5.2 A course leading to the award of a Postgraduate Certificate shall consist of modules at least to the value of 60 credits, of which at least 40 must be at FHEQ Level 7

5.3 A course leading to the award of a Postgraduate Diploma shall consist of modules at least to the value of 120 credits, of which at least 90 must be at FHEQ Level 7

5.4 A course leading to the award of a Masters Degree shall consist of modules at least to the value of 180 credits, of which 150 must be at FHEQ Level 7, which shall include a dissertation of at least 60 credits at FHEQ Level 7 and for which there shall have been a period of research training.

5.5 The status of a Postgraduate Award, Postgraduate Certificate or Postgraduate Diploma as an end qualification or intermediate award shall be determined with reference to the definition of stage given in 1 above.

## 6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by the Head of Student Records and Examinations.

6.2 No student shall be permitted to change their course later than:

(i) four weeks from the start of their first year of study; or

(ii) one week from the start of any subsequent stage of study, subject to the approval of the Head of Student Records and Examinations.

6.3 No student shall be permitted to change their course without the prior formal approval of the Head of Department/School responsible for the new course into which the student wishes to transfer.

6.4 No student may undertake additional modules outside of their approved programme of study without the prior approval of the Head of Records and Examinations.

6.5 All students shall be allocated to a supervisor who is responsible to the appropriate Head of Department/School for the oversight of the students programme.

## 7. TIME-LIMIT

7.1 The time-limit for a student to complete their programme of study shall be as stated in Ordinance IV.

## 8. ASSESSMENT

8.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

8.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

8.1.2 examination during an examination period; or

8.1.3 a combination of both 8.1.1 and 8.1.2.; and

8.1.4 for a Masters degree, a dissertation in the range 15,000 to 20,000 words, or the equivalent.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.

8.3 The minimum mark for a pass in each module and for the Masters dissertation/project shall be 50%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits.

8.4 A student who passes a module in which the student has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Board of Examiners has deemed the reassessment to be a first attempt following an appeal.

8.5 The assessment of all modules shall be University assessments.

8.6 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience in UK or abroad, the student's performance may also be assessed in these periods and such assessments may contribute to the final assessment.

8.7 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of 12.1 (ii) below.

## 9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

## 10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 11. DETERMINATION OF RESULTS

11.1 There shall be a Board of Examiners for each course approved by Senate which shall determine and make recommendations to Senate on:

- (i) the students mark for each module; and that
- (ii) the student be permitted to proceed to the next academic stage of the course; or
- (iii) the student not be permitted to proceed to the next academic stage of the course; or
- (iv) the student be required to withdraw from the University; or
- (v) the student be awarded the end qualification and with what classification, if any; or
- (vi) the student not be awarded the end qualification; or
- (vii) the student be not awarded the end qualification and be required to withdraw from the University.

11.2 Normally no student shall be permitted to proceed from the Postgraduate Certificate to Postgraduate Diploma stage of a course unless the student has achieved at least 60 credits or such number of credits as may be required by the course regulations as set out in the approved and published programme specification.

11.3 Normally no student shall be permitted to proceed from the Postgraduate Diploma to Masters degree stage of a course unless the student has achieved at least 120 credits or such number of credits as may be required by the course regulations as set out in the approved and published programme specification.

11.4 Where after reassessment a student fails a module or modules with a mark in the range 45-49%, the student shall be awarded the credit for such module(s) provided that:  
the failed module(s) comprise(s) no greater than 20 of the total credits for the stage; and  
the student has attained a mark of at least 55% in one or more modules in the stage at least equivalent to the credit value of the failed module(s).

This provision shall not apply to the Masters Degree stage or students on the Master's in Medical Education: Assessment and Accreditation.

11.5 Course regulations may specify modules to which the provisions of 11.4 shall not apply.

11.6 No student shall be permitted to continue to pursue a programme of study where it would be impossible for them to complete the course and do so within the approved time-limit.

11.7 A student who has failed one or more modules on two occasions shall be required to withdraw from the course.

#### 12. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS:

Postgraduate Certificate/Diploma Stage

12.1 Where the student has not been required to withdraw from the University, the relevant Board of Examiners shall determine whether:

- (i) the student shall be permitted to be re-assessed once only in the failed module(s) either:
  - (a) at the next examination period; or
  - (b) by the resubmission of in-course assessment at a time to be determined by the Board; or
  - (c) with or without attendance on the module(s) during the following session or calendar year; and/or
- (ii) in the case of failure in an option module or modules, the student shall be permitted to pursue an alternative option(s) with attendance during the following session or calendar year but not subject to the limitation imposed by 8.4 above.

