

**All Regulations text as at 13th December 2023**

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*Note: this document is provided for convenience only and will be updated regularly with Regulation updates. In the case of any discrepancy, the online Regulation is the Master version.*

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## REGULATION A1: VISA AND IMMIGRATION

(formerly Regulation 6: Visas and Immigration)

### 1. DEFINITIONS

**1.1** Programme (of Study): This is the course or degree you are studying.

**1.2** Procedural Irregularity: Where university procedures have not been followed (correctly).

### 2. VISA AND IMMIGRATION COMPLIANCE AND SPONSORSHIP

**2.1** Your immigration status must allow you to study in the UK; if it does not then you may only be able to study if the UK Home Office (UKVI) gives you discretion to do so for example if you have a work visa you can only study part time. You must provide evidence of your immigration status to a member of the Immigration Compliance and Advice team or their representative at enrolment and at any other time requested by us. You will be told in advance of these times.

**2.2** You must live within a reasonable travelling distance of the University if we sponsor your study visa. Travelling distance is not an acceptable reason for failing to engage with your studies.

**2.3** You must comply with all UK Immigration rules for the length of your visa and while enrolled at Keele University.

**2.4** Our designated UKVI 'Authorising Officer' is responsible for students sponsored by the University. They must ensure that students and staff comply with United Kingdom Immigration Law, and meet the requirements set out in the UKVI Sponsor Guidance.

**2.5** If you need to be sponsored by Keele University to study in the UK, you must provide evidence that you are suitable for and able to fund your studies. If you are starting a new programme you will have to pay a tuition fee deposit, however if you are extending your current programme you might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate); before your sponsorship is confirmed.

**2.6** We will sponsor you for your expected period of study, this is set when you are admitted. You can be considered for an extension of your student visa route sponsorship if:

**(a)** you change your programme of study and need a longer Visa to complete the new programme. You may have to apply for this from outside the UK;

**(b)** you need to repeat a whole year of undergraduate study (with full time attendance);

**(c)** you are a Postgraduate Research (PhD) student who needs longer to complete your studies. (You may be given a maximum of 6 additional calendar months)

No other extensions will be considered.

The request of an extension does not automatically guarantee Student visa route sponsorship. Requests are subject to the UKVI requirements and are granted at the discretion of the University.

If you need to return to the University to complete your studies outside of your student visa route sponsorship period, you may be supported on a Short Term Study Visa (subject to the UKVI requirements).

**2.7** To be sponsored under the Start up Visa Route for entrepreneurs or the Doctorate Extension Scheme (DES) you must meet the requirements set by the University and the UK Home Office. Sponsorship is given at the discretion of the University and there is no guarantee of automatic sponsorship under these schemes, if the University is involved in them.

**2.8** The University will not sponsor a student who is or has been an overstayer in the UK or may fall under the 'general grounds' for refusal (Part 9 of the UK Immigration Rules). It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

**2.9** You must respond to communication from the University promptly and within the time frame specified. Communications about your immigration status and visa will be sent to your Keele University email account in the first instance.

### **3. APPEALS CONCERNING DENIAL OF SPONSORSHIP**

**3.1** You can appeal the decision to deny your sponsorship if there is evidence of procedural irregularity during the decision making process. See paragraphs 2.6, 2.7, 2.8 above, and regulations C3.2 Bachelors Degree, C4.2.4 Intercalated Bachelors Degrees, C5.2 Medical Bachelors Degrees, C6.2.4 Integrated Masters Degrees, C7.2.4 Taught Postgraduate Degrees, C8.2.4 Graduate Certificate and Graduate Diplomas, C9.2 Professional Doctorates, and C10.2.4 Research Degrees.

**3.2** You must submit your appeal to the Head of Immigration Compliance and Advice within 5 calendar days of being informed that you will not be sponsored.

**3.3** The Head of Immigration Compliance and Advice will decide the result of your appeal and inform you of this decision within 15 working days. This communication will be sent to the email address you provided with your appeal.

### **4. UK HOME OFFICE REQUIREMENTS AND CANCELLATION OF VISAS**

**4.1** You will be reported to the UK Home Office, resulting in a cancellation of your visa, if:

**(a)** your studies are terminated by the University;

**(b)** you withdraw yourself from the University;

**(c)** you take a Leave of Absence (Regulation B4) Students returning from a Leave of Absence must get a new visa before returning to the University;

**(d)** you complete your studies earlier than the expected end date stated on your Confirmation of Acceptance for Study (CAS). This will be reported to the UK Home Office as early completion;

**(e)** you change your Immigration status and/or programme of study and are consequently no longer eligible for University sponsorship under a student visa route; or

**(f)** you do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate; or

**(g)** you no longer meet the UK Home Office requirements for the visa (immigration permission) you were last granted.

**4.2** Students on a student visa route will be reported to the UK Home Office if their studies are terminated by the University. This will cancel your visa to study and your right to be in the UK. Your studies will be terminated if:

**(a)** you fail to provide a valid passport, visa, Academic Technology Approval Scheme (ATAS) Certificate or any other documentation when required by the University for inspection at enrolment, or at any other time requested by us. You will be told in advance of these times;

**(b)** you fail to engage with the University on ten consecutive expected engagements. These include:

- i. Compulsory classes and/or supervisory meetings;
- ii. Non-compulsory lectures, classes, tutorials, seminars, lab sessions and supervisory meetings;
- iii. University examinations;
- iv. Assessment submissions;
- v. Face-to-face meeting with staff from the Immigration Compliance team, personal tutors, supervisors, Heads of School / Institute or their nominee. You will be told in advance when these meeting will take place;
- vi. International Student Checkpoint events and enrolment; and
- vii. Meetings convened by the University's Immigration Compliance team, or their representative.

(This is not a complete list. You must attend all learning, teaching and administrative events for your programme. Travelling distance is not an acceptable reason for failing to engage with your studies, see 2.2 above);

**(c)** the University finds, or the University is informed by the UK Home Office, that you have breached your immigration conditions. For example, working more than the number of permitted hours per week as set out by your visa;

**(d)** you have not corrected an error in your Visa (for example, incorrect permission and/or working rights);

**(e)** you cannot prove you have permission to study in the UK;

**(f)** the UKVI informs the University that you do not have permission to study; or

**(g)** the UKVI make a legitimate request that the University withdraws you.

## **5. APPEALS CONCERNING POTENTIAL CANCELLATION OF VISAS**

**5.1** You can appeal against the University's decision to terminate your studies if there is evidence of procedural irregularity in the decision making process.

**5.2** You must submit your appeal to the Deputy Academic Registrar within 5 calendar days of being told your studies are being terminated.

**5.3** The Deputy Academic Registrar or nominee will decide the result of your appeal and inform you of this decision within 5 working days. This communication will be sent to the email address you provided with your appeal.

## **6. GRIEVANCES AGAINST APPEAL DECISIONS**

**6.1** Once you have completed the appeals procedure you can submit a grievance to the University Council. You can submit a grievance about the result of your appeal if there is evidence of procedural irregularity in the conduct of the appeal process.

**6.2** You must submit the grievance in writing to the Secretary to Council within 14 calendar days of receiving the outcome of your appeal.

**6.3** Students must comply with the requirements of the UK Home Office and will not be sponsored during the grievance proceedings.

## REGULATION B1: STUDENT DISCIPLINE

[Access the previous versions of this Regulation here.](#)

### 1. Introduction

**1.1** As a member of the University, you are expected to conduct yourself in a manner that is responsible and respectful to others, whether they are 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, you agree to abide by all relevant policies and regulations of the University which have been designed to support the University's key values.

**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. Wherever possible, the University will address concerns and minor cases through early intervention and aim to develop students' understanding of what constitutes acceptable behaviour before taking disciplinary action. When the University receives an allegation of misconduct, the University will decide on the most appropriate course of action which may include referral for informal or mutual resolution or closing the case without further investigation.

### 2. Scope

**2.1** This regulation applies to all registered students of the University as well as those who have accepted the offer of a place to study at Keele. It applies to behaviour 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. It includes, but is not limited to, 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 a 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 and byelaws for resolving breaches of its constitution which include the possibility of referring serious cases to the University. Details are available from the Students' Union. Where an alleged breach of discipline is deemed serious, the University reserves the right to also consider the breach under its own regulations.

**2.3** Where the University or the person making the complaint does not consider it necessary or desirable for the case to be taken through the formal discipline route, the University may decide instead to refer the case for informal or mutual resolution or send a formal warning letter urging the student to cease their alleged inappropriate behaviour. In cases where, despite such efforts to resolve the matter, a student does not cease and desist from their inappropriate behaviour, the University will commence disciplinary action.

**2.4** University members of 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. Such 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.

### **3. Partner Institutions**

**3.1** Students studying for a Keele University award delivered at or 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 except for partner institutions that operate in collaboration with the University and share the University's campus facilities.

### **4. Disciplinary Offences**

**4.1** The University will consider as an offence any behaviour which:

- negatively impacts its staff, students and visitors, and/or;
- adversely affects the functioning or activities of the University or its reputation.

The following list is divided into minor and major offences. Minor offences are typically dealt with directly by an authorised officer whereas major offences will normally be investigated by an investigating officer and then referred to the University Discipline Committee.

**Note:** Offences initially classed as minor may be pursued as major offences if this is deemed more appropriate by the University following an initial enquiry.

**4.2 Minor Offences:** The indicative list of minor offences includes, but is not limited to, the following:

**(a)** a first or second minor breach of University regulations, policies, accommodation licence agreements, terms and conditions, mutual resolution agreements or codes of conduct e.g., smoking in non-designated areas, ignoring fire alarms, using University IT equipment or their University IT account for downloading material from the internet which breaches copyright, or breaching the attendance monitoring policy by repeatedly falsely claiming attendance via the KeeleApp or other methods of attendance recording;

**(b)** failure to respond to reasonable requests or directions (verbal and written) by University staff;

**(c)** failure to disclose name and other relevant information to University staff, or not respond truthfully, when reasonably asked to provide this;

**(d)** noise disturbances, for example in halls of residence, teaching venues, or the library;

**(e)** possession or use of drugs that are prohibited by the University and/or possession of drug paraphernalia for personal use. This also applies where a student knowingly allows another person to bring such or use such drugs within their allocated University accommodation;

**(f)** conduct which, by whatever means, disrupts the work of students or staff of the University such as disruptive behaviour in class, in the library or hindering the work of security staff;

**(g)** antisocial, disorderly or reckless conduct which results in minor damage to University property, or the property of staff, students and visitors that is caused intentionally or recklessly;

**(h)** antisocial, disorderly or reckless conduct (including via social media) which is uncondusive to study, work and/or rest, or which affects the good health and safety of students, staff or visitors;

**(i)** inappropriate behaviour against members of the University or its visitors, including via social media;

**(j)** failure to self-isolate when required to do so;

**(k)** unauthorised uploading of documents created by other members of the University to external websites

**4.3 Major Offences:** The indicative list of major offences includes, but is not limited to, the following:

**(a)** a serious or persistent breach of University regulations, policies, accommodation licence agreements, terms and conditions, mutual resolution agreements or codes of conduct;

**(b)** persistent minor offences, or multiple concurrent minor offences;

**(c)** complaints against the University or its members which are vexatious or frivolous in nature, for example motivated by malice or designed specifically to cause disruption or annoyance;

**(d)** abusive, offensive, indecent, or threatening behaviour against members of the University or its visitors, including via social media;

- (e)** causing or attempting to cause physical harm, injury, or mental distress, including where this was caused by controlling, coercive or threatening behaviour;
- (f)** failure to comply with a temporary exclusion or restriction or with a penalty imposed under this regulation;
- (g)** 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);
- (h)** possession of firearms, other weapons and explosives, either real or imitation, on University premises;
- (i)** falsification or serious misuse of University documents, including certificates, transcripts, permits and letters, or falsified evidence brought forward for consideration under any University process;
- (j)** impersonation of others or allowing another to impersonate you, within or outside the University, in connection with academic attainments, attendance monitoring, or visa checking points;
- (k)** theft, fraud, misapplication of or gross negligence in connection with funds or property of any kind;
- (l)** criminal convictions where these either involve other students, raise concerns regarding the safety or well-being of members of the University community, or directly affect the interests or reputation of the University;
- (m)** failure to declare a relevant criminal conviction or ongoing criminal legal proceedings at enrolment or re-enrolment;
- (n)** supply of drugs, or possession with intent to supply drugs, that are prohibited by the University as listed in the Discipline Procedure. This also applies to the cultivation or preparation with the intent to supply such drugs within their accommodation. This also applies where a student within their allocated University accommodation knowingly allows another person to do so;
- (o)** offences which are covered by the University's policies on bullying and harassment, sexual misconduct, or are otherwise in breach of the University's core values on dignity and respect;
- (p)** conduct which is likely to bring the University into disrepute.

## **5. Immediate Measures**

**5.1** Where an allegation of serious misconduct has been made against you, Student Services or the Academic Registry can decide to carry out a risk assessment. This can result in immediate measures being imposed on you as an emergency, leading to an invitation to meet with the Risk Assessment Panel before a decision is taken as to whether any ongoing temporary exclusions or restrictions are necessary. The purpose of any such immediate measures, and any resulting ongoing temporary restrictions, is to safeguard you or others whilst a full and proper investigation can be carried out by the University or the police, or both, as appropriate.

**5.2** If the University believes that you may present a threat of harm to yourself or to others, or to University property, the University can temporarily exclude you from campus and/or studies, or impose restrictions on you which can include limiting your access to parts of the campus and/or University facilities and activities. Such measures are precautionary and are intended to manage risk. They are not a penalty and they do not indicate that the University believes that you have committed a breach of this regulation.

**5.3** Immediate measures can be authorised by the Deputy Vice-Chancellor or nominee, or the Director of Student Support and Success or nominee, or the Head of Academic Quality and Student Conduct or nominee. Ongoing temporary restrictions are decided by the Risk Assessment Panel.

**5.4** If your behaviour in the library disrupts other students' ability to study uninterrupted or the running of the library service the librarian, or nominee, is authorised to take immediate measures under this regulation. The librarian or nominee can temporarily exclude you for up to 48 hours or may limit your access to the library to certain times for up to 72 hours. The Risk Assessment Panel will then review the case and will either dismiss the case or impose, where necessary, ongoing temporary restrictions.

**5.5** Any ongoing temporary exclusions or restrictions will normally remain in place while an investigation is carried out or until the outcome of criminal proceedings and/or the disciplinary process is known.

**5.6** If you are enrolled on a programme that requires you to undertake practical training in a professional role involving patients, pupils, clients, or service users, or where the end qualification provides a direct licence to practise or is a requirement for a licence to practise, you can also be temporarily suspended from your studies by a School Health and Conduct Committee or the University Fitness to Practise Committee under Regulation B5: Fitness to Practise.

**5.7** If your mental or physical wellbeing adversely affects your behaviour on campus to an extent that gives the University grave cause for concern, risk-related measures to safeguard you and members of the University may be imposed under this regulation and/or your case can be referred for consideration under Regulation B4: Fitness to Study.

**5.8** As soon as ongoing temporary restrictions or exclusions have been imposed by the Risk Assessment Panel, you will be informed of this in writing, of the timescale and manner by which the restrictions and exclusions will be reviewed, and of your right to appeal. Efforts will be made to limit, where possible, the impact of such temporary restrictions or exclusions on your studies.

**5.9** Minor offences will not in themselves result in a temporary exclusion from studies unless there are additional safeguarding concerns.