12.2 A student who is permitted to be re-assessed in any form of in-course assessment other than the Master's degree dissertation shall not be permitted to re-submit modified versions of their original work, but shall be required to submit new work on a different topic from that which originally failed to satisfy the examiners. Exceptionally, where the submitted assessment was directly based upon work or experiential material that cannot feasibly be repeated in a different form for the purpose of re-assessment (e.g. a work-based placement, a period of fieldwork, one or more case studies based on a period of professional work) students may be permitted, as the discretion of the



discipline examination board, to submit a modified version of the original work (in such instances, the examination board will be responsible for notifying the student(s) concerned to this effect).

### 13. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS:

#### Masters Degree Stage.

13.1 A student whose Masters dissertation fails to satisfy the examiners is permitted to re-present it once only, not more than ten months from the date of official communication of the result to the student. Attendance at Keele is not required for this period.

13.2 A student who fails to submit a dissertation within the deadline specified in the relevant course regulations shall be regarded as having failed by non-submission and shall be permitted to submit a dissertation on one occasion only, not more than ten months from the original deadline stipulated.

13.3 A student who proceeds with resubmitting their dissertation will be transferred to a dissertation resubmission mode of attendance and will be liable to pay a resubmission fee.

### 14. AWARD

14.1 Provided that Course Regulations so specify, a student shall be eligible for the award of a Postgraduate Award who has been awarded 30 credits at FHEQ Level 7

14.2 A student shall be eligible for the award of a Postgraduate Certificate who has been awarded at least 60 credits, of which at least 40 are at FHEQ Level 7, or such higher number of credits as may be required by the course regulations.

14.3 A student shall be eligible for the award of a Postgraduate Diploma who has been awarded at least 120 credits, at least 90 of which are at FHEQ Level 7, or such higher number of credits as may be required by the course regulations.

14.4 A student shall be eligible for the award of a Masters degree who has been awarded at least 180 credits, at least 90 of which are FHEQ Level 7, or such higher number of credits as may be required by the course regulations, which shall include a dissertation of at least 60 credits at FHEQ Level 7 and for which there shall have been a period of research training.

14.5 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a postgraduate course.

#### 14.6 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

#### 14.7 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

### 15. CLASSIFICATION

15.1 The award of the qualification with Distinction and Merit may be made in the Masters Degree.

15.2 To be eligible for the award of a Distinction in the Masters degree a student must have satisfied the requirements of the award and achieved:

(i) an average mark of 70% over all FHEQ Level 7 modules, calculated in accordance with any weightings

specified in the course regulations; and

(ii) a mark of at least 70% in the Masters dissertation.

15.3 To be eligible for the award of a Merit in the Masters degree a student must have satisfied the requirements of the award achieved:

(i) an average mark of 60% over all FHEQ Level 7 modules, calculated in accordance with any weightings specified in the course regulations; and

(ii) a mark of at least 60% in the Masters dissertation

15.4 No student who has been subject to the provisions of 11.4 above shall be awarded a distinction.

15.5 The Postgraduate Award, Postgraduate Certificate and Postgraduate Diploma shall not be graded unless Senate agrees otherwise for any specific course. Where a Distinction is approved for a Postgraduate Diploma, to be eligible for the award of a Distinction the student must have satisfied the requirements for the award and achieved an average mark of 70% over all FHEQ Level 7 modules, calculated in accordance with any weightings specified in the course regulations.

## 16. STRUCTURE AND CONTENT OF RE-ASSESSMENTS

16.1 Where a student is required to be re-assessed for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

16.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

(i) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

(ii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of Department/School concerned shall make arrangements for the student to be:

(a) informed of changes in the structure of the assessment and the syllabus content; and

(b) offered, at an appropriate charge, the opportunity of attending relevant classes or receiving other appropriate assistance in accordance with the mode of delivery of the course.

## PROPOSED AMENDMENT TO REGULATION 2B: MODULAR COURSES LEADING TO THE UNIVERSITY GRADUATE CERTIFICATE AND GRADUATE DIPLOMA.

Deletions are shown in ~~strikethrough~~ and additions are shown in **bold and underlined**

### REGULATION 2B: MODULAR COURSES LEADING TO THE UNIVERSITY GRADUATE CERTIFICATE AND GRADUATE DIPLOMA.

#### 1. DEFINITIONS

The following definitions shall apply in respect of these regulations:

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any formal qualification awarded by the University to an individual student, which may be either an End Qualification or Intermediate Award at Postgraduate Level.

~~Core Module: A module which is compulsory for students registered on a specified course.~~

Compulsory Module: A module that a student must take on their chosen course.

Compulsory modules count towards a course's subject credit requirements.

Course: A collection of modules grouped under a specific title, the details of which have been approved by Senate as leading to appropriate End Qualifications and Intermediate Awards.

Co-requisites: Modules which must be studied concurrently by students registered on a specified course.

Course Regulations: The regulations governing one or more specified courses.

Credit: The unit of academic value by which successful completion of a module contributes to a student's programme of study.

Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.

End Qualification: The qualification aim for which the student is registered.

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

Examination Period: A period which is set aside for the conduct of examinations.

In-Course Assessment: Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

Intermediate Award: The highest level of award which a student achieves who has not completed the end qualification.

FHEQ Level 6: Modules, the standard of whose learning outcomes is appropriate to the award of a three-year full-time honours degree.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table at the start of the Regulations.

Module: A separate identifiable self-contained unit of study which is at a specified level, is assessed and given a credit value.

Module Assessment: The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

Module Catalogue: Documentation which describes the modules available to students.

~~Option Module: A module which is optional for students registered on a course.~~

Optional Module: A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.

Precursor: A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

Prerequisite: A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

Programme of Study: The specific modules pursued by individual students within the context of an approved course.

Semester: A specified period of teaching, study and assessment as defined by Senate.

Session: One academic year.

Stage: Courses may incorporate different stages leading to different End Qualifications or Intermediate Awards. Either or both of the following stages may be specified within named courses:

Graduate Certificate

Graduate Diploma

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of Department/School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

## 2. ADMISSION

2.1 Any student offered admission to a graduate course under these regulations shall be required to, as a minimum:

- (a) be a graduate of Keele, or any other University approved for this purpose; Or;
  - (b) be any other person whose qualifications and/or experience are deemed by the Senate to be acceptable. Persons applying under this sub-clause may be required to take a qualifying examination; and
  - (i) meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and
  - (ii) provide approved identification at enrolment; and
  - (iii) provide original copies of academic transcripts or certificates used for admission if requested; and
  - (iv) enrol in each session with the University by a date to be determined by the University Executive Committee; and
  - (v) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and
- Students who do not abide by points (i)-(v) will be withdrawn from the University.

2.2 Head of Planning and Admissions, in consultation with the relevant Head(s) of School, is authorised to offer applicants admission with advanced standing who already hold up to 240 credits at FHEQ Level 4 or above, provided always that no exemption shall be accorded for FHEQ Level 6 modules.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

### 3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 All such course regulations shall require the approval of Senate.

### 4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10. In exceptional circumstances, such as the fulfilment of continuing professional development requirements, the Senate may permit 5-credit M-level modules with an appropriate number of hours of study.

4.2 Where a module is available for more than one course, its status as a ~~core or option~~ compulsory, optional or elective may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

4.4 Any fieldwork requirements shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any fieldwork may be scheduled either within the approved semester dates or at other times.

### 5. STRUCTURE OF UNIVERSITY AWARDS

5.1 A course leading to the award of a Graduate Certificate shall consist of modules at least to the value of 60 credits at FHEQ Level 6 or above.

5.2 A course leading to the award of a Graduate Diploma shall consist of modules at least to the value of 120 credits at FHEQ Level 6 or above.

5.3 The status of a Graduate Certificate or Graduate Diploma as an end qualification or intermediate award shall be determined with reference to the definition of stage given in 1 above.

### 6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined the Head of Student Records and Examinations.

6.2 No student shall be permitted to change their course later than:

- (i) four weeks from the start of their first year of study; or

(ii) one week from the start of any subsequent stage of study, subject to the approval of the Head of Student Records and Examinations.

6.3 No student shall be permitted to change their course without the prior formal approval of the Head of Department/School responsible for the new course into which the student wishes to transfer.

6.4 No student may undertake additional modules outside of their approved programme of study without the prior approval of the Head of Student Records and Examinations.

#### 7 TIME-LIMIT

7.1 The time-limit for a student to complete their programme of study shall be as stated in Ordinance IV.

#### 8. ASSESSMENT

8.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

8.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

8.1.2 examination during an examination period; or

8.1.3 a combination of both of 8.1.1 and 8.1.2.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students

8.3 The minimum mark for a pass in each module shall be 40%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits.

8.4 A student who passes a module, in which the student has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Board of Examiners has deemed the reassessment to be a first attempt following an appeal.

8.5 The assessment of all modules shall be University assessments.

8.6 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience, the student's performance may also be assessed in these periods and such assessment may contribute to the final assessment.

8.7 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of 12.1 (ii) below.