## **6. Meetings with The Risk Assessment Panel**

**6.1** Where immediate measures have been imposed, you will be provided, normally within no more than 21 calendar days, with an opportunity to meet with a Risk Assessment Panel. The Panel will consist of representatives from Student Services and the Academic Registry and, where appropriate, with others such as a representative from your school. You will be given at least 72 hours' written notice of the meeting. You are allowed to be accompanied as set out in Section 12. The Panel will consider any evidence available to them at that point and provide you with an opportunity to provide any additional information and to describe the impact of the immediate measures already imposed on you. The Panel will then determine the appropriate course of action and inform you of this in writing.

**6.2** Where the Panel decides that you need to be temporarily excluded from campus and/or suspended from your studies, this needs to be approved by the Deputy Vice-Chancellor or nominee.

**6.3** The University will normally review temporary restrictions and/or exclusions every six weeks unless you have agreed that there is no need for regular reviews until your circumstances change. You can contact the investigating officer if you wish to contribute to these reviews or when your circumstances change. You will then normally be invited to submit a letter outlining your change of circumstance to the Panel, or exceptionally the Panel may invite you to meet with them.

**6.4** If you have had immediate measures, temporary restrictions, or exclusions imposed upon you and you are also an employee of the University or the Students' Union/Keele Postgraduate Association, the Director of Human Resources and/or the Students' Union/Keele Postgraduate Association will be notified for consideration as to whether any further action is required under their procedures.

## **7. Overlap with Criminal Proceedings or other University Regulations**

**7.1** 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 will usually suspend its disciplinary process under this regulation until such investigation or proceedings have been concluded. Temporary restrictions and/or exclusions can still be applied during this time; they are precautionary and will be based on risk assessment considerations. The disciplinary process can be resumed fully, or in part, at any stage should the University deem this necessary in the circumstances.

**7.2** When criminal proceedings have ended, whatever the outcome, the University will normally resume its disciplinary investigation to conclude its procedures.

**7.3** Any criminal conviction may constitute a major misconduct offence under this regulation. Therefore, the University reserves the right to undertake its own investigation to consider the case to ascertain whether the case should proceed to the Discipline Committee. This will

normally include gathering relevant information from the court, including the sentence passed by the court. The Head of Student Conduct or nominee will then determine whether to dismiss the case or refer it to a formal meeting of the Discipline Committee. Exceptionally it may be referred for consideration by chair's action on behalf of the Discipline Committee. Where criminal proceedings have resulted in a custodial sentence of 12 months or more, the Head of Student Conduct can recommend to the Deputy Vice-Chancellor that the student is permanently excluded from the University.

**7.4** If your programme of study is covered by Regulation B5 (Fitness to Practise) and you are subject to action for an alleged or proven disciplinary offence, this information will be disclosed to your school, so that any implications regarding fitness to practise and any student professional registration issues can be considered.

## **8. Appeals against Temporary Exclusions**

**8.1** If the Risk Assessment Panel has imposed ongoing temporary restrictions and/or exclusions on you, you have the right to appeal against this to the Director of Student Support and Success (please note, you may not appeal against immediate measures). Such an appeal should normally be lodged in writing with the Director of Student Support and Success within 14 calendar days from the date of the letter informing you of the temporary restrictions/exclusions.

**8.2** The Director of Student Support and Success may accept the appeal and lift the temporary restrictions and/or exclusions, or modify the terms of the temporary restrictions and/or exclusions, or reject your appeal so that the temporary restrictions and/or exclusions remain in force. You will be informed of the decision of the Director of Student Support and Success in writing.

**8.3** In the event of a conflict of interest, the Director of Student Support and Success will nominate an appropriate member of staff to deal with your appeal on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

## **9. Discipline Investigations**

**9.1** The University will normally investigate all allegations of disciplinary offences but reserves the right not to take a case forward if there is no likelihood that an offence can be proven. Equally, the University reserves the right not to take a case forward to investigation where the alleged behaviour, even if proven, would not amount to misconduct as defined by this regulation.

**9.2** A list of authorised and investigating officers who are permitted by the University to investigate alleged misconduct offences and impose penalties for minor offences is maintained by Student Conduct.

**9.3** Investigation of minor offences: in cases of alleged minor offences, an authorised officer will conduct a timely, fair and reasonable enquiry into the alleged offence. Any enquiry will ensure that you are made aware of the details of any complaint or allegation against you and have the opportunity to respond before a decision is reached by the authorised officer. Authorised officers are empowered to impose any of the penalties set out for minor offences in the Senate-approved list. 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 case will be referred for a full discipline investigation by an investigating officer, and the major offences procedure as set out in paragraph 9.6 will be initiated. Subject to any successful appeal, decisions of the authorised officer are final, and the authorised officer will inform you of the outcome in writing.

**9.4** Investigation of major offences: where your conduct suggests that a major offence under this regulation may have been committed and disciplinary action may need to be taken, the Student Conduct Team will determine whether your conduct may constitute a sufficiently serious breach of this regulation to necessitate a formal investigation.

**9.5** The University will appoint an investigating officer to carry out an investigation. The scope of the investigation will be determined by what is timely, fair and reasonable.

**9.6** The investigating officer will normally conduct interviews with you and may also contact witnesses and other persons who may be able to provide information. The information provided will allow the investigating officer to prepare a written report. The investigating officer may also gather other forms of evidence and documentation that are relevant to the case, such as photographs, CCTV footage, or social media communication.



**9.7** Once the investigation is complete, the investigating officer will submit a written report to the Head of Student Conduct or nominee who will determine whether to dismiss the case, send it back to the investigating officer as a minor offence, refer it to a formal meeting of the Discipline Committee, or refer it for consideration by chair's action on behalf of the Discipline Committee. If you are studying on a professional programme which is covered by Regulation B5: Fitness to Practise, the Discipline Committee may consider the case but refer it to the University Fitness to Practise Committee for a final decision.

**9.8** Where a discipline investigation cannot be concluded before you graduate or withdraw from your studies, the University may continue its procedures via the completion of an investigation report and/or recording your case as open, to enable a swift outcome should you later reapply to the University. The University may also decide to ban you from its private property to minimise risk to the University community.

## **10. The Discipline Committee**

**10.1** Members and chairs of the Discipline Committee are carefully selected and trained to deal with disciplinary matters. A meeting of the Discipline Committee is quorate if it consists of:

- (a)** a chair;
- (b)** at least one other committee member (staff);
- (c)** an elected officer from either Keele University Students' Union or Keele Postgraduate Association.

Optional other member(s) of staff may be co-opted onto the Committee where appropriate.

**10.2** You will be invited to a meeting of the Discipline Committee. Beforehand you 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(s), a copy of the documentation that will be considered by the Committee and a list of any witnesses who will be called to give evidence.

**10.3** You and the investigating officer may call witnesses to speak at the meeting. 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. Witnesses will be instructed that their testimony has to be truthful and that, if it is found to be otherwise, it may constitute a disciplinary offence.

**10.4** You will normally be invited to submit a statement in response to the allegation, a copy of any documentation you wish to be considered and a list of any witnesses you wish to call at least 48 hours before the meeting. If you bring forward circumstances as mitigation for your actions, this must be supported by appropriate evidence. The Committee can disregard any evidence which was not provided in advance of the meeting (normally at least 48 hours).

**10.5** The Discipline Committee will consider the allegation(s) and decide if a disciplinary offence has been committed or if the allegation(s) has not been proven on the balance of probabilities. Where the Discipline Committee decides that an offence has been committed, the Committee can impose penalties including any of the penalties set out for minor/major offences in the Senate-approved list. The Discipline Committee can also impose other permanent measures for safeguarding purposes.

**10.6** If you fail to attend the meeting, the Discipline Committee can consider your case in your absence.

**10.7** Where you have admitted to an offence and a standard penalty can be applied, your case will normally 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.

**10.8** The decisions of the Discipline Committee are final, and you will be informed of the outcome in writing. In cases where the Discipline Committee recommends that a student be permanently or temporarily excluded from the University, the decision will require final approval from the Deputy Vice-Chancellor.

## **11. Standard and Burden of Proof**

**11.1** 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. The burden of proof that a breach of this regulation has occurred rests with the University. This means that it is necessary to prove that it is more likely than not that a breach occurred before any penalty can be imposed. Decisions must be supported by evidence; it is not enough to simply believe that something is likely to

have happened. This requirement means that there may be some cases in which the University decides that it is not appropriate to take or continue action under this regulation.

**11.2** In exceptional circumstances, where a major discipline offence cannot be proven on the balance of probabilities, the Committee can consider whether the evidence is sufficient, on the balance of probabilities, to find a different or lesser offence proven.

## **12. Available Support and Representation**

**12.1** You have the right to be accompanied to any discipline-related meetings, including interviews, Risk Assessment Panel or Discipline Committee meetings. This would normally be a member of the ASK (Advice and Support at Keele) Team, a current student, an elected officer of the Keele University Students' Union or Keele Postgraduate Association, or a member of staff.

**12.2** The University has the discretion to accept other supporters including legal representatives, where this is deemed necessary. If you wish to be accompanied by an external representative you must make a formal request for consideration via the Student Conduct Team. If your request is approved, your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

**12.3** You must tell the University who from within the University will accompany you at least 48 hours in advance of the meeting. That person can attend the parts of the meeting that you are invited to attend and may do so even if you choose not to attend.

## **13. Confidentiality and Record Keeping**

**13.1** Cases will be handled with an appropriate level of confidentiality and due consideration for data protection. Personal information is shared with or released normally only to those who are part of the University's disciplinary and fitness to practise procedures, and other relevant staff of the University as appropriate.

**13.2** If it is determined that an offence has been committed, the outcome of the disciplinary process will be placed on your student record and will also be sent to the student concerned, the relevant head(s) of school and other relevant officers of the University.

**13.3** Where the discipline case was the result of a complaint from a student, the University can determine whether it is appropriate to inform the reporting student of the outcome of the case and any penalty applied. The University will balance this in each case with its obligations under data protection legislations.

## **14. Penalties**

**14.1** A list of recommended penalties for minor and major disciplinary offences is published on the website. Penalties can only be imposed by the Discipline Committee, or, in the case of minor offences, by an authorised officer.

**14.2** Where a student fails to comply with a penalty, this may lead to further disciplinary action. Failure to comply with a discipline penalty may lead to a student not being able to attend their graduation ceremony.

## **15. Appeals**

**15.1** A student has the right to appeal against the final decision of an authorised officer in relation to minor offences, the final decision of the Discipline Committee, and the penalties that are imposed. Appeals forms must be submitted within 14 calendar days of the official notification of the disciplinary decision. Appeals may 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 exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the authorised officer/Discipline Committee and there is a valid reason for not making it known at the time.

**15.2** Each appeal will be reviewed in the first instance by a Chair of the University Discipline Committee not previously involved with the case. The Chair will decide whether there are valid grounds for appeal or if there is some other compelling reason why the appeal should be considered.

**15.3** If the appeal is against an outcome imposed by an authorised officer, the Chair can either accept the appeal and amend the previous outcome, or the appeal can be rejected. If the appeal is against the decision of the Discipline Committee and if the Chair agrees that there is a case to be heard, the case will be considered by the Discipline Appeals Committee. The members of the Discipline Appeals Committee considering the appeal will be different to the original Discipline Committee.

**15.4** In the event of a conflict of interest, the Chair will nominate an appropriate member of staff to deal with your appeal on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

## **16. Grievance to Council**

**16.1** 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:

**(a)** 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.

**16.2** 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.

**16.3** 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 B2: REMOVED

For Temporary Exclusion of Students, see [Regulation B1](#)

## REGULATION B3: EXCEPTIONAL CIRCUMSTANCES

(formerly Regulation 13: Exceptional Circumstances)

**1.** If you do not attend an examination or do not complete an in-course assessment because of an exceptional circumstance, the Board of Examiners can take these circumstances, and their effect on your performance into consideration. However, the Board of Examiners will only do this if the Exceptional Circumstances Panel recommends that they should do so.

**2.** You must submit an Exceptional Circumstances Claim to the Exceptional Circumstances Panel via the KLE online if you want your circumstances, and their effect on your performance, to be taken into consideration. You must do this by the deadline that is set by your School. You must also provide independent evidence of your circumstances where it is required. The Panel will decide if your Exceptional Circumstances Claim is valid.

**3.** If your programme of study has professional accreditation you must report your exceptional circumstances in the way your School and the professional body require you to do so. The procedures and requirements are stated in your programme documentation. Professional accreditation requirements will supersede the requirements outlined in this regulation.

**4.** If your circumstances are very sensitive and you do not want to disclose the details in full, you should provide a letter from an independent source, such as a doctor, counsellor, or member of Student Services. This letter must confirm the severity of your circumstances and describe how your studies have been affected. You must submit the letter to the Exceptional Circumstances Panel.

**5.** If exceptional circumstances occur during an examination, you should report this to an invigilator immediately. The Senior Invigilator will produce a report of the incident which will be sent to the School. If the incident affects a large group of students (e.g. a fire alarm sounds), you do not need to submit an Exceptional Circumstances Claim but may wish to do so. However, if the circumstances affect just you (e.g. if you are ill), you must submit an Exceptional Circumstances claim to highlight the impact of the incident on your performance.

**6.** Student Services will have an Exceptional Circumstances Panel. This Panel will review and make recommendations on all Exceptional Circumstances Claims before the Board of Examiners meets. If a decision must be made on a claim between meetings of the Panel, the Chair has the authority to act, or require panel members to act, on behalf of the Panel. These decisions will be reported to the next meeting of the Panel as 'Chair's Action'. Exceptional Circumstances Panels can disregard exceptional circumstances claims if the required evidence is not supplied by the specified deadline.

**7.** Recommendations made by Exceptional Circumstances Panels will be fair, equitable and transparent, and can be scrutinised by Senate or the relevant Committee of Senate.

**8.** If you are unable to submit coursework assessment by the due date because of exceptional circumstances, you should submit an Exceptional Circumstance Claim to apply for an extension. Wherever possible, you should also submit the latest draft you have completed for that assessment, by the original deadline, in case your extension request is rejected. You must submit your claim before the current deadline for submission so that the Exceptional Circumstances Panel can consider an extension at the appropriate time.

**9.** If the Exceptional Circumstances Panel agrees that your claim is justified they will recommend one of the following courses of action to the Discipline Board of Examiners:

a) If the Panel agree that you failed the module as a result of your exceptional circumstances, you may be given a further assessment opportunity. If your claim relates to your second attempt at an assessment, the further assessment opportunity will also be capped at the pass mark.

Further attempts granted as a result of exceptional circumstances will normally be taken at the same time as students taking re-assessment for the module(s);

b) You may be given an appropriate extension of the deadline for submission for coursework;

c) For coursework that forms only part of the total module assessment,

i. a small element of an assessment (a maximum 33% of the overall module assessment) can be disregarded, with the final mark(s) recalculated from the remaining elements of the module assessments; or

ii. When one component (a maximum 33%) of the module is missing, the final mark(s) can be recalculated from the remaining module component(s).

d) For another action, which has been approved by the Faculty Learning and Teaching Committee, to be implemented;

e) *only for undergraduate students who commenced or repeated Level 4 study in full prior to September 2022* If your circumstances were not previously taken into consideration by granting you an extension or a further assessment attempt, the Board of Examiners can take such exceptional circumstances into account if your proposed award is on the borderline between two classifications. In such cases, it is at the Board's discretion to raise your award to the higher classification.