#### 9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

#### 10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 11. DETERMINATION OF RESULTS

11.1 There shall be a Board of Examiners for each course approved by Senate which shall determine and make recommendations to Senate on:

(i) the students mark for each module; and that

(ii) the student be permitted to proceed to the next academic stage of the course; or

- (iii) the student not be permitted to proceed to the next academic stage of the course; or
- (iv) the student be required to withdraw from the University; or
- (v) the student be awarded the end qualification; or
- (vi) the student not be awarded the end qualification; or
- (vii) the student be not awarded the end qualification and be required to withdraw from the University.

11.2 No student shall be permitted to proceed from the Graduate Certificate to Graduate Diploma stage of a course unless the student has achieved at least 60 credits at FHEQ Level 6 or above, or such higher number of credits as may be required by the course regulations.

11.3 No student shall be permitted to continue to pursue a programme of study where it would be impossible for him/her to complete the course and do so within the approved time-limit.

11.4 A student who has failed one or more modules on two occasions shall be required to withdraw from the course.

## 12. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS.

12.1 Where the student has not been required to withdraw from the University, the relevant Board of Examiners shall determine whether:

- (i) the student shall be permitted to be re-assessed once only in the failed module(s) either:
  - (a) at the next examination period; or
  - (b) by the resubmission of in-course assessment at a time to be determined by the Board; or
  - (c) with or without attendance on the module(s) during the following session or calendar year; and/or
- (ii) in the case of failure in an option module or modules, the student shall be permitted to pursue an alternative option(s) with attendance during the following session or calendar year but not subject to the limitation imposed by 8.4 above.

12.2 A student who is permitted to be re-assessed in any form of in-course assessment shall not be permitted to re-submit modified versions of their original work, but shall be required to submit for assessment a new work on different topics from those which originally failed to satisfy the examiners.

## 13. AWARD

13.1 A student shall be eligible for the award of a Graduate Certificate who has been awarded at least 60 credits at FHEQ Level 6 or above, or such higher number of credits as may be required by the course regulations.

13.2 A student shall be eligible for the award of a Graduate Diploma who has been awarded at least 120 credits at FHEQ Level 6 or above, or such higher number of credits as may be required by the course regulations.

13.3 The Graduate Certificate and Graduate Diploma shall not be graded.

### 13.4 Posthumous

(i) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in his or her capacity as Chair of Senate. All posthumous awards are unclassified.

(ii) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

### 13.5 Aegrotat

An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once exceptional circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of Degrees which are subject to fitness to

practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor, and Chair of University Exam Board, may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor, and Chair of University Exam Board. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

#### 14. STRUCTURE AND CONTENT OF RE-ASSESSMENTS

14.1 Where a student is required to be re-assessed for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

14.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

(i) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

(ii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of Department/School concerned shall make arrangements for the student to be:

(a) informed of changes in the structure of the assessment and the syllabus content; and

(b) offered, at an appropriate charge, the opportunity of attending relevant classes or receiving other appropriate assistance in accordance with the mode of delivery of the course.

### PROPOSED AMENDMENT TO REGULATION 2C: COURSES LEADING TO THE UNIVERSITY DOCTORATE BY TAUGHT STUDY AND RESEARCH.

Deletions are shown in ~~strikethrough~~ and additions are shown in **bold and underlined**

REGULATION 2C: COURSES LEADING TO THE UNIVERSITY DOCTORATE BY TAUGHT STUDY AND RESEARCH.

#### 1. DEFINITIONS

The following definitions shall apply in respect of these regulations:

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any formal qualification awarded by the University to an individual student.

~~Core Module: A module which is compulsory for students registered on a specified course.~~

**Compulsory Module: A module that a student must take on their chosen course. Compulsory modules count towards a course's subject credit requirements.**

Course: A collection of modules or units of study grouped under a specific title, the details of which have been approved by Senate as leading to the Doctorate.

Co-requisites: Modules which must be studied concurrently by students registered on a specified course.

Course Regulations: The regulations governing one or more specified courses.

Credit: In a modular course, the unit of academic value by which successful completion of a module contributes to a student's programme of study.

**Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.**

**Examination:** A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

**Examination Period:** A period which is set aside for the conduct of examinations.

**In-Course Assessment:** Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

**FHEQ Level 8:** Modules, the standard of whose learning outcomes is appropriate to a postgraduate award at FHEQ Level 8 as defined in the National Qualifications Framework.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table at the start of the Regulations.

**Module:** A separate identifiable self-contained unit of a course of study which is at a specified level, is assessed and is given a credit value.

**Module Assessment:** The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

**Module Catalogue:** Documentation which describes the modules available to students.

~~Option Module: A module which is optional for students registered on a course.~~

Optional Module: A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.

**Part 1:** That part of the course which shall comprise modules or other designated units of study equivalent to at most 50% of the total assessment for the course.

**Part 2:** That part of the course which shall be a period of research leading to the submission of a thesis.

**Precursor:** A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

**Prerequisite:** A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

**Programme of Study:** The specific modules or other units of study pursued by individual students within the context of an approved course.

**Unit of Study:** An element of Part 1 of a course which is not organised as a module and is designated in the course regulations.

Any reference in these regulations to Senate shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Director of Student and Academic Services, Head of Department/School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

## 2. ADMISSION

2.1 Any student admitted to the Doctorate course under these regulations shall be required as a minimum to:

(i) either

a) be a FHEQ Level 7 graduate of Keele, of any other University approved for this purpose, or of the Council for National Academic Awards; or

b) be a graduate of Keele, of the Council for National Academic Awards or any other University approved for this purpose, who also has appropriate professional experience; or

c) be any other person whose qualifications and/or relevant professional experience are deemed by the Senate to be acceptable. Persons applying under this sub-clause may be required to take a qualifying examination; and

(ii) meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and

(iii) provide approved identification at enrolment; and



- (iv) provide original copies of academic transcripts or certificates used for admission if requested; and
- (v) enrol in each session with the University by a date to be determined by the University Executive Committee; and
- (vi) comply with the requirements under the provisions of Regulations 11 & 12 to provide a valid UK contact address at all times whilst enrolled as a student; and
- (vii) Students who do not abide by points i-vi will be withdrawn from the University.

2.2 Head of Planning and Admissions, in consultation with the relevant Head(s) of Department/School, is authorised to offer applicants admission with advanced standing who already hold up to 120 credits at FHEQ Level 7, provided always that no exemption shall be accorded for the Masters dissertation.

2.3 The University reserves the right to withdraw a student's registration if the student is found at a later stage to have submitted a fraudulent application to the University.

2.4 Applicants requiring Tier 4 sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic Tier 4 sponsorship and is at the discretion of the University.

### 3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 The course regulations shall specify the designation of the award.

3.3 All such course regulations shall require the approval of Senate.

### 4. MODULES AND UNITS OF STUDY

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10.

4.2 Where a module or unit of study is available for more than one course, its status as a ~~core or~~ option compulsory, optional or elective may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module or unit of study.

4.4 Any fieldwork or similar requirements shall form part or all of one or more specified modules or units of study subject to any timetabling or other constraints. Any fieldwork or similar activity may be scheduled either within the approved semester dates, or at other times.

### 5. STRUCTURE OF UNIVERSITY AWARDS

5.1 A course leading to the award of the Doctorate shall comprise both a Part I and Part II as defined in 1 above.

5.2 Part I shall consist of modules or units of study to the equivalent of not more than 50% of the total assessment for the award.

5.3 Part II shall consist of a thesis which shall contribute no less than 50% of the total assessment for the award.

5.4 Course regulations may permit a student who has successfully completed Part I to submit a dissertation of 15000 to 20000 words with a view to being examined for the award of MRes.

### 6. RESPONSIBILITIES OF SUPERVISORS

6.1 The responsibilities and duties of supervisors shall be prescribed by Senate from time to time.

### 7 PROGRAMME OF STUDY

7.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by the Head of Student Records and Examinations.

7.2 No student shall undertake additional modules or other units of study outside of their approved programme of study without the prior approval of the Head of Student Records and Examinations.

### 8 TIME-LIMIT

8.1 A thesis for a higher degree or by taught study or research must normally be submitted no later than the following periods after initial registration:

- FHEQ Level 7: 24 months full-time, 48 months part-time
- FHEQ Level 8: 48 months full-time, 96 months part-time

8.2 In case of illness or other special circumstance, the Senate may at its discretion, on receipt of an application from the relevant Postgraduate Committee justifying the request, extend the period

within which a thesis must be submitted. In considering any such case the Senate may take account of any conditions of sponsorship with which the student is required to comply. Any extension will not normally exceed one calendar year.

It should be noted that a return to restricted timescales will require a return to the policy where if a student has a period of approved leave of absence, this will automatically extend the final date for submission by an equivalent period.

## 9. ASSESSMENT

### Part 1 (Modular courses)

9.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

9.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

9.1.2 examination during an examination period; or

9.1.3 a combination of both 9.1.1 and 9.1.2.

9.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.

9.3 The minimum mark for a pass in each module shall be 50%. Where a student satisfies the examiners in a module, the student shall be awarded the appropriate credits.

9.4 A student who passes a module in which the student has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved.

9.5 The assessment of all modules shall be University assessments.

9.6 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of 13.1 (ii) below.

### Part I (Non-modular courses)

9.7 All assessments shall be undertaken in accordance with the University's agreed assessment criteria.

9.8 The assessment methods for individual or groups of units of study shall be defined in the course regulations. The principles set out in 9.1 to 9.6 above shall apply.