**10.** Marks cannot be adjusted because of exceptional circumstances. Marks determined by the Board of Examiners have to reflect your actual performance, irrespective of reported exceptional circumstances.

**11.** We will keep a written record of all decisions, recommendations and marks relevant to your exceptional circumstances. This information will be available to the Board of Examiners when they determine your degree classification or make other decisions that are relevant to you.

## REGULATION B4: FITNESS TO STUDY

(formerly Regulation 10: Leave of Absence).

This Regulation relates only to taught programmes, i.e. those covered by the following regulations: C3 - Bachelors Degrees, C4 - Intercolated Bachelors Degrees, C5 - Medical Bachelors Degrees, C6 - Integrated Masters Degrees, C7 - Taught Postgraduate Degrees, C8 - Graduate Certificates and Graduate Diplomas, and C9 - Professional Doctorates. Within these regulations, the section Student Health and Wellbeing, refers to this Regulation.

### 1. FITNESS TO STUDY

**1.1** Leave of Absence is defined as an absence from the University of greater than 15 days' duration but normally no more than 12 months' duration, during which time a student is not undertaking any study.

**1.2** For students experiencing difficulties but wishing to continue their studies, they should refer to the University's Exceptional Circumstances Policy.

**1.3** Any student who takes a leave of absence should be aware that the programme of study on which they are registered may change or cease to be offered during the period of leave of absence and that the student, upon return to the University may be required to undertake a different or amended programme of study.

**1.4** 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.

**1.5** If a student fails to respond to communications within the specified timeframe they will be withdrawn from the University.

**1.6** Due to the University's responsibilities as a student visa route Sponsor, international students on a student visa route who apply for, and are granted, a leave of absence will have their Visa curtailed and will need to return to their home country for the duration of the leave of absence. Any student who chooses to take a leave of absence should be aware that the University's sponsorship may be removed and that they may not be able to return to study following a leave of absence.

## **2. LEAVE OF ABSENCE FOR PERIODS IN EXCESS OF ONE ACADEMIC YEAR**

**2.1** Only in exceptional circumstances will applications for a leave of absence totalling in excess of one academic year be considered. Any such applications should be made in writing to the Academic Registrar, who shall, informed by specialist advice (if necessary) determine what conditions, if any, shall apply to the permission.

**2.2** Students should also be advised that periods of leave of absence do count towards their allowed maximum period of registration (Ordinance IV) and that they may not normally be allowed to return to the University to complete their studies once they have reached their maximum period of registration.

## **3. LEAVE OF ABSENCE CAN BE EITHER BE:**

**3.1** Voluntary (section 4)

**3.2** Compulsory (section 5)

## **4. LEAVE OF ABSENCE UPON THE STUDENT'S REQUEST**

**4.1** A student may be permitted to take a leave of absence from the University only with the prior agreement of the relevant Head(s) of School/School Director or Research Institute Director/Faculty Research Director, for a specified period, normally a semester or one academic year.

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

**(a)** medical reasons, as recommended by the campus GP and/or medical practitioner;

**(b)** maternity/paternity/adoption leave;

- (c) bereavement;
- (d) other valid personal reasons;
- (e) personal financial hardship;
- (f) to change course;
- (g) to undertake work experience not included as a formal course-based work placement.

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

**4.4** Any student who requests a leave of absence must do so through the University's established procedures, which are outlined in the Leave of Absence Procedure.

## **5. COMPULSORY LEAVE OF ABSENCE**

**5.1** When a student's health, wellbeing and/or behaviour is having a detrimental impact on their ability to progress academically and function effectively the University, following the procedure outlined in the Support to Study Policy, will seek to identify appropriate measures to support the student. The Support to Study procedure comprises of three stages accompanied by a risk assessment process outlined in section 6.

## **6. RISK-RELATED MEASURES.**

**6.1** Where there is concern in relation to student's health, wellbeing and/or behaviour, 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 concerns are being considered.

**6.2** 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 suspend the student. Temporary suspensions are precautionary for the safety of the student wellbeing or that of University staff or students.

**6.3** For the purposes of this procedure, temporary compulsory suspension 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.

**6.4** A temporary compulsory suspension will be based upon the outcome of a formal risk assessment through a stage 3 support to study panel, authorised by the Deputy Vice-Chancellor or their nominee and would be based on a recommendation from cases as a result of this procedure. The temporary compulsory suspension will be for a specific period of time.

**6.5** 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 Practice Committee under Regulation B.5 Fitness to Practice.

**6.6** In each case of temporary compulsory suspension, the student will be informed in writing of the specific restrictions placed upon them, of the time scale and manner by which the suspension will be reviewed and of their right to appeal.

**6.7** All efforts will be made, as far as is possible, to reduce the impact of any temporary compulsory suspension on the student's studies.

**6.8** The temporary compulsory suspension will be reviewed 4 weeks from the date that it came into effect, or earlier upon receipt of the outcome of an internal investigation, evidence of external developments or significantly altered circumstances of the student.

**6.9** The temporary compulsory suspension shall normally remain in place until such time as any investigation and or confirmation from a health care professional has been obtained.

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

## **7. CONFIDENTIALITY AND RECORD KEEPING**

**7.1** At all times, staff operating this policy or procedure will adhere to the guidelines laid down within the Data Protection Act to ensure that the appropriate level of confidentiality is maintained.

**7.2** Where personal information is shared it is only released to only those who are part of the University's Support to Study procedures and other relevant officers of the University as appropriate.

**7.3** This includes the storage of records and data and sharing of information for the purposes of dealing with the student case.

**7.4** If it is determined that an offence has been committed, the incident is normally referred for consideration by the University Discipline Committee. This, and notes on the support to study process will be placed on the student's file and shared with the relevant Head(s) of School and other relevant officers of the University.

## **8. AVAILABLE SUPPORT AND REPRESENTATION**

**8.1** Students have the right to be accompanied to any formal meetings 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 Advice and Support at Keele (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 Chair of the Panel at least 24 hours in advance of the meeting for approval.

## **9. RETURNING TO STUDY**

**9.1** In cases where the outcome of the Support to Study procedures result in a leave of absence, the procedure for considering a return to study should be made clear to the student at the time of them being notified.

**9.2** In all cases involving compulsory leave of absence, the Student will need to obtain permission to return from the Academic Registrar (or their nominee).



**9.3** The student will be required to provide satisfactory evidence including medical evidence where appropriate, that they have overcome the original difficulties and are well enough to return to study. The precise nature of the evidence required from the student will be dependent on the individual circumstances in each case, but in all cases it is expected that this will involve a report from a recognised independent health professional with sufficient knowledge about the health and wellbeing of the student during the period of leave, and the potential impact that returning to study might have.

**9.4** Where a Student returns to study after a temporary suspension or leave of absence under this procedure, the Academic Registrar or nominee should consult with the Student's Head of School to establish that arrangements and reasonable adjustments are in place to support the Student's return.

## **10. PERMANENT WITHDRAWAL FROM THE UNIVERSITY**

**10.1** If the stage 3 Panel concludes, taking into account the individual circumstances of the case and any supporting medical evidence, that there is no reasonable prospect of the student re-engaging with their programme, a recommendation will be made to the Deputy Vice-Chancellor that the student is permanently withdrawn from the University. This recommendation should only be made in the most serious cases and be based on a risk assessment conducted by the stage 3 Support to Study Panel

## **11. APPEAL OF DECISIONS**

**11.1** 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 Academic Registrar 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:

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

**(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 Authorised Officer/Committee and there is a valid reason for not making it known at the time.

**11.2** 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 Academic Registrar.

**11.3** A student subject to temporary suspension may appeal to the Pro-Vice Chancellor. Such an appeal should normally be lodged within 10 working days from the date of the letter informing them of the temporary suspension.

**11.4** The Academic Registrar 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.

**11.5** In the event of a conflict of interest, the Academic Registrar will nominate an appropriate member of staff to deal with the appeal on their behalf. If this is the case, the student will be notified of the name of the nominated person in writing.

## REGULATION B5: FITNESS TO PRACTISE

(formerly Regulation 18: Fitness to Practise)

### 1. PURPOSE AND SCOPE

**1.1** This Regulation **applies** to you if any of the following apply:

i. You are registered on an undergraduate programme that involves practical education in relation to patients, pupils, clients or service-users, (hereafter referred to as clients) which is regulated by a Professional, Statutory or Regulatory Body (PSRB).

ii. You are registered on a professional postgraduate programme that involves practical education in relation to clients. This includes post-registration qualifications where you are already registered with the relevant PSRB.

iii. Your qualification results in a direct license to practise or is a requirement for a license to practise.

**1.2** The regulation **does not** apply to you if you are already registered with a PSRB but are undertaking an unrelated programme of study that does not lead to any professional accreditation or license to practise.

**1.3** This regulation **does apply** to you if you are studying an intercalated degree.

**1.4** If your programme of study is subject to this Regulation, this will be stated in your programme's Programme Regulations. It is your responsibility to be familiar with the requirements of the relevant PSRB to your programme both in terms of health and conduct.

**1.5** If you are the subject of alleged or proven academic misconduct (Regulation D4) or a disciplinary offence (Regulation B1), your Head of School will be informed and may decide to refer you to the School Health and Conduct Committee or directly to the University Fitness to Practise Committee.

**1.6** If someone has concerns about your health, behaviour or ability to practise these may also be referred to your Head of School who may decide that a fitness to practise investigation is required. This decision will be based on the professional requirements of your programme.

### 2. SCHOOL HEALTH AND CONDUCT COMMITTEES

**2.1** If your School offers programmes of study that fall under this regulation it will have a Health and Conduct Committee, to monitor and if necessary investigate the health and professional behaviour of its students.

**2.2** The constitution and operation of your School Health and Conduct Committees may differ due to PSRB requirements, and therefore will be defined in your Programme Regulations.

**2.3** Normally, all suspected breaches of professional behaviour will be considered first by your School Health and Conduct Committee. The standard of proof required for the University to prove the case against you will be the balance of probabilities. This means that the evidence must indicate that it is more likely than not that the case is proven.

**2.4** Possible outcomes of the School Health and Conduct committee will be defined in your programme regulations.

**2.5** Where suspected breaches of professional behaviour are deemed to be particularly serious, your Head of School may refer you directly to the University Fitness to Practise Committee.

**2.6** Your School Health and Conduct Committee may report any suspected breach of professional behaviour to your employer or PSRB for investigation and action. If this is the case, the Chair of the University Fitness to Practise Committee and the Head of Academic Quality and Student Conduct will be informed.

### **3. TEMPORARY SUSPENSION OF STUDY**

**3.1** In some cases the nature of the concern about your fitness to practise may require the University to temporarily suspend your studies via the School Health and Conduct Committee, to enable a thorough investigation to be carried out and/or to safeguard you or others in the intervening time. This may include a partial suspension for example, suspension of a placement but permission to continue to attend learning and teaching events.

**3.2** Examples of incidents requiring this type of action include where:

- i. You have been directly implicated in an incident with a client that has either led or may have led to significant harm to that person;
- ii. You have been convicted of a crime or are being investigated in relation to a crime that brings your fitness to practise into question;
- iii. You have been directly implicated in an incident that leads to serious concerns about your professional behaviour;
- iv. Your health and/or behaviour is a cause for concern in terms of its impact on you, the care of clients or your relationships with colleagues, members of staff, or clients.

**3.3** In cases where the matters causing your Fitness to Practise to be questioned relate to a disciplinary matter under [Regulation B1](#) (Student Discipline), your case will be considered under the Discipline Regulation first. If this is the case, your School will be represented on the Temporary Exclusion Panel.

### **4. UNIVERSITY FITNESS TO PRACTISE COMMITTEE**

**4.1** The University Fitness to Practise Committee will consider students referred to it by the School if it offers academic programmes which are subject to this Regulation.

**4.2** Where concerns regarding your fitness to practise arise, your case will be referred to the University Fitness to Practise Committee by the School's Health and Conduct Committee, or Head of School.

**4.3** The University Fitness to Practise Committee will consider:

- i. Any conduct which may mean that you are unfit to be admitted to, or to practise in the profession your programme relates to, or which breaches a requirement for a licence to practise from the relevant PSRB; or
- ii. Any health problem which may mean that you are not fit to be admitted to, or to practise the profession your programme relates to, or which breaches a requirement for a licence to practise from the relevant PSRB.

### **5. POWERS OF THE UNIVERSITY FITNESS TO PRACTISE COMMITTEE**

**5.1** Following consideration of the case in the light of the relevant professional requirements and code of behaviour the Committee can:

- i. Dismiss the case;
  - a) By way of no case to answer, whereby no declaration will be made to professional bodies (where this is allowable by the professional body);
  - b) By way of the case being proven but no sanctions are deemed to be appropriate or necessary.
- ii. Allow you to continue with the programme with appropriate advice, guidance or undertakings;
- iii. Allow you to continue with the programme under close supervision;
- iv. Suspend your studies for a specified time;
- v. Require you to be reassessed in a specified part or parts of the programme;
- vi. Require any other appropriate action to support your continuation on the programme;
- vii. Require that your studies on a programme leading to a professional qualification be terminated but permit registration for an alternative academic qualification if such a programme of study is available;
- viii. Require that your studies are terminated;
- ix. Permit a combination of the above.

**5.2** If you are deemed not fit to practise on health grounds, your registration on the programme will be suspended whilst reasonable efforts are made to offer an appropriate alternative programme of study. However, if this is not possible, your studies will be terminated.

**5.3** If your studies are terminated, you will normally be awarded any credits you have already obtained while completing the programme.

**5.4** Where you are allowed to continue with the programme, or if your studies have been temporarily suspended, you may be required to meet with the University Fitness to Practise Committee on further occasions in order that your progress can be monitored.

**5.5** The standard of proof required for the University to prove the case against you for fitness to practise matters is the balance of probabilities. This means that the evidence must indicate that it is more likely than not that the case is proven.

## **6. APPEALS AGAINST DECISIONS OF THE UNIVERSITY FITNESS TO PRACTISE COMMITTEE**

**6.1** You can appeal against the outcome regarding your fitness to practise and/or any sanctions applied by the University Fitness to Practise Committee.

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

- i. Procedural irregularity in the conduct of the case;
- ii. Evidence which could not have been presented at the time of the original hearing.

**6.3** If you submit an appeal, the first stage of the process is for your submission to be considered by the Chair of the University Fitness to Practise Appeals Committee and the Student Appeals, Complaints and Conduct Manager. Together, they will assess whether your case has met the above

appeal criteria based on the information provided in your appeal submission and by reviewing all the paperwork from the University Fitness to Practise Committee, including the minutes and outcome.

**6.4** If you have not met the criteria for appeal, you will be informed in writing.

**6.5** If you have met the appeal criteria, the Chair of the University Fitness to Practise Appeals Committee and the Student Appeals, Complaints and Conduct Manager will determine what action can be taken to remedy the situation. This may include referring your case back to the University Fitness to Practise Committee for reconsideration or constituting a University Fitness to Practise Appeals Committee.

## **7. POWERS OF THE UNIVERSITY FITNESS TO PRACTISE APPEALS COMMITTEE**

**7.1** The Powers of the Fitness to Practise Appeals Committee are:

- i. To consider and investigate Fitness to Practise Appeals;
- ii. To act on behalf of the Vice-Chancellor to make final decisions on the outcomes of Fitness to Practise Appeals.

**7.2** Where your appeal derives from a proven procedural irregularity in the conduct of the University Fitness to Practise proceedings, the University Fitness to Practise Appeals Committee can grant whatever remedy it considers necessary in the circumstances, which may include referring the case back to the University Fitness to Practise Committee.