### Part II

9.9 A student is required to submit a thesis, the minimum and maximum lengths of which shall be defined in the course regulations but shall be in the range 50,000 – 60,000 words.

9.10 All students shall be required to attend an oral examination.

9.11 The thesis must be written in English except that in language subjects it may, at the discretion of the supervisor, be in the language concerned.

9.12 The thesis must be the student's own account of their research and must be accompanied by such declaration to this effect as Senate may require. Any breach of this regulation may result in an allegation of academic misconduct under the terms of Regulation 8.

9.13 Every copy of a thesis submitted must be accompanied by an abstract not exceeding 300 words.

9.14 The greater portion of the thesis must have been undertaken subsequent to the initial registration of the student. Any work undertaken earlier must be so acknowledged.

9.15 Students shall submit the thesis in such form and such manner as shall be determined by Senate from time to time.

9.16 Any thesis previously submitted to Keele or any other University may not normally be re-submitted, except as part of re-examination. However, a student may incorporate in a thesis work which has already been part of a thesis submitted for a higher degree in this or any other University, provided that this is clearly indicated in the thesis and on the form of entry and in the thesis.

9.17 Before the degree is conferred the candidate must lodge a copy of the thesis with the University Library, bound in a manner prescribed by the Library, which will be the property of the University.

## 10. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

10.1 Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Director of Student and Academic Services or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

10.2 Any student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Director of Student and Academic Services or nominee within 2 weeks of the formal communication of each semester's module results to students. A student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

10.3 Any student who is withdrawn as a result of 9.1 or 9.2 will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

#### 11. STUDENT HEALTH AND WELLBEING

11.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation 10, Student Health and Leave of Absence.

#### 12. DETERMINATION OF RESULTS

12.1 There shall be a Board of Examiners for each course approved by Senate which shall determine and make recommendations to Senate on:

- (i) the students mark for each module or unit of study; and that
- (ii) the student be permitted to proceed from Part I to Part II of the course; or
- (iii) the student not be permitted to proceed from Part I to Part II of the course; or
- (iv) the student be awarded the Doctorate; or
- (v) the student not be awarded the Doctorate; or
- (vi) the student, having pursued the option available under the provisions of 5.4 above, be awarded the degree of MRes; or
- (vii) the student be required to withdraw from the University.

12.2 No student shall be permitted to proceed from Part I to Part II unless the student has achieved all required credits or passed all units of study and/or has satisfied such other criteria as may be required by the course regulations.

12.3 No student shall be permitted to continue to pursue a programme of study where it would be impossible for them to complete the course and do so within the approved time-limit.

12.4 A student who has failed one or more modules or units of study on two occasions shall be required to withdraw from the course.

#### 13. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS.

13.1 Where the student has not been required to withdraw from the University, the relevant Board of Examiners shall determine whether:

- (i) the student shall be permitted to be re-assessed once only in the failed module(s) or units of study, either:
  - (a) at the next examination period; or
  - (b) with or without attendance on the module(s) or unit(s) of study at the next opportunity; and/or
- (ii) in the case of failure in an option module(s) or unit(s) of study, the student shall be permitted to pursue an alternative option(s) with attendance during the following session or calendar year but not subject to the limitation imposed by 9.4 above; or
- (iii) the award of the Doctorate be made once revisions have been made to the thesis to the satisfaction of the Board; or
- (vii) although the required standard for the Doctorate has not been met, the submission is of sufficient merit to justify the student being permitted to re-present the thesis and to submit to a further oral examination within two years from the date of the decision at the relevant meeting of Senate.

13.2 A student who is permitted to be re-assessed in any form of in-course assessment other than the thesis shall not be permitted to re-submit modified versions of their original work, but shall be required to submit for assessment a new work from that which originally failed to satisfy the examiners.

13.3 Where a student who has been examined under the provisions of 5.4 fails to satisfy the examiners in the dissertation, the examiners shall follow the provisions available for the retrieval of the failure under Regulation 2A.

#### 14. AWARD

14.1 A student shall be eligible for the award of the Doctorate who has successfully completed both Parts I and II of the course.

14.2 Neither the Doctorate nor an MRes awarded under the provisions of 5.4 above shall be graded.

##### 14.3 Posthumous

(i) A postgraduate research degree may be conferred posthumously where the death of a candidate occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the candidate's behalf by a parent, spouse or other appropriate individual. Where a candidate's thesis has been submitted for examination but not yet examined, examiners are to be appointed in the usual way and shall submit reports to the Research Degrees Committee for consideration.