## **8. AVAILABLE SUPPORT AND REPRESENTATION**

**8.1** You have the right to be accompanied to any formal University Fitness to Practise Committee meetings. This would normally be a member of staff, a current student, a member of the ASK (Advice and Support at Keele) Team, or an elected officer of the Keele University Students' Union or Keele Postgraduate Association. The University has the discretion to accept other supporters, including legal representatives, where this is deemed necessary. If you wish to be accompanied by an external representative you must make a formal request for consideration. If your request is approved, your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

**8.2** External representatives are not permitted to attend any Health and Conduct related meetings, including full Committee meetings. Students have the right to be accompanied at these meetings by a representative from within the University as listed in paragraph 8.1.

## **9. CONFIDENTIALITY AND RECORD KEEPING**

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

**9.2** The outcome of the University Fitness to Practise Committee will be placed on your student record and will also be sent to you, the relevant Head(s) of School and other relevant officers of the University.

**9.3** If the case is not proven, or you are allowed to return to the programme with conditions, any later Health and Conduct or Fitness to Practise referral will reference that you have been subject to a previous Health and Conduct of Fitness to Practise process.

## 10. GRIEVANCE

**10.1** Following exhaustion of the Fitness to Practise procedures, you may submit a grievance to the University Council under the terms provided by Ordinance D3.

## REGULATION B6: ACADEMIC APPEALS

### 1. ACADEMIC APPEALS

**1.1** Academic appeals are appeals against:

**(a)** the recommendations made to Senate by:

- i. the Boards of Examiners (see Regulation D.3),
- ii. the Research Degrees Committee (see Regulation C10.6 and C10.11), and:

**(b)** action(s) taken under Regulation B8.1 to B8.4 (Non-engagement with studies or assessments, academic failure, failure to progress, failure to enrol or re-register, and exceeding the maximum period of registration).

**1.2** You can only submit appeals relating to (a.i) and (b), above, using the grounds listed in 2.1.

**1.3** You can only submit appeals relating to (a.ii), above, using the grounds listed in 3.1 and 3.2.

**1.4** You cannot submit an appeal to have any item of assessment re-marked unless there is evidence of procedural irregularity in the marking process.

**1.5** You cannot appeal against the academic judgement of examiners.

### 2. ALL PROGRAMMES OF STUDY APART FROM RESEARCH DEGREES

**2.1** You can only submit appeals relating to paragraphs 1.1.(a.i) and 1.1.(b) above using one or both of the following grounds:

**(a)** procedural irregularity in the conduct of the assessment or examination board processes or the application of the Student Attendance Monitoring Procedure;

**(b)** exceptional circumstances, providing that:

- i. the circumstances were not already considered by an Exceptional Circumstances Panel;
- ii. the circumstances can be verified by appropriate evidence (see University guidelines); and,
- iii. there is a valid reason for not submitting an Exceptional Circumstances claim relating to these circumstances (and/or appropriate evidence) by the specified deadline (see Regulation B3).

**2.2** You can submit an appeal against:

**(a) one or more of the following recommendations made by a Board of Examiners:**

- i. the mark awarded for any assessment component or the overall module;
- ii. failure at any stage of the programme of study;
- iii. the overall outcome of a programme of study;
- iv. decisions in relation to submitted exceptional circumstances;
- v. any action taken as a result of the Student Attendance and Engagement Policy.

**(b)** a procedural irregularity in the way the University followed and applied its academic regulations and procedures which either affected your ability to undertake assessment(s) or which led to your assessed work not receiving the mark it merited.

**(c)** the decision to terminate your studies as a result of a perceived failure on your part to enrol or re-register for your studies by the required deadline, or as a result of you exceeding the maximum period of registration allowed for your programme under Regulation C1.

### **3. RESEARCH DEGREES**

**3.1** You can submit appeals against decisions made under Regulation C10.6, or any other decision made by the Research Degrees Committee, before you submit your thesis, using one or more of the following grounds:

**(a)** procedural irregularities;

**(b)** exceptional circumstances, providing that:

- i. these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision,
- ii. these circumstances can be verified by appropriate evidence (see University guidelines); and,
- iii. there is a valid reason for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with Regulation B3;

**(c)** inadequacy of supervision or facilities.

**3.2** You can submit appeals against decisions made under Regulation C10.11 using one or more of the following grounds:

**(a)** procedural irregularities;

**(b)** exceptional circumstances, providing that:

- i. these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision;
- ii. these circumstances can be verified by appropriate evidence (see University guidelines); and,
- iii. there is a valid reason for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with Regulation B3.

Allegations of inadequate supervision or other arrangements, during the period of study, must be raised at the time and before you submit your thesis (see the Code of Practice on Postgraduate Research Degrees). These allegations do not constitute grounds for appeal after the thesis has been submitted.

### **4. PROCEDURE FOR SUBMISSION OF AN APPEAL**

**4.1** If you are a student on an undergraduate or postgraduate taught programme you must submit your appeal within 10 calendar days of the official notification of either the decision of the Board of Examiners or actions taken under the Student Attendance and Engagement Policy, or within 10 calendar days of the official notification that your studies have been terminated due to failure to

enrol or re-enrol for your studies. If you submit your appeal later than 10 days after the official notification of results, your appeal will only be considered if you can provide valid evidence why you were not able to submit within the deadline.

**4.2** If you are a Research Postgraduate student, you must submit an appeal within 28 calendar days of the official notification of the decision of the Research Degrees Committee. If you submit your appeal later than 28 days after the official notification of results, your appeal will only be considered if you can provide valid evidence why you were not able to submit within the deadline.

**4.3** To appeal you must:

**(a)** complete and submit the approved Appeal Form with the full details of your appeal, including any evidence.

**(b)** if you are appealing your final award, you must inform Student Records and Examinations that you are appealing before Senate confirms the decision of the Board of Examiners/Research Degrees Committee. Senate will then delay confirming the Board/Committee's recommendation pending the outcome of your appeal.

**4.4** To complete the Appeal Form you must explain the reason for your appeal in full, provide all available supporting evidence, and state the action that you would like the University to consider if your appeal is successful.

**4.5** Evidence submitted for an appeal must be attributable, datable, and genuine. It is your responsibility to submit all available evidence with your appeal and failure to provide sufficient evidence is likely to lead to the appeal being rejected. If not all of your evidence is available when you complete the Appeal Form, you must state this on your form and agree a deadline for submission with the appeals administrator. If you do not submit all your evidence by your agreed deadline, the appeal will be considered without it.

## **5. THE APPEALS PANEL**

**5.1** Each appeal will be considered by an Appeals Panel.

**5.2** The consideration of an appeal will normally consist of a desk-based assessment of available documentation, including: your appeal form with all submitted evidence, information held by us on your student record, previously submitted exceptional circumstances, reports and minutes from the relevant examination board, and on occasion a report we may request from the School or Service, as appropriate. You will be given the opportunity to respond in writing to any reports received from the School or Service where the panel deemed it necessary to request such a report.

**5.3** Once the Panel has reached a decision, based on the available information, you will be informed of this decision in writing, stating the reasons.

**5.4** In some circumstances if your appeal was unsuccessful or if you are not satisfied with the remedy offered by the Appeals Panel, you may be eligible to submit a grievance against the decision (see 9.2 below).

**5.5** On occasion and usually only where there is a risk to a student's ongoing registration at the University or their ability to obtain a degree award, the Appeals Panel may, based entirely on their discretion, uphold an appeal notwithstanding the regulations. This discretionary decision would be based on the circumstances of the case which would make rejecting the appeal have a disproportionate effect on the student.



**5.6** In exceptional circumstances where the Panel deems the facts relating to a case to be so complex as to prevent the Panel from being able to reach a fair and robust decision based solely on the documentation provided, they may offer the student the opportunity to meet with them informally to provide further information to assist in the consideration of the case.

## **6. CONSTITUTION OF THE APPEALS PANEL**

**6.1** Each meeting of the Appeals Panel convened to consider academic appeals will be composed of two approved and trained members from the pool of appointed members. Panel members will not be allowed to consider appeals from students in their own School. The University recruits and trains members for appeals panels from senior and experienced members of academic and professional services staff. Appointment to the University Appeals Panel will be by the Pro Vice-Chancellor (Education) on the recommendation of a selection panel overseen by the Head of Student Conduct.

## **7. FUNCTION AND POWERS OF ACADEMIC APPEALS PANELS**

**7.1** The functions of each Academic Appeals Panel will be to:

- (a)** consider and make decisions on academic appeals by students on taught or research programmes;
- (b)** act on behalf of the Vice-Chancellor and the Senate in making decisions on the outcomes of appeals in accordance with the regulations;
- (c)** provide an annual report to Senate on the number and nature of appeals received and their outcomes.

**7.2** If an appeal is upheld or partially upheld, the Panel can allow:

- (a)** progression to the next level of study. This will only be in cases where there has been a procedural irregularity and only where this is allowed by the relevant regulations;
- (b)** continued study at the same level of study or a repeat year of study (Where the student has already had the one repeat year allowed under Regulation D2, and where the Appeals Panel considers that exceptionally, the student should be offered a further repeat year, this outcome will have to be approved by the Pro Vice-Chancellor (Education) before it can be offered to the student.);
- (c)** an additional assessment opportunity;
- (d)** re-instatement as a student;
- (e)** the marking of a piece of assessment previously submitted or under preparation which has been rejected by the School; or
- (f)** a course transfer.

**7.3** Where this is deemed necessary, the Panel may attach conditions or recommendations to any of the outcomes listed in (a) to (f) above, such as requiring the submission of a medical "fit note" or requiring a period of leave of absence before the student can resume their studies.

**7.4** Provided the student has submitted their academic appeal by the prescribed deadline, they should continue to be enrolled, prepare for assessment and progress until the decision of the

Academic Appeals Panel is known. This would be on the understanding that any such continuity activities are undertaken only until a formal appeals outcome is recorded on the student's record. Where an appeal is rejected or results in the termination of studies or leave of absence being confirmed, the student will be immediately removed from their programme.

**7.5** If the appeal is against the award decision made by the Research Degrees Committee, and the Panel determines that the thesis should be re-examined, the following procedures will normally be followed:

- (a)** new examiners will be appointed. There will be a minimum of two external examiners. The total number of examiners cannot be less than the original number;
- (b)** the examiners will be advised that they are conducting a re-examination on appeal but no information will be made available about the previous examination;
- (c)** the examiners will submit independent reports on the thesis before they examine the student orally, and a joint report after any oral examination;
- (d)** the reports by the original examiners and by the new examiners shall be considered by the Research Degrees Committee before a final decision is reached.

## **8. GRIEVANCES AGAINST APPEAL DECISIONS**

**8.1** After completing the appeals procedure you may be eligible to submit a grievance only if your grievance meets one or both of the following criteria:

- (a)** procedural irregularity in the conduct of the appeal;
- (b)** there are relevant exceptional circumstances (with verifiable evidence) that you did not include in your original appeal and/or there is new, verifiable evidence (of procedural irregularity or exceptional circumstances) that you could not present in your original appeal. There must be a valid reason for not making the circumstances and/or evidence known at the time.

**8.2** Grievances will be considered under the provisions of Ordinance D3: Appeals and Grievances Considered by Council. You must submit a grievance, in writing, within 14 calendar days of the letter informing you of the outcome of your appeal.

## **REGULATION B7: COMPLAINTS**

(formerly Regulation 26: Complaints Procedures)

### **1. INTRODUCTION**

**1.1** The University aims to investigate complaints in a way that:

- (a)** Encourages informal resolution of problems and facilitates their early resolution (see section 6) if possible;
- (b)** Is fair;
- (c)** Treats complaints with appropriate seriousness and confidentiality.

**1.2** You can find information about the University's complaints processes for students on the Student Appeals, Complaints and Conduct webpages.

## **2. DEFINITION**

**2.1** A complaint is an expression of dissatisfaction by one or more students about the University's action or lack of action, or about the standard of service provided by or on behalf of the University.

## **3. SCOPE**

**3.1** This Regulation applies to all currently or recently registered students of the University, including students studying at partner institutions.

**3.2** This Regulation covers complaints relating to:

- (a)** Any University policy, procedure or regulation;
- (b)** Academic and non-academic services (excluding academic judgement);
- (c)** Academic and non-academic facilities;
- (d)** The conduct or actions of a member or members of staff;
- (e)** Misinformation regarding academic programmes, University services and facilities;
- (f)** Keele Postgraduate Association.

**3.3** This Regulation does NOT cover complaints relating to:

- (a)** Academic judgement, examination board decisions and appeals committee decisions;
- (b)** Disciplinary and academic misconduct decisions;
- (c)** Any external commercial business operating on University premises but not acting on behalf of the University;
- (d)** Other students of the University;
- (e)** Keele University Students' Union (complaints must be directed to the Students' Union).

**3.4** As a student, you should submit your complaint as close as possible to the event(s) concerned to ensure an investigation can take place, if necessary, and so that an appropriate resolution can be sought if the complaint is upheld. If you make a complaint more than 8 weeks after the event(s) concerned, the University reserves the right to reject it. The only exception to this is where you can give a valid explanation for not being able to make a complaint sooner and the University can still gather information relating to your complaint despite the distance in time.

**3.5** A group of students can make a collective complaint, provided that the complaint is individually signed by each student concerned.

**3.6** The University will not normally accept anonymous complaints. In exceptional cases, the University may accept an anonymous complaint as long as you disclose your identity to an Elected Officer of either Keele University Students' Union or Keele Postgraduate Association, or to Advice and Support at Keele (ASK). They must submit the complaint on your behalf in order for it to be accepted. The University will not normally accept anonymous complaints submitted by any other third party.

**3.7** If you ask a third party to submit your complaint, the University will not normally accept it unless you have written directly to the University and clearly authorised that third party to submit your complaint on your behalf. The only exception to this is where an anonymous complaint is submitted on your behalf by the Students' Union, Keele Postgraduate Association or ASK (see paragraph 3.6). The authorised third party must still submit your complaint using the normal form. The University will still deal with the matter as your complaint under this Regulation.

**3.8** Complaints should not be vexatious or frivolous in nature, for example designed specifically to cause disruption or annoyance. Where the University decides that a complaint is either vexatious or frivolous, it will reject the complaint. Where there is reason to believe that a complaint is vexatious or motivated by malice, disciplinary action may be taken under Regulation B1: Student Discipline.

#### **4. CONFIDENTIALITY**

**4.1** The University will handle complaints with an appropriate level of confidentiality. Information will only be released to those who need it to investigate a complaint, respond to a complaint, or implement findings and recommendations that are the result of a complaint.

**4.2** No complaint will affect the way you are treated or assessed in your studies.

#### **5. SUPPORT AND REPRESENTATION**

**5.1** If you make a complaint you have the right to be accompanied at any meetings concerning your complaint. The person accompanying you to any meetings should normally be a member of the ASK (Advice and Support at Keele) Team, a current student, an elected officer of the Keele University Students' Union or the Keele Postgraduate Association or a member of staff. The University has the discretion to accept other supporters where this is deemed necessary. If you wish to be accompanied by an alternative supporter you should request this via the Student Appeals, Complaints and Conduct team in the first instance.

**5.2** Staff required to attend any meetings in relation to your complaint have the right to be accompanied by a work colleague or Trade Union representative.

#### **6. EARLY RESOLUTION**

**6.1** You should make every effort to sort out your concerns informally at local level first by contacting the staff concerned. If you are not satisfied that your concern has been addressed, you should next attempt early resolution.