(ii) If the death of a candidate occurs before submission of their thesis for examination, the Research Degrees Committee shall consider available evidence of the candidate's ability. A sufficient amount of the research must have been completed in order to properly determine that the required standard has been achieved and the supervisor shall submit a written statement to support the recommendation.

##### 14.4 Aegrotat

(i) An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as in cases where a candidate's ability to complete an award is permanently compromised by severe illness. All research awards are available as aegrotat awards with the exception of degrees which are subject to fitness to practice requirements and, where a programme of study has professional body requirements, accreditation will not take place. As an aegrotat award is a final exit award it must be considered to be the conclusion of a candidate's programme of study. Before a recommendation for an aegrotat award is submitted, the candidate must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

(ii) Where a candidate's thesis has been submitted for examination but not yet examined, examiners are to be appointed in the usual way and shall submit reports to the Research Degrees Committee for consideration.

(iii) Where submission of the thesis for examination has not taken place, the Research Degrees Committee shall consider available evidence of the candidate's ability. A sufficient amount of the research must have been completed in order to properly determine that the required standard has been achieved and the supervisor shall submit a written statement to support the recommendation.

#### 15. STRUCTURE AND CONTENT OF RE-ASSESSMENTS

15.1 Where a student is required to be re-assessed for one or more modules or units of study prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

15.2 Where a student is permitted to be re-assessed in one or more failed modules or units of study without attendance on the module(s) or unit(s) of study, the following arrangements shall apply:

(i) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

(ii) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of Department/School concerned shall make arrangements for the student to be:

(a) informed of changes in the structure of the assessment and the syllabus content; and

(b) offered, at an appropriate charge, the opportunity of attending relevant classes and/or receiving other appropriate academic assistance.

**PROPOSED AMENDMENT TO REGULATION 9: BOARDS OF EXAMINERS**

Deletions are shown in ~~strikethrough~~ and additions are shown in **bold and underlined**

**REGULATION 9: BOARDS OF EXAMINERS**

1. The Senate shall constitute such Discipline, Programme and University Boards of Examiners as may be required. Senate shall approve annually a list of examination boards and chairs of examination boards. Examination boards shall be formally constituted as sub-committees of the Senate.

2. SINGLE HONOURS AND ~~DUAL~~ **COMBINED** HONOURS UNDERGRADUATE DEGREES (Faculty of Humanities and Social Sciences, and Faculty of Natural Sciences only)

**2.1 Discipline Boards of Examiners**

(a) There shall be one or more Discipline Boards of Examiners to cover all programmes and principle subjects offered by the School.

(b) Constitution

Chair – normally to be the Head of School. This role may be delegated to another senior and experienced member of staff of the School, but not to the Programme Director or the Director of Learning and Teaching

The relevant academic members of staff of the School

The relevant external examiner/s (for examination boards which consider modules contributing to award outcomes and degree classification)

Quoracy: For the transaction of business there must be at least the Chair, two internal members of staff present and at least one external examiner (for examination boards which consider modules contributing to award outcomes and degree classification). In exceptional circumstances and by prior arrangement, the external examiner may discharge their responsibilities without attendance at the board. Where a board of examiners has to conduct business on additional occasions in the academic year to consider reassessment results, the board shall be deemed quorate if it is attended by an approved Chair and at least one other internal member of staff. The external examiner shall be invited to attend but shall be entitled to discharge their responsibilities without attendance at the board.

(c) Subject to the relevant provisions of Regulation 8, Heads of School shall decide the procedure to be followed in the approval of questions for examinations and summative in-course assessments, where these account for more than 20% of the module mark, ensuring involvement of external examiners in the process.

(d) The functions of the Discipline Boards of Examiners shall be:

(i) to note any exceptional circumstances which have been considered by the School's exceptional circumstances Panel and to make decisions or recommendations in accordance with the provisions of Regulation 13;

(ii) to consider the assessment marks and to make recommendations to the relevant University Board of Examiners concerning the marks to be awarded to each student for each module;

(iii) to consider the academic progress of students and to make appropriate recommendations concerning the progress and where relevant reassessment of, or awards to, individual students to the appropriate University Board of Examiners;

(iv) to make recommendations to Senate for the award of University prizes.

**2.2 University Boards of Examiners**

(a) There shall be a University Board of Examiners for each undergraduate level of study.

(b) These University Boards of Examiners shall be constituted as follows:

(i) a Deputy Vice-Chancellor and Provost or a Pro Vice-Chancellor nominated by the Vice-Chancellor in the Chair;

(ii) Heads of Schools or their nominees to represent each School;

(iii) for Boards at Levels 5, 6 and 7 (integrated Masters only), a Faculty Chief External Examiner;

(c) The functions of University Boards of Examiners shall be:

(i) to agree each student's marks to be awarded for each module;

(ii) to agree the progress and, where relevant, provision for retrieval of failure in respect of each student;

(iii) in respect of the Finalists' Board of Examiners, to make recommendations to Senate on awards and classifications to be made to individual students.