**6.2** For this, you should submit your concern(s) in writing or by email to the Early Resolution Officer, for the relevant School Faculty, Service or Directorate. Each part of the University will have at least one Early Resolution Officer and Deputy. The Early Resolution Officer will acknowledge receipt of your complaint and investigate the issue. The Early Resolution Officer will write to you to inform you of the outcome of this investigation. If your complaint is received more than 8 weeks after the events concerned, the Early Resolution Officer will normally reject it without considering it further.

**6.3** If you remain dissatisfied following the outcome of your early resolution complaint, you may lodge a formal complaint under the process outlined in section 7. This includes cases where the Early Resolution Officer has turned down your complaint because it has been submitted more than 8 weeks after the events in question. If you wish to submit a formal complaint you should do so within 10 calendar days of being informed of the early resolution outcome.

#### **7. FORMAL COMPLAINT TO THE UNIVERSITY**

**7.1** The University expects you to attempt early resolution before submitting a formal complaint. If there are valid reasons supported by relevant evidence you may be allowed to submit a complaint directly to the formal stage. If you submit a formal complaint after either the 8-week deadline specified in paragraph 3.4 or the 10 calendar day deadline specified in paragraph 6.3, it will only be accepted at the discretion of the Academic Registrar.

**7.2** The University will decide if your complaint is eligible for consideration under this Regulation. If the complaint is rejected, the University will inform you in writing and give the reasons for this decision.

**7.3** The University will inform you of the progress of your case at key points throughout the process.

**7.4** Where the University has conducted a full investigation into your complaint, you will be given a reasonable opportunity to check the factual accuracy of a draft report on the investigation before the Academic Registrar makes a final decision.

**7.5** The University will inform you of the final outcome of your complaint in writing.

**7.6** In the event of a conflict of interest, the Academic Registrar will nominate an appropriate member of staff to deal with your complaint on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

## **8. GRIEVANCE**

**8.1** If you have submitted a complaint under this Regulation that has been dealt with by a Pro Vice-Chancellor but are not satisfied with how the complaint was dealt with, you may submit a grievance to the University Council under the provisions of Ordinance D3. Grievances may only be submitted if you have the appropriate required grounds for doing so, which are defined as follows:

**(a)** There was a procedural irregularity prior to or in the conduct of the complaint investigation.

**(b)** There is new evidence that you could not present as part of your original complaint. There must be a valid reason for not presenting the evidence at the time.

**8.2** Grievances will be considered in accordance with Ordinance D3. You must submit a grievance, in writing, within 14 calendar days of the date of your complaint outcome letter.

## **9. OFFICE OF THE INDEPENDENT ADJUDICATOR**

**9.1** Grievances considered in accordance with Statute Section 17(22) represent the completion of the University's internal procedures. When the process is exhausted and you have been issued with a Completion of Procedures letter, you may wish to contact the Office of the Independent Adjudicator (the OIA) for Higher Education if you remain dissatisfied. The OIA provides an independent review of student complaints.

# **REGULATION B8: TERMINATION OF STUDIES BY THE UNIVERSITY**

## **1. NON-ENGAGEMENT WITH STUDIES OR ASSESSMENTS**

### **1.1 Failure to Engage with Studies**

**1.1.1** If you do not attend compulsory learning and teaching events and/or fail to submit assessments without approval, the University may decide that you have failed to engage appropriately with your studies.

**1.1.2** The process followed by the University in cases where students fail to engage sufficiently with their studies is described for taught students in the [Student Attendance and Engagement Policy](#) and for postgraduate research students in the Annual and Interim [Progress Review Handbook](#) For Research Degree Students.

**1.1.3** Before your studies are terminated due to failure to engage with studies, the University will send you written warnings and give you reasonable notice.

## **1.2 Academic Failure (UG programmes only)**

**1.2.1** If you obtain a mark of 10 or below in 50% or more of the modules you have studied in the most recent semester, without approved exceptional circumstances, the University may decide that you have failed to engage sufficiently with your assessments. If so, the University will terminate your studies following the meeting of the relevant Examination Board.

**1.3** If your studies are terminated by the University for the reasons listed above, you lose your right to undertake any remaining assessment attempts of failed modules, including additional assessment attempts you were previously granted as a result of exceptional circumstances.

**1.4** You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can normally only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

## **2. FAILURE TO PROGRESS**

**2.1** If you have not been awarded sufficient credits to progress to your next stage of study and have already exhausted your repeat year opportunity, your studies will be terminated as stated in [Regulation D2](#) (Progression and Classification Rules). This will be the case even if you have a reassessment attempt remaining on any failed module/s.

**2.2** You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

## **3. FAILURE TO ENROL OR RE-REGISTER OR SELECT A SUFFICIENT NUMBER OF MODULES**

**3.1** Your studies will be terminated if you do not enrol or re-register annually, or at the end of an approved period of Leave of Absence, as a student with the University within the prescribed time-scales provided to you in advance.

**3.2** Your studies will also be terminated if you do not, in the case of being offered a repeat year of study, confirm your wish to repeat by the specified deadline.

**3.3** Your studies will also be terminated if you do not select and enrol on, within the prescribed time-scales provided to you in advance, a sufficient number of modules to study on your programme for the current academic year.

**3.4** You have the right to submit an appeal against the decision of the University to terminate your studies for these reasons by submitting an appeal in writing to the Head of Student Records and

Examinations. In the event of a conflict of interest, the Head of Records and Examinations will refer the case to the Academic Appeals Panel instead where it will be dealt with in line with the process set out in Regulation B6 Academic Appeals. If this is the case, you will be notified of this by the Head of Records and Examinations in writing.

#### **4. EXCEEDING THE MAXIMUM PERIOD OF REGISTRATION**

**4.1** If you exceed, or will not be able to complete your studies within, the maximum period of registration as set out in [Regulation C1](#) (Maximum Periods of Registration), your studies will be terminated.

**4.2** You have the right to submit an appeal against the decision of the University to terminate your studies in accordance with Regulation C1.

#### **5. FITNESS TO STUDY**

**5.1** Following a risk assessment within the Support to Study procedure, a Stage 3 Panel may in rare cases decide that you are not fit to study and may terminate your studies in line with [Regulation B4](#) (Fitness to Study).

#### **6. FITNESS TO PRACTISE**

**6.1** Under [Regulation B5](#) (Fitness to Practise) the University can terminate your studies on a professional programme if the Fitness to Practise Committee decides that either your behaviour or your health mean that you are not fit to practise that profession or are in breach of a requirement for a license to practise.

#### **7. DISCIPLINARY REASONS**

**7.1** Your studies may be terminated by the University if the University Discipline Committee finds that your behaviour or actions constitute a major disciplinary offence. [Regulation B1](#) (Student Discipline) sets out the University's expectation regarding appropriate student behaviour.

**7.2** The University can also terminate your studies if you are convicted of certain offences in the UK or an equivalent offence in another country. The decision to terminate your studies in such cases will be made by the Deputy Vice-Chancellor based on a recommendation of the Discipline Committee and will take into consideration risk and safeguarding considerations.

#### **8. ACADEMIC MISCONDUCT REASONS**

**8.1** Your studies may be terminated by the University if the University Academic Misconduct Committee finds you guilty of academic misconduct. The Student Academic Misconduct Code of Practice sets out the University's approach to academic misconduct and which proven offences will result in your studies being terminated.

#### **9. NON-PAYMENT OF TUITION FEES**

**9.1** If you have failed persistently to pay your Tuition Fees and ignored formal reminders your studies will be terminated. Please see the University [Charging and Payment of Student Fees](#) Policy.

#### **10. VISA AND IMMIGRATION**

**10.1** Your studies will be terminated if your registration at the University would breach the requirements placed upon the University by the UK Home Office (UKVI) and the UK Immigration Rules. The University's responsibilities are outlined in [Regulation A1 \(Visa and Immigration\)](#).

## **11. DISHONEST/UNTRUE APPLICATIONS AND OMISSIONS**

**11.1** We can terminate your studies if we become aware that:

- (i) As part of the application process you provided us with fraudulent information or information which is untrue, inaccurate, incomplete and/or misleading;
- (ii) You failed to supply us with all the relevant information relating to your application;
- (iii) Any of your stated qualifications or status have been obtained by fraud;
- (iv) There is information about you which we did not previously know and which, in our reasonable opinion, makes it inappropriate for you to study on the programme.

## REGULATION C1: MAXIMUM PERIODS OF REGISTRATION

### **1. TAUGHT PROGRAMMES**

**1.1** The normal period of registration for taught programmes will be set out in the relevant [Programme Specification](#). The maximum period of registration for taught undergraduate and postgraduate programmes is set at the normal period of registration plus three years (pro-rata for periods of part-time study). This includes approved periods of leave of absence. Programmes leading to registration with a professional body may have shorter maximum periods of registration.

**1.2** A student is not normally permitted to repeat more than one level of study during their programme. Students who had to repeat their Keele Foundation Year will be permitted to repeat another level of study during their programme.

**1.3** In very exceptional circumstances, as a result of an academic appeal under [Regulation B6](#) (Academic Appeals), a student may be granted a further one year extension to the maximum period of registration at the discretion of the Pro Vice-Chancellor (Education).

### **2. RESEARCH PROGRAMMES**

**2.1** The normal period of registration for research programmes is four calendar years full time (pro-rata for periods of part-time study). In exceptional circumstances, the University Research Degrees Committee may approve one or more extensions but this would not normally exceed a maximum of one calendar year (pro rata for part-time students) in total. The maximum period of registration for PGR students is 6 years including periods of extension and leave of absence (pro-rata for part-time study).

**2.2** In very exceptional circumstances, as a result of an academic appeal under [Regulation B6](#) (Academic Appeals), a Student may be granted a further one year extension to the maximum period of registration at the discretion of the Chair of the relevant Examination Board.

## REGULATION C2: FOUNDATION YEAR PROGRAMMES

### **1.SCOPE**



This regulation covers all of the University's Foundation Year programmes at Level 3 and sets out the fundamental structure of these programmes and the requirements to obtain an award and to progress to the next level of study at Keele.

Where there are further programme specific deviations or exemptions from the University's Regulations, these will be set out in the relevant [Programme Specifications](#).

## **2. ADMISSION**

By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies set out in the [Keele Policies and Regulations](#).

## **3. PROGRAMMES OF STUDY**

**3.1** You must enrol for your programme of study prior to the start of the academic year by the deadline, which will be notified to you by the University.

**3.2** If you request a change of Foundation Year programme or Foundation Year route after the start of a semester or if you wish to change any of the modules you have chosen, this is subject to the approval of the Director of Foundation Year or their nominee. Approval depends on having met the pre-requisite academic requirements for your new programme and availability of places. You will not normally be permitted to change programme within the Foundation Year or your modules later than three weeks after the start of the semester.

## **4. MAXIMUM PERIOD OF REGISTRATION**

**4.1** The maximum period of registration to complete your programme of study is stated in [Regulation C1](#) and is calculated based on the duration of the degree programme plus the Foundation Year.

## **5. STRUCTURE OF MODULAR UNDERGRADUATE DEGREES**

### **5.1 Modules**

**(a)** All programmes of study covered in this regulation are modular. The credit value for any module is a multiple of 5, and no module has a value of less than 15. 1 credit equals 10 learning hours.

**(b)** Modules are compulsory or optional, depending on your programme of study.

**(c)** Any module may have prerequisites, co-requisites and barred combinations and this is set out in the module catalogue.

**(d)** Any module may be offered in semester one, semester two, over both semesters or exceptionally outside the approved semester dates.

**(e)** All FY modules are at Level 3 (pre-degree) and can normally only be taken at that level, with the exception of language options.

### **5.2 Recognition of Prior Learning**

Where you are admitted with a [recognition of prior learning](#) or with advanced standing, the value and level of credits recognised by the University in relation to meeting the requirements will be determined in line with the [Recognition of Prior Learning \(RPL\) Policy](#)

## **6. MODULE ASSESSMENT AND REASSESSMENT**

## 6.1 Assessment

The main University rules describing the assessment and reassessment of modules are provided in [Regulation D1](#).

## 6.2 Reassessment

The following deviations from [Regulation D1](#) apply to Foundation Year programmes:

If you fail a module at the first attempt you will be permitted a further assessment attempt which will be capped at the pass mark for the module. The actual achieved mark of that reassessment will be noted by the examination board for progression purposes only. Your transcript will show the capped mark only.

If you pass a module at the first attempt but require a higher pass mark for progression purposes at Keele you will be allowed one reassessment opportunity in the module. The mark of this second attempt will not be capped at the pass mark. The higher of the two marks achieved will be used for progression purposes but it will be the mark from your first attempt that will be shown on the transcript.

Once you have met the progression requirements of Keele University for your chosen degree you will no longer be required, or eligible, to undertake further reassessment.

## 7. MODULE CONDONEMENT AND COMPENSATION

The Foundation Year awards credit through condonement of modules. Condonement can be applied and credit awarded for a single module with a mark between 35 and 39 up to a maximum of 15 credits. This is a deviation from University [Regulation D5](#).

## 8. THE FOUNDATION YEAR CERTIFICATE

To be eligible for a Foundation Year Certificate, you must be awarded at least 120 credits at Level 3. The Foundation Year Certificate is an interim award which will not be awarded to you if you continue to progress to Level 4 at Keele University unless:

- (a) you leave the University after successful completion of the Foundation Year, or.
- (b) you do not successfully complete any further years at Keele.

## 9. AWARD CLASSIFICATION RULES

The Foundation Year Certificate is a classified award at Level 3. Classification of the Foundation Year Certificate is based on the average mark achieved over the 120 credits.

Classification	Required Average Module Mark
Pass	40 - 49%
Merit	50 - 59%
Upper Merit	60 - 69%
Distinction	at least 70%

## 10. PROGRESSION TO LEVEL 4

## 10.1 Progression Requirements

Progression to Level 4 of a particular degree programme at Keele depends on you meeting the following requirements:

- (a)** passing all modules of the Foundation Year. To pass a module, it is necessary to achieve a module mark of 40;
- (b)** achieving the published threshold mark for each Semester 2 module for your programme. The threshold mark is typically 50% but may vary for certain routes as listed in the relevant programme specification.

Additional requirements may apply depending on your chosen programme of study, such as progression interview or evidence of work experience. Subject-specific progression requirements are reviewed from time to time and can be found in the [Programme specification](#).

If you pass the Foundation Year with 120 credits but do not achieve the progression requirements of the receiving School after you have completed all your assessment attempts, you are not eligible for guaranteed progression to Level 4. However, you may be considered for a change of programme or route at the discretion of the relevant School.

## 11. REPEATING THE FOUNDATION YEAR

**11.1** If, after the end of the Semester 2 reassessment period, you have passed less than 120 credits and have not previously repeated the Foundation Year, the Foundation Year Examination Board will offer one of the following courses of action:

- (a)** that you retake the Foundation Year in full;
- (b)** that you retake specific Foundation Year modules on a part-time basis.

**11.2** If you are offered one of the repeat options listed above, you are only able to repeat the same Foundation Year route by permission from the Director of Foundation Year. This permission may be granted after taking the following information into consideration:

- (a)** The number of missed deadlines or assessments
- (b)** Your attendance at mandatory sessions, with the expectation of a minimum of 70% attendance
- (c)** Your performance in subject specific modules which should be above 30%
- (d)** Any exceptional circumstances which you submitted during the academic year

## 12. TERMINATION OF STUDIES

If, after the end of Semester 2 reassessment period, your credit total is below 120 and you have previously repeated the Foundation Year, the Foundation Year Exam Board will recommend that your studies are terminated. Other circumstances where your studies at the University could be terminated are described in [Regulation B8](#).

# REGULATION C3: BACHELORS DEGREES

## 1.SCOPE

This regulation covers all undergraduate degrees at Levels 4, 5 and 6 and sets out the fundamental structure of an undergraduate degree programme and the requirements to obtain an award. Where there are programme specific deviations or exemptions from the University's Regulations, these will be set out in the relevant [Programme Specification](#).

## **2. ADMISSION**

By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies set out in the [Keele Policies and Regulations](#).

## **3. PROGRAMMES OF STUDY**

**3.1** You must enrol or re-register for your programme of study prior to each coming academic year by the deadline, which will be notified to you by the University.

**3.2** You can change your programme of study until three weeks from the start of a semester subject to the approval of the receiving Head(s) of School or nominee and depending on having met the pre-requisite academic requirements for your new programme.

**3.3** If you are allowed to change your programme, you may have to successfully complete additional modules to meet the programme requirements.

**3.4** If you are allowed to change your programme during Level 4 study, or from the beginning of Level 5 study, and are unable to meet the required number of subject-related credits (see para 5.2 (b) or (c) below) at Level 4 in your new programme, you must meet the overall subject-related credit requirement by the end of your new programme.

**3.5** You will not normally be permitted to change your modules later than three weeks after the start of the semester.

**3.6** You may include in your Keele programme of study a limited number of modules from another higher education institution in the UK or abroad, if this constitutes part of a formal exchange scheme or credit transfer agreement.

**3.7** You cannot study additional modules outside of your programme of study, other than language modules offered by the Language Centre.

## **4. MAXIMUM PERIOD OF REGISTRATION**

**4.1** The maximum period of registration to complete your programme of study is stated in [Regulation C1](#).

## **5. STRUCTURE OF MODULAR UNDERGRADUATE DEGREES**

### **5.1 Modules**

**(a)** All programmes of study covered in this regulation are modular. The credit value for any module is a multiple of 5, and no module has a value of less than 10. 1 credit equals 10 learning hours.

**(b)** Modules are compulsory, optional or elective, depending on your programme of study.

**(c)** Any module may have prerequisites, co-requisites and barred combinations and this is set out in the [Module Catalogue](#).

**(d)** Any module may be offered in semester one, semester two, over both semesters or exceptionally outside the approved semester dates.

**(e)** Each module will be allocated to a specific level of study and can normally only be taken at that level, with the exception of language electives, which can be taken at more than one level of study.

## **5.2 Bachelor's Degrees**

**(a)** For a Bachelor's Degree, you must be awarded at least 360 credits, including:

120 credits at Level 4;

and 120 credits at Level 5;

and 120 credits at Level 6.

**(b)** If you commence or repeat Level 4 study **prior to** September 2018:

(i) For a Single Honours Bachelor's Degree at least 255 credits must be in that subject, including at least 60 credits at each level of study in that subject.

(ii) For a Combined Honours Bachelor's Degree at least 120 credits must be in each subject, including at least 30 credits at Level 4 and at least 45 credits at Level 5 and at least 45 credits at Level 6 in each subject.

(iii) For a Major/Minor Honours Bachelor's Degree at least 225 credits must be in the Major subject, including at least 30 credits in the Major subject at each level of study AND at least 90 credits must be in the Minor subject, including at least 30 credits at Level 4 and at least 45 credits at Level 5 in the Minor subject.

**(c)** If you commence or repeat Level 4 study **from** September 2018:

(i) For a Single Honours Bachelor's Degree at least 270 credits must be in that subject, including at least 90 credits at each level of study in that subject.

(ii) For a Combined Honours Bachelor's Degree at least 135 credits must be in each subject, including at least 45 at each level of study in each subject.

(iii) For a Combined Honours Bachelor's Degree, where a student decides to specialise in one of those subjects at Level 6, at least 45 credits must be in each subject at Level 4 and Level 5 and at least 90 credits must be in their chosen subject at Level 6.

## **5.3 Bachelor's Degrees 'with International Year'**

**(a)** For degrees 'with International Year', you must be awarded at least 480 credits, including 360 credits undertaken as per 5.2 (a) above, plus the equivalent of an additional 120 credits at Level 5 or higher from an approved programme of study taken as part of an international year abroad.

**(b)** The international year abroad is taken after completion of year 2 (Level 5) at Keele. If you fail to complete the International Year you will revert to the standard version of your programme.

**(c)** During your international year, a minimum of 40% of the credits you study should relate to the subject(s) of your degree programme. Schools may require you to take more subject-related credits in accordance with the overall learning outcomes of your degree programme and this will be set out in the individual learning agreement between you and the School.

## **5.4 Bachelor's Degrees 'with Work Placement Year / Industrial Placement Year'**

**(a)** For degrees 'with Work Placement Year' or 'with Industrial Placement Year', in addition to being awarded at least 360 credits undertaken as per 5.2 (a) above, you must also undertake a Work or Industrial Placement Year after completion of year 2 (Level 5).

**(b)** The Work or Industrial Placement Year must take place in an approved work setting and if you fail to successfully complete the requirements of the placement year you will revert to the standard version of your programme.

**(c)** The Work or Industrial Placement Year will consist of a work, or industrial, placement undertaken with an employer approved by the School. This requirement must be in accordance with the overall learning outcomes and structure of the award 'with Work Placement Year' or 'with Industrial Placement Year' and clearly articulated in the individual learning agreement between you and the School.

### **5.5 Bachelor's Degrees 'with Entrepreneurship Year'**

**(a)** For degrees 'with Entrepreneurship Year', in addition to being awarded at least 360 credits undertaken as per 5.2 (a) above, you must also successfully complete an Entrepreneurship Year after completion of year 2 (Level 5).

**(b)** The Entrepreneurship Year must take place in accordance with an approved project proposal and if you fail to successfully complete the requirements of the Entrepreneurship Year you will revert to the standard version of your programme.

**(c)** The Entrepreneurship Year requires you to develop a business idea into a live enterprise project for a minimum of 30 weeks (full-time equivalent work). The proposal is subject to approval by the School and will be assessed by portfolio.

### **5.6 Bachelor's Degrees 'with Competency in [Language name]'**

**(a)** If you are awarded a minimum of 60 credits in one language and achieve a minimum language stage 6 you will have your main degree title complemented by the designation 'with competency in [Language name]'.

**(b)** If you are awarded a minimum of 60 credits in one language and achieve a minimum language stage 10 you will have your main degree title complemented by the designation 'with advanced competency in [Language name]'.

### **5.7 Foundation Degrees**

**(a)** For a Foundation Degree, you must be awarded at least 240 credits, including:

120 credits at Level 4 or higher;

and 120 credits at Level 5 or higher.

### **5.8 Diplomas of Higher Education**

**(a)** For a Diploma of Higher Education, you must be awarded at least 240 credits, including:

120 credits at Level 4 or higher;

and 120 credits at Level 5 or higher.

### **5.9 Certificates of Higher Education**

(a) For a Certificate of Higher Education, you must be awarded at least 120 credits at Level 4 or higher.

#### **5.10 Recognition of Prior Learning**

(a) Where you are admitted with accreditation of prior learning or with advanced standing, the value and level of credits recognised by the University in relation to meeting the requirements above will be determined in line with the [Recognition of Prior Learning \(RPL\) Policy](#).

#### **6. MODULE ASSESSMENT AND REASSESSMENT**

The rules describing the assessment and reassessment of modules are provided in [Regulation D1](#).

#### **7. MODULE CONDONEMENT AND COMPENSATION**

Where your programme of study allows the awarding of credit through condonement and/or compensation of modules, this is detailed in [Regulation D5](#)

#### **8. PROGRESSION TO NEXT LEVEL OF STUDY**

The rules for progression to the next level of study are detailed in [Regulation D2](#)

#### **9. AWARD CLASSIFICATION RULES**

The rules for classifying Bachelor's Degrees are described in [Regulation D2](#)

Foundation Degrees, Diplomas of Higher Education and Certificates of Higher Education are not classified.

#### **10. TERMINATION OF STUDIES**

[Regulation B8](#) describes the circumstances where your studies at the University could be terminated.

## **REGULATION C4: INTERCALATED BACHELORS DEGREES**

(Formerly 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 Module:** A module which is compulsory for students registered on a specified course.

**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.

**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:

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.

**Option Module:** A module which is optional for students registered on a course.

**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 Academic Registrar, 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:

- (a)** have successfully completed either year two, three or four of a medical degree course; and
- (b)** have met any particular requirements for the course applied for, as specified in the relevant course regulations; and
- (c)** provide approved identification at enrolment; and
- (d)** provide original copies of academic transcripts or certificates used for admission if requested; and
- (e)** have enrolled with the University by the date determined by the University Executive Committee; and
- (f)** provide a valid UK contact address at all times whilst enrolled as a student; and
- (g)** Students who do not abide by points a-f will be withdrawn from the University.

**2.2** The Deputy Director of Global Student Recruitment 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 Level 4 or above, provided always that no exemption shall be accorded for 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 student visa route 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 student visa route 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 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 Intercolated BSc Honours Degree shall consist of modules to the value of at least 120 credits at 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:

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

**(b)** examination during an examination period; or

**(c)** a combination of both 8.1.a and 8.1.b above.

**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 paragraph 12.1.d 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**

**9.1** Any student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be required by the Senate to withdraw from the University at any stage in the programme.

**9.2** 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.

**9.3** Any student failing to engage appropriately with assessments, without prior consent, may be required by the Senate to withdraw from the University within 2 weeks of the end of each formal assessment period.

## **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 B4 Fitness to Study.

## **11. DETERMINATION OF RESULTS**

**11.1** The relevant Board of Examiners shall determine:

- (a)** the students mark for each module; and that
- (b)** the student be awarded the BSc qualification and with what classification, if any; or
- (c)** the student not be awarded the BSc qualification; or
- (d)** 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.

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

**12.1** The relevant Board of Examiners shall determine whether a (who) student has not been recommended for the award of the BSc, and is not required to withdraw, be required to:

- (a)** be re-assessed in the failed module(s) at the next opportunity; or
- (b)** be re-assessed in the failed module(s) without attendance on the module(s) during the following session; or
- (c)** be re-assessed in the failed module(s) with attendance on the failed module(s) during the following session; or
- (d)** 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 paragraph 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:

- (a) have enrolled with the University before proceeding to the prescribed programme of study; and
- (b) have paid all prescribed fees and charges; and
- (c) have satisfactorily completed a full-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 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 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**

(a) 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 their capacity as Chair of Senate. All posthumous awards are unclassified.

(b) 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**

(a) 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 (Education), 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 (Education), 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 may be awarded the degree with honours classification as follows:

- (a) First Class: Overall average for the best modules equivalent to 120 credits = 70%>
- (b) Second Class Division I: Overall average for the best modules equivalent to 120 credits = 60-69%

(c) Second Class Division II: Overall average for the best modules equivalent to 120 credits = 50-59%

(d) Third Class: Overall average for the best modules equivalent to 120 credits = 40-49%; or

(e) 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:

(a) 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;

(b) 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:

i. informed of changes in the structure of the assessment and the syllabus content; and

ii. offered, at an appropriate charge, the opportunity of attending relevant classes.

## REGULATION C5: MEDICAL BACHELORS DEGREES

(Formerly Regulation 1G: Modular Medical Bachelors Degrees, Including Certificates and Diplomas of Higher Education and MBChB but Excluding Intercalated Degrees)

### 1. SCOPE

Regulation C5 is the primary regulation for all medical bachelor students on a programme leading to the award of MBChB. The regulation encompasses the General Medical Council's requirement for all medical students to complete the national Medical Licensing Assessment (MLA) commencing 2023/24. In addition to this University regulation, it is the student's responsibility to adhere to current [General Medical Council guidance](#).

### 2. ADMISSION

**2.1.** By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies set out in the [Keele Academic Regulations and Policies](#).

**2.2.** Admission and eligibility to become and/or remain a medical student to the programme is governed by the School of Medicine Undergraduate Medicine (MBChB) Admissions Process, which is available online via the policy zone: [School of Medicine Undergraduate \(MBChB\) Admissions Process](#).

**2.3.** You will not be able to register/be offered a place for the MBChB programme if you have been excluded from other Schools of Medicine, Dentistry or Pharmacy on grounds of being unfit to practise.

**2.4.** This programme is subject to the Fitness to Practise process set out in [Regulation B5](#)

### **3. STUDENT HEALTH AND WELL BEING**

**3.1.** You must be in an adequate state of physical and mental health to engage with your studies ([Regulation B4](#))

**3.2.** You are required to notify the School of any circumstances, of which you are aware, that may affect your ability to study. Where such circumstances may affect performance in assessments, these must be notified to the School before, or within five working days of, the relevant assessment.

**3.3.** If you have, or develop, a health condition that in the opinion of the Keele Occupational Health service may impact on patient safety, or prevent you from discharging the professional duties of a doctor, you will be referred to the School of Medicine Health and Conduct Committee to assess your ability to continue on the programme.

### **4. PROFESSIONAL BEHAVIOUR AND FITNESS TO PRACTISE**

**4.1.** The School of Medicine has an obligation to monitor and assess the professional, as well as academic, development of students in accordance with GMC guidance. For this reason, you are required to sign an annual declaration of awareness of your professional responsibilities.

**4.2.** During placements you are expected to conform to the policies and procedures laid down by the organisation that provides the practice placement, as well as to School policies. If you demonstrate unprofessional/dangerous/unsafe behaviour in the clinical environment you will be withdrawn from placement immediately and your conduct will be subject to an investigation by the School, the outcomes of which will be considered by the School of Medicine Health and Conduct Committee. Behaviour that is in breach of this regulation may result in your studies on the programme being terminated.

Where the School becomes aware that a student has displayed unprofessional behaviour, a decision will be taken whether this will be referred to the School of Medicine Health and Conduct Committee (part of the Fitness to Practice pathway), which may ultimately result in your studies on the programme being terminated.

**4.3.** Any referral to the School of Medicine Health and Conduct Committee and a possible subsequent consideration by the University Fitness to Practise Committee will be done under the process set out in [Regulation B5 Fitness to Practise](#)

**4.4.** It is your responsibility to disclose a criminal conviction or caution, failure to do so will result in you being referred to the School of Medicine Health and Conduct Committee to consider the appropriate course of action on the grounds of a professional misdemeanour.

**4.5.** If you are excluded from the MBChB programme on grounds that your fitness to practise is impaired, your details will be added to the National Excluded Student Database, and you may be barred from registering for any other Medicine, Dentistry or Pharmacy programme within the UK.

## **5. PROGRAMMES OF STUDY**

5.1. The 5 year MBChB programme is a modular programme and comprises:

Year 1: Level 4 (120 credits)

Year 2: Level 5 (120 credits)

Year 3: Level 6 (120 credits)

Year 4: Level 6 (120 credits)

Year 5: Level 6 (120 credits)

5.2 You must enrol or re-register for your programme of study before each coming academic year by the deadline, which will be notified to you by the University.

You cannot normally include in your Keele programme of study modules from another higher education institution in the UK or abroad and the University's Recognition of Prior Learning does not apply to this programme.

5.3 Only modules defined as part of the MBChB are recognised as contributing to the degree award.

## **6. INTERCALATION**

6.1 You may apply to suspend your medical degree for a maximum period of 12 months to intercalate to study either a Bachelor's degree, normally after year 2, or a Master's degree after year 4.