2.3 For programmes offered in collaboration with a partner, the University shall agree in each case appropriate examination board arrangements. To ensure the necessary oversight, the University may appoint from time to time a senior external examiner for this area.

### 3. SINGLE HONOURS UNDERGRADUATE DEGREES (Faculty of Health only) AND TAUGHT POSTGRADUATE AWARDS

(a) There shall be a Board of Examiners for each undergraduate taught award, or group of cognate awards, offered in the Faculty of Health, and for each taught postgraduate programme or groups of programmes.

(b) Constitution

Chair – normally to be the Head of School. This role may be delegated to another senior and experienced member of staff of the School, but not to the Programme Director or the Director of Learning and Teaching. For Examination Boards for taught postgraduate programmes this role may be delegated to the School's Director for Learning and Teaching, the School PGT Director or another senior member of staff of the School but not the Programme Director

The relevant academic members of staff of the School

The relevant external examiner/s (for examination boards which consider modules contributing to award outcomes and degree classification).

Quoracy: For the transaction of business there must be at least the Chair, two internal members of staff present and at least one external examiner (for examination boards which consider modules contributing to award outcomes and degree classification). In exceptional circumstances and by prior arrangement, the external examiner may discharge their responsibilities without attendance at the board. Where a board of examiners has to conduct business on additional occasions in the academic year to consider reassessment results, the board shall be deemed quorate if it is attended by an approved Chair and at least one other internal member of staff. The external examiner shall be invited to attend but shall be entitled to discharge their responsibilities without attendance at the board.

(c) Subject to the relevant provisions of Regulation 8, Heads of School shall decide the procedure to be followed in the approval of questions for examinations and summative in-course assessments, where these account for more than 20% of the module mark, ensuring involvement of external examiners in the process.

(d) The functions of the Boards of Examiners shall be:

(i) to note any exceptional circumstances which have been considered by the School's Exceptional Circumstances Panel and to make decisions or recommendations in accordance with the provisions of Regulation 13;

(ii) to consider and agree the assessment marks for each student for each module;

(iii) to consider the academic progress of students and to make decisions concerning the progress and where relevant reassessment of individual students;

(iv) to make recommendations to Senate on awards and classifications, if any, to be made to individual students;

(v) to make recommendations to Senate for the award of University prizes.

### 4. Other Taught Programmes

4.1 For any programme offered by the University and not covered in 9.2 and 9.3, the Senate will from time to time approve appropriate examination board arrangements.

4.2 For Foundation Year programmes, there shall be a Foundation Year Centre Board of Examiners set up in line with the principles set out in 9.2.1.

4.3 Foundation Year awards and progression to undergraduate degree programmes will be considered at a University Foundation Year Board of Examiners, which shall be constituted as follows:

(i) a Dean in the Chair;

(ii) a representative from each Faculty offering progression to Foundation Year students;

- (iii) the Head of Foundation Year Centre;
  - (iv) the Head of Records and Examinations;
  - (v) the Head of Academic Quality and Student Conduct.
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## **PROPOSED AMENDMENT TO ORDINANCE I: MATRICULATION**

**Proposal:** Remove sub-section 6.

**Justification:** The first sentence is no longer accurate; the subsequent sentences are a duplication of the information within Ordinance XV and XVI.

### **ORDINANCE I: MATRICULATION**

1 Matriculation is the formal enrolment of a student in the University to pursue a course of study leading to undergraduate Certificates or Diplomas or to any Degree or to such Diplomas or Certificates as require graduate status as the normal qualification for entry.

2 Save as provided in the following sentence candidates for matriculation shall be at least seventeen years of age on the first day of October in the years of their candidature and shall have passed an examination approved by the Senate as a qualification for matriculation or been exempted therefrom by the Senate under conditions prescribed by Regulation. The Vice-Chancellor shall have the power to relax the condition as to age in extenuating cases.

3 Students upon matriculation with the University shall pay the fee prescribed by Regulation, and provide the University with all personal data necessary to comply with the statutory requirements of the funding bodies and other government agencies, including their date of birth. Use of this data is governed by the terms of the University's registration under the Data Protection Act.

4 Matriculation shall confer the privileges of student membership of the University as appropriate to the respective classes of student and shall carry the obligation to conform to the rules of the University and to submit to the jurisdiction of the Senate.

5 Full-time students shall be any student registered for a Degree, Diploma or Certificate course of the University lasting for one or more academic years and liable to pay tuition fees at the rates prescribed for full-time students.