6.2 To undertake such an intercalated degree, you must be given permission by the School of Medicine, as well as being offered a place on your chosen programme following an application. The SOM Intercalation application and appeal process can be found here:  
<https://www.keele.ac.uk/medicine/intercalateddegrees/howandwhendoiapply/>

6.3 You may appeal the School's decision regarding your intercalation application.

## **7. MAXIMUM PERIOD OF REGISTRATION**

7.1 The maximum period of registration to complete your programme of study is stated in [Regulation C1](#).

## **8. MODULE ASSESSMENT AND REASSESSMENT**

8.1 The general rules describing the assessment and reassessment of modules for the University are provided in [Regulation D1](#).

8.1.1 Regulation D1 applies to the MBChB with the following exceptions:

8.1.1.1 Clause D1: 9.3: all years of study shall be assessed in accordance with specific MBChB assessment criteria

**8.1.1.2** Clause D1: 9.3: the minimum mark for a pass shall be determined for each assessment according to the processes set out in the Assessments Practice Document (which is available to students enrolled on the programme via the KLE) which is approved from time to time by the MBChB Programme Board and School Education Committee.

**8.1.1.3** Clause D1.13.1: If you are late submitting assessed work at the first attempt (or for reassessment at the first attempt), but the work is received within 24 hours of the submission deadline without valid exceptional circumstances, the maximum you will be awarded will be the assessment pass mark.

**8.1.1.4** Clause D1.13.2: If you are late submitting assessed work after 24 hours of the submission deadline without valid exceptional circumstances, your mark will be capped at 0.

**8.2** The School will calculate a ranking score regarding your performance in relation to your cohort. Your ranking score will be based on the marks achieved in the first attempt of relevant assessments.

## **9. PROGRESSION TO NEXT LEVEL OF STUDY**

**9.1** Where you have passed every assessment for the year and met attendance and engagement requirements, you will have passed the year and be awarded the appropriate credits at the specified level.

**9.2** Where you have failed to meet the requirements in 9.1, in certain circumstances, and subject to the approval of the Progression and Award Board you may be allowed to repeat a year with full time attendance as detailed in 9.2.1 below providing you have not previously taken a repeat year of study. In this case the repeat level of study will be counted as a first attempt, with no penalty for repeating the year. You may also have another repeat year opportunity in either year four or five of the programme if you fail the reassessments linked to the MLA in these years (following the exceptional circumstances process).

**9.2.1** In making decisions, the Progression and Award Board will offer repeat options based on the prospect of the student progressing or completing the failed assessments. Students with approved exceptional circumstances will be granted repeat options, subject to the caveat noted in 9.2.2 below. For students without approved exceptional circumstances, Progression and Award Boards will take the following into account when making decisions: students must have achieved an assessment mark on failed assessments within 10% of the assessment pass mark and demonstrated engagement with their studies through an attendance record of at least 80% (not including reported absences) to be eligible for a repeat year option. If it is identified that additional support is required, students will be guided towards the Support to Study process.

**9.2.2** Where a repeat option requires a clinical placement, this option may be deferred depending on placement capacity and students may be required by the Progression and Award Board to take a leave of absence until such time that the placements can be undertaken.

**9.3** Full attendance is required on the MBChB programme and this is a progression and professionalism requirement. If you do not maintain full attendance you may be referred into the University Support to Study process and may receive warnings under the University Attendance and Engagement policy. This may ultimately lead to a referral to the School of Medicine Health and Conduct Committee. If your attendance does not improve you may ultimately be withdrawn from your studies by the University. See 11.2.1.



## **10. AWARD CLASSIFICATION RULES**

**10.1** To qualify for the award of MBChB Honours, you must have satisfactorily completed a full-time programme of study and have passed all five years including all components of the MLA.

**10.2** Award of MBChB with Distinction:

**10.2.1** You will be awarded an MBChB with Distinction on graduation from the C2007 MBChB programme if you have accrued a minimum of 4 distinction points, one of which must be obtained in the examinations in either Year 4 or Year 5. Distinction points are awarded at the discretion of the School Examination Board. The final number of distinction points is confirmed by the Examination Board in Year 5.

**10.2.2** You will be awarded an MBChB with Distinction on graduation from the C2018 MBChB programme if you are ranked in the top 9.9% of students based on an overall ranking mark calculated from the marks gained in the three Phases of the course using the following weighting: Phase 1 (Years 1 & 2): 25%, Phase 2 (years 3 & 4): 50%, Phase 3 (Year 5): 25%.

**10.3** The award of the MBChB or MBChB with Distinction, and successful completion of such other assessments as defined by the General Medical Council, confers the right for you to apply for registration by the GMC.

**10.4** The following Intermediate awards are available at appropriate exit points. These intermediate awards imply no eligibility for professional recognition or registration, or fitness to practise. Unless otherwise agreed by Senate, no student may receive more than one award for study on this programme:

**10.5 BSc Honours Degree in Applied Medical Sciences:**

The University Honours Degree BSc in Applied Medical Sciences is an intermediate award awarded to students who have completed at least 120 credits at Level 4, at least 120 credits at Level 5 and at least 120 credits at Level 6 or higher. This exit degree will be classified using the Bachelor's Degrees algorithm as described in [Regulation D2 1.3.3](#).

**10.6 Diploma of Higher Education in Applied Medical Sciences:**

The Diploma of Higher Education in Applied Medical Sciences is an intermediate award awarded to students who have completed at least 120 credits at Level 4 and at least 120 credits at Level 5 or higher. Diplomas of Higher Education are not classified.

**10.7 Certificate of Higher Education in Applied Medical Sciences:**

The Certificate of Higher Education in Applied Medical Sciences is an intermediate award awarded to students who have completed at least 120 credits at Level 4 or higher as set out in the relevant programme specification. Certificates of Higher Education are not classified.

## **11. TERMINATION OF STUDIES**

**11.1** [Regulation B8](#) describes the circumstances where your studies at the University could be terminated.

**11.2 Regulation B8** applies to the MBChB with the following exceptions:

**11.2.1** Clause B1.2 Academic Failure. In the case of academic failure you will be referred into the Support to Study process, which is a supportive process. However, following this supportive process, if you are unable to meet the minimum threshold for success this may ultimately result in your studies on the programme being terminated.

**11.2.2** Clause B8.7 Disciplinary Reasons. In the case of disciplinary offences the School will follow Regulation B1: Student Discipline. This may then lead to referral to Health and Conduct or Fitness to Practise Committee. Referral to Fitness to Practise may result in your studies on the programme being terminated (Regulation B5).

**11.2.3** Clause B8.5 Fitness to Study. In the case of any Fitness to Study concerns you will be referred to the School of Medicine Health and Conduct Committee. This may result in your studies on the programme being terminated.

## REGULATION C6: INTEGRATED MASTERS DEGREES

(formerly 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 C3 Bachelors Degrees.

**1.3** The Definitions as set out in Regulation C3 shall also apply to this Regulation.

**1.4** The Definition of Level 7 as set out in Regulation C7 Taught Postgraduate Degrees shall also apply to this Regulation.

### 2. ADMISSION

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

(a) meet such general entrance requirements as may be specified by Senate from time to time; and

(b) meet any particular requirements for the course applied for; and

(c) enrol in each session with the University by a date to be determined by the University Executive Committee; and

(d) provide a valid UK contact address at all times whilst enrolled as a student; and

(e) students who do not abide by points a-d 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 Level 6 or Level 7 modules.

**2.3** Course regulations will specify whether 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 but students who study on a Bachelors programme which shares all or at least the compulsory modules with the Integrated Masters programme may transfer during the study of Level 6 up to the start of semester 2.

**2.4** Applicants requiring student visa route 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 student visa route 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:

**(a)** at least 120 credits at Level 4 or higher;

**(b)** at least 120 credits at Level 5 or higher;

**(c)** at least 120 credits at Level 6 or higher;

**(d)** at least 120 credits at Level 7.

### **6. TIME-LIMIT**

**6.1** The time-limit for a Student to complete their programme of study shall be as stated in Regulation C1.

### **7. ASSESSMENT**

**7.1** All modules shall be assessed in accordance with the provisions of Regulation C3.8.

**7.2** The minimum mark for a pass in each module at Level 6 shall be 40%. Where a student satisfies the examiners in a module, they shall be awarded the appropriate credits at the specified level.

**7.3** Where the board of examiners has confirmed that a student has failed one or more Level 6 modules and reassessment is still available, 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 Level 7 shall be 50%. Where a student satisfies the examiners in a module, they 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 Academic Registrar or nominee within two 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 8.1 or 8.2 above 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 B4 Fitness to Study.

## **10. PROGRESSION**

**10.1** To progress from Level 5 of a BSc/Integrated Master's Degree to Level 6 of the Integrated Master's Degree a student must:

**(a)** satisfy the normal requirements for progression from Level 5 to Level 6 as set out in Regulation C3.11.3 and:

**(b)** obtain an average of at least 50% across all Level 5 modules unless otherwise specified in the course regulations.

**10.2** To progress from Level 6 to Level 7 a student must at least satisfy the requirements under Regulation C3 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 paragraph 10.2 above shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3. 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:

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

**(b)** have paid all prescribed fees and charges; and

**(c)** 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)** a minimum of 120 credits at Level 4 or higher;

**(b)** and a minimum of 120 credits at Level 5 or higher;

**(c)** and a minimum of 120 credits at Level 6 or higher;

**(d)** and a minimum of 120 credits at Level 7;

shall be awarded the Master's Degree.

**11.3** 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** Only students who fail to achieve an integrated Master's degree at the first attempt and have a reassessment opportunity available on any failed Level 7 modules will be offered reassessment of those failed modules capped at 50%. These students will remain eligible for an integrated Master's degree if reassessment 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 C3. 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** Students who have attained the required standard shall be awarded the degree with honours classification as follows:

**(a)** 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.

**(b)** 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.

**(c)** 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** For the purpose of the Master's Degree with honours classification, modules shall contribute to the average module mark calculation as follows:

**(a)** Level 5 modules = 20%

**(b)** Level 6 modules = 30%

**(c)** Level 7 modules = 50%

### **12.4 Posthumous**

**(a)** 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 their capacity as Chair of Senate. All posthumous awards are unclassified.

**(b)** 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

**(a)** 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.

## REGULATION C7: TAUGHT POSTGRADUATE DEGREES

(formerly 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.

**Compulsory Module:** A module which is compulsory for students registered on a specified 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.

**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

**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.

**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 Academic Registrar, 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:

**(a)** either

i. be a graduate of Keele, or any other University approved for this, with First or Second Class Honours;

ii. 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;

iii. 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

**(b)** meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and

**(c)** provide approved identification at enrolment; and

**(d)** provide original copies of academic transcripts or certificates used for admission if requested; and

**(e)** enrol in each session with the University by a date to be determined by the University Executive Committee; and

**(f)** provide a valid UK contact address at all times whilst enrolled as a student; and

**(g)** Students who do not abide by points a-f will be withdrawn from the University

**2.2** The Deputy Director of Global Student Recruitment 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 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 they are found at a later stage to have submitted a fraudulent application to the University.

**2.4** Applicants requiring student visa route 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 student visa route 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 Education Committee may permit 5-credit 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 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 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 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 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 Level 7, which shall include a dissertation of at least 60 credits at 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 section 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:

**(a)** four weeks from the start of their first year of study; or

**(b)** 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.

**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 Regulation C1.

## **8. ASSESSMENT**

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

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

**(b)** examination during an examination period; or

**(c)** a combination of both 8.1.a and 8.1.b above; and

**(d)** 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, they shall be awarded the appropriate credits.

**8.4** A student who passes a module in which they have 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 paragraph 12.1.b 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 Academic Registrar 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 Academic Registrar or nominee within two 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 above 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 B4 (Fitness to Study).

## **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:

- (a)** the student's mark for each module; and that
- (b)** the student be permitted to proceed to the next academic stage of the course; or
- (c)** the student not be permitted to proceed to the next academic stage of the course; or
- (d)** the student be required to withdraw from the University; or
- (e)** the student be awarded the end qualification and with what classification, if any; or
- (f)** the student not be awarded the end qualification; or
- (g)** 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 they have 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 they have 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 paragraph 11.4 above 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:

**(a)** the student shall be permitted to be re-assessed once only in the failed module(s) either:

- i. at the next examination period; or
- ii. by the resubmission of in-course assessment at a time to be determined by the Board; or
- iii. with or without attendance on the module(s) during the following session or calendar year; and/or

**(b)** 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 paragraph 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, 1 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 10 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 10 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 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 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 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 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 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**

**(a)** 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 their capacity as Chair of Senate. All posthumous awards are unclassified.

**(b)** 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**

**(a)** 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**

Please see [Regulation D2](#)

#### **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:

**(a)** 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;

**(b)** 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:

- i. informed of changes in the structure of the assessment and the syllabus content; and
- ii. 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.

## **REGULATION C8: GRADUATE CERTIFICATE AND GRADUATE DIPLOMAS**

(formerly Regulation 2B: Modular Courses Leading to the University Graduate Certificate and Graduate Diplomas)

### **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.

**Compulsory Module:** A module which is compulsory for students registered on a specified 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.

**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.

**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.

**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 Academic Registrar, 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;
- (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
- (c)** meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and
- (d)** provide approved identification at enrolment; and
- (e)** provide original copies of academic transcripts or certificates used for admission if requested; and
- (f)** enrol in each session with the University by a date to be determined by the University Executive Committee; and
- (g)** provide a valid UK contact address at all times whilst enrolled as a student; and
- (h)** Students who do not abide by points i-vi will be withdrawn from the University



**2.2** The Deputy Director of Global Student Recruitment 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 Level 4 or above, provided always that no exemption shall be accorded for 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 student visa route 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 student visa route 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 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 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 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 section 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:

(a) four weeks from the start of their first year of study; or

**(b)** 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 Regulation C1.

## **8. ASSESSMENT**

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

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

**(b)** examination during an examination period; or

**(c)** a combination of both of 8.1.a and 8.1.b above.

**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, they shall be awarded the appropriate credits.

**8.4** A student who passes a module in which they have 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 paragraph 12.1.b 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 Academic Registrar 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 Academic Registrar 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 above 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 B4 Fitness to Study.

## **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:

- (a) the students mark for each module; and that
- (b) the student be permitted to proceed to the next academic stage of the course; or
- (c) the student not be permitted to proceed to the next academic stage of the course; or
- (d) the student be required to withdraw from the University; or
- (e) the student be awarded the end qualification; or
- (f) the student not be awarded the end qualification; or
- (g) 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 they have achieved at least 60 credits at 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 them 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:

- (a) the student shall be permitted to be re-assessed once only in the failed module(s) either:
  - i. at the next examination period; or
  - ii. by the resubmission of in-course assessment at a time to be determined by the Board; or

iii. with or without attendance on the module(s) during the following session or calendar year; and/or

(b) 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 paragraph 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 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 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**

(a) 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 their capacity as Chair of Senate. All posthumous awards are unclassified.

(b) 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**

(a) 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. 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:

**(a)** 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;

**(b)** 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:

- i. informed of changes in the structure of the assessment and the syllabus content; and
- ii. 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.

## REGULATION C9: PROFESSIONAL DOCTORATES

[2020/21 - formerly 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.

**Compulsory Module:** A module which is compulsory for students registered on a specified 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.

**Level 8:** Modules, the standard of whose learning outcomes is appropriate to a postgraduate award at 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.

**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.

**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:

**(a)** either

**i.** be a Level 7 graduate of Keele, of any other University approved for this purpose, or of the Council for National Academic Awards;

**ii.** 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;

**iii.** 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

**(b)** meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and

**(c)** provide approved identification at enrolment; and

**(d)** provide original copies of academic transcripts or certificates used for admission if requested; and

**(e)** enrol in each session with the University by a date to be determined by the University Executive Committee; and

**(f)** provide a valid UK contact address at all times whilst enrolled as a student; and

**(g)** Students who do not abide by points (a)-(f) above 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 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 student visa route 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 student visa route 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 is available for more than one course, its status as a 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 1' and 'Part 2' as defined in section 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:

**(a)** Level 7: 24 months full-time, 48 months part-time

**(b)** 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:

- (a)** in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or
- (b)** examination during an examination period; or
- (c)** a combination of both 9.1.a and 9.1.b above.

**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, he/she shall be awarded the appropriate credits.

**9.4** A student who passes a module in which they have 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 paragraph 13.1.b below.

### **Part 1 (Non-modular courses)**

**9.7** All assessments shall be undertaken in accordance with the University's agreed marking 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 paragraphs 9.1 to 9.6 above shall apply.

### **Part 2**

**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 D1 Assessment.

**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 resubmitted, 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 10.1 or 10.2 above 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 B4 Fitness to Study.

## **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:

- (a) the student's mark for each module or unit of study; and that
- (b) the student be permitted to proceed from Part I to Part II of the course; or
- (c) the student not be permitted to proceed from Part I to Part II of the course; or
- (d) the student be awarded the Doctorate; or

**(e)** the student not be awarded the Doctorate; or

**(f)** the student, having pursued the option available under the provisions of paragraph 5.4 above, be awarded the degree of MRes; or

**(g)** 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 they have 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:

**(a)** the student shall be permitted to be re-assessed once only in the failed module(s) or units of study, either:

i. at the next examination period; or

ii. with or without attendance on the module(s) or unit(s) of study at the next opportunity; and/or

**(b)** 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 paragraph 9.4 above; or

**(c)** the award of the Doctorate be made once revisions have been made to the thesis to the satisfaction of the Board; or

**(d)** 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 paragraph 5.4 above fails to satisfy the examiners in the dissertation, the examiners shall follow the provisions available for the retrieval of the failure under Regulation C7 Taught Postgraduate Degrees.

### **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 paragraphs 5.4 above shall be graded.

#### **14.3 Posthumous**

**(a)** 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.

**(b)** 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**

**(a)** 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.

**(b)** 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.

**(c)** 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:

**(a)** 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;

(b) 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:

- i. informed of changes in the structure of the assessment and the syllabus content; and
- ii. offered, at an appropriate charge, the opportunity of attending relevant classes and/or receiving other appropriate academic assistance.

### [From September 2021 onwards](#)

#### **1. SCOPE**

1.1 This regulation covers all professional doctorates offered by the University and sets out the fundamental structure of such degree programmes and the requirements to obtain an award. Where there are programme specific deviations or exemptions from this or other University's Regulations, these will be set out in an annex to the relevant [programme specification](#). The University considers students on professional doctorate programmes to be research students and, as such, you are covered by the University's [Postgraduate Research Degrees Code of Practice](#).

#### **2. ADMISSION**

2.1 By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies which are set out in the [Keele Academic Regulations and Policies](#).

#### 2.2 Recognition of Prior Learning

It may be possible to be admitted to the programme on the basis of some prior learning which may also exempt you from some of the requirements of the taught phase of your programme but not from the thesis requirements. Where you are admitted with recognition of prior learning or with advanced standing, the value and level of credits recognised by the University in relation to meeting the requirements of your programme will be determined in line with the University's [Recognition of Prior Learning \(RPL\) Policy](#).

#### **3. PROGRAMMES OF STUDY**

3.1 You must enrol or re-register for your programme of study prior to each academic year by the deadline which will be notified to you by the University.

3.2 While you are at the taught stage of the programme, you can change your programme of study until three weeks after the start of a semester, subject to the approval of the receiving Head(s) of School or nominee and depending on having met the pre-requisite academic requirements for your new programme.

3.3 If you are allowed to change your programme, you may have to successfully complete additional modules or thesis requirements to meet the programme requirements overall.

3.4 You cannot study additional modules outside of your programme of study, other than language modules offered by the Language Centre.

#### **4. MAXIMUM PERIOD OF REGISTRATION**

4.1 The maximum period of registration to complete your programme of study is stated in [Regulation C1](#).

## **5. STRUCTURE OF PROFESSIONAL DOCTORATE PROGRAMMES**

### 5.1 Overall Structure

Professional Doctorate programmes consist of a taught stage and an independent research stage.

### 5.2 Taught Stage

5.2.1. To be awarded a Professional Doctorate Degree, you must successfully pass at least 180 credits in the Taught Stage.

5.2.2 The taught stage of all professional doctorate programmes is modular. The credit value for any module is a multiple of 5, and no module has a value of less than 10. One credit equals 10 learning hours.

5.2.3 All modules in your programme of study are either compulsory or optional. Modules may have prerequisites, co-requisites and barred combinations and this is set out in the Programme Specification for your programme [here](#). Modules must be taken in the order prescribed by the programme specification as appropriate.

5.2.4 Any module may be offered in semester one, semester two, over both semesters or, exceptionally, outside the approved semester dates.

5.2.5 Each module for a professional doctorate programme will be allocated to a specific level of study, which will be either at Level 7 or Level 8, with the exception of language modules.

### 5.3 Independent Research Stage

5.3.1 The independent research stage is non-modular. To complete the independent research stage you must submit a doctoral thesis of the specified length, pass an oral examination and successfully implement any changes to the thesis prescribed by the examiners where this is required.

## **6. TAUGHT STAGE: MODULE ASSESSMENT AND REASSESSMENT**

6.1 You can find the rules describing the assessment and reassessment of taught modules in [Regulation D1](#).

6.2 Modules available at the taught stage on Professional Doctorate programmes will be marked based on the University marking criteria. Additional subject-specific marking criteria may apply.

## **7. TAUGHT STAGE: MODULE CONDONEMENT AND COMPENSATION**

7.1 There is no module condonement or compensation available for professional doctorate programmes. You have to pass all modules at the agreed pass mark.

## **8. PROGRESSION**

8.1 To be eligible to enter the independent research phase of the programme and embark on your thesis, you will be required to pass a doctoral progression review which will normally take place after the completion of the taught stage. There may be recommendations attached to the outcome of the review which will determine whether you can progress to the independent research stage immediately or after some further work, or whether you will be advised to submit instead for one of the interim exit awards available for your programme.

8.2 The rules for progression to the independent research stage of the programme are detailed in Chapter 3 of the University's [Postgraduate Research Degrees Code of Practice](#).

## 9. THE THESIS STAGE

9.1 To be eligible for the professional doctorate award, you are required to submit a thesis. The minimum and maximum lengths of the thesis will vary by programme and this will be defined in the programme specification. For professional doctorate programmes the thesis has to be in the range of 50,000 to 65,000 words.

9.2 The thesis must be written in English and be your own account of your research. It must be accompanied by a formal declaration from you to this effect. Any breach of this can result in an allegation of academic misconduct, as set out in the .

9.3 Your thesis submission must be accompanied by an abstract not exceeding 300 words.

The greater portion of the thesis research must have been undertaken subsequent to your initial registration on the programme. Any work undertaken earlier must be so acknowledged in the thesis. Any thesis previously submitted by you for a doctoral award cannot be resubmitted, except as part of re-examination or where the submission to Keele is connected to the original submission as part of an approved university dual/joint research degree award.

9.4 You have to submit the thesis electronically in the form required by the University.

9.5 After submission of the thesis, you will be required to attend an oral examination before a panel of internal and external examiners.

9.6 Before the degree can be awarded, you must formally lodge a copy of the thesis with the University in a format set out in the PGR Code of Practice.

## 10. AWARD RULES

10.1 Professional Doctorate awards are not classified. The full award title and abbreviation will be set out in the relevant programme specification.

10.2 If you leave the programme before achieving the doctoral award but have completed part or all of the taught stage of the programme, you may be eligible for an interim exit award at Level 7. In some cases, it may also be possible to submit a dissertation or shorter thesis for a Level 7 exit award. Where Level 7 exit awards are based on taught modules, they will be classified in accordance with [Regulation C7](#). The exit awards available and the requirements for these awards will be set out in the programme specification for your programme [here](#).

## 11. TERMINATION OF STUDIES

11.1 [Regulation B8](#) describes the circumstances where your studies at the University could be terminated.

# REGULATION C10: RESEARCH DEGREES (EXCLUDING PROFESSIONAL DOCTORATES)

(formerly Regulations 2D, 3A and 3B: Research Degrees)

## 1. SCOPE

**1.1** This Regulation covers programmes that lead to the award of PhD, DM and MPhil (and, in section 13 below, Higher Doctorates (DLitt, LDD, DSc). It should be read with the [Code of Practice on Postgraduate Research Degrees](#) and associated guidance documents.

## **2. ADMISSION**

**2.1** To be admitted to a Research Degree programme, you must provide approved identification at enrolment and provide original copies of academic transcripts or certificates if requested. You must also have one of the following:

**(a)** a bachelor's degree, normally with First or Upper Second Class Honours, from a higher education institution; or

**(b)** for Doctorate in Medicine (DM) programmes: a primary medical qualification awarded by a higher education institution; or

**(c)** other qualifications and/or experience that the University finds acceptable. If you are accepted under this sub clause you might be required to take an examination or attend an interview; or

**(d)** successfully completed Part 1 of a Professional/Taught Doctorate at a higher education institution.

**2.2** If you do not fulfil the criteria set out in paragraph 2.1 above you will not be admitted to the University.

**2.3** We can withdraw your registration if we find that you submitted a fraudulent application to the University.

**2.4** If you require student visa route sponsorship to study in the UK you must meet the entrance criteria for the programme of study (see paragraph 2.1 above) and the requirements, rules and responsibilities of the UK Home Office for sponsorship. An offer of admittance to the degree programme does not guarantee student visa route sponsorship and any offer of sponsorship is made at our discretion.

## **3. REGISTRATION**

**3.1** You must enrol with the University within one week of starting your programme. You must re-register in each academic year by a date set by the Head of Student Records and Examinations.

**3.2** If you withdraw or allow your registration to lapse before completing your programme of study you will not be allowed to re-register, unless you get permission from Senate and meet any conditions Senate sets.

## **4. PROGRAMMES FOR HIGHER DEGREES BY RESEARCH**

**4.1** You must study your programme for the minimum supervision period (see Ordinance IV) with the guidance of a supervisory team. The supervisory team will include a Lead Supervisor and a minimum of one other team member. The registration period is the period from enrolment to the formal submission of a thesis. If you have an approved leave of absence, the final date for submission will automatically be extended by the equivalent period of time. Extensions granted by the Research Degrees Committee will normally be for a maximum of one calendar year.



**4.2** In exceptional circumstances, Senate may approve early submission of a thesis. However, we reserve the right to charge the full tuition fees for the minimum registration period stated in Regulation C1.

**4.3** Students taking higher degrees by research must:

**(a)** *(If enrolled before to August 1st 2013)* take a credit rated programme of research training as specified in the Research Training Handbook.

**(b)** *(If enrolled on or after August 1st 2013)* demonstrate personal development and employability skills which have been gained through various routes including modules, courses and workshops, as well as any compulsory subject specific training required by their Research Institute (RI) or Faculty, as specified in the Research Training Handbook.

## **5. RESPONSIBILITIES**

**5.1** The responsibilities and duties for research degrees are stated in the [Code of Practice on Postgraduate Research Degrees](#).

## **6. DOCTORAL PROGRESSION**

**6.1** You must demonstrate to the relevant Faculty/RI Postgraduate Research Committee that you are suitable for doctoral study at your first Annual Progress Review checkpoint. A review must normally take place at 10 months of full-time study, and no later than 12 months (or equivalent for part-time). The review will include a formal progression meeting with a panel appointed by the relevant Faculty/RI Postgraduate Research Committee. You will not pass doctoral progression until you fulfil the relevant research training requirements as set out in the Code of Practice on Postgraduate Research Degrees.

**6.2** The relevant Faculty/RI Postgraduate Research Committee will decide that:

**(a)** you are suitable for doctoral study and can progress; or

**(b)** you are not suitable for doctoral study, but are suitable for Level 7 study and should transfer your registration to MPhil and prepare a thesis for submission for an MPhil award; or

**(c)** you are not yet suitable for progression and, following review, will be given a programme of work to complete over a maximum period of 2 months for full-time students and 4 months for part-time students. After this period the Faculty/RI Postgraduate Research Committee will confirm the appropriate final outcome.

**6.3** If you are dissatisfied with the decision under paragraph 6.2 above you can appeal the decision (see [Regulation B6](#) Academic Appeals).

## **7. TIME-LIMIT**

**7.1** If you persistently fail to maintain a satisfactory standard of work the Research Degrees Committee can withdraw you from the University at any stage in your programme of study.

**7.2** The following are examples of persistently failing to maintain a satisfactory standard of work:

**(a)** failing to maintain a satisfactory standard of work for at least four calendar weeks resulting in the implementation of the academic warning procedure;

**(b)** dangerous and/or unsatisfactory professional conduct;

**(c)** failing to pass or fulfil the requirements for any assessment which you must take as part of your programme of study;

**(d)** failing to maintain and demonstrate active engagement with your studies.

**7.3** The Code of Practice on Postgraduate Research Degrees and the Annual and Interim Progress Review Handbook set out the formal procedures for academic warnings, recommendations for withdrawal, and the appeals process.

## **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** A leave of absence is an approved absence from the University. The absence period is a minimum of one month up to a maximum of 12 months, normally. During this time you must not undertake your studies.

**8.2** You can take a leave of absence only if it is agreed and authorised by the Faculty/RI Postgraduate Research Committee.

**8.3** You can request a leave of absence for the following reasons:

**(a)** medical reasons;

**(b)** maternity/paternity/adoption leave;

**(c)** bereavement;

**(d)** personal Financial Hardship;

**(e)** other valid personal reasons.

We will request documentary evidence to support a leave of absence request.

**8.4** You must submit any request for a leave of absence through the University's established procedures. These are outlined in the Code of Practice on Postgraduate Research Degrees and accompanying guidance on changes in your registration status.

**8.5** You will normally receive communications from the University about re-registration a minimum of one month before your leave of absence is due to end. You must respond to these communications.

**8.6** Applications for a leave of absence lasting longer than one academic year will be considered only in exceptional circumstances. You must apply for the leave of absence in writing to the Faculty/RI Postgraduate Research Committee. The Committee will seek specialist advice where necessary and will decide if permission will be granted. The committee can also set conditions. The committee will consider whether the period of maximum registration can be extended (see Ordinance IV).

**8.7** If you experience difficulties but do not want to take a leave of absence you should speak with your Postgraduate Research Director to discuss submitting an extension request. Further guidance about submitting an extension request can be found in the Code of Practice on Postgraduate Research Degrees.

**8.8** We may decide that it is in your interest to take a leave of absence, due to the state of your health, even if you have not applied for one. This is because you must be healthy enough to enable you to conduct your studies. We can, on the basis of professional advice, require you to:

**(a)** take a compulsory leave of absence until the we are satisfied that you may resume your studies; or

**(b)** in exceptional circumstances, be withdrawn from the University.

**8.9** You can appeal against the decision of the University to require a compulsory leave of absence or withdrawal based on your state of health.

**8.10** You can appeal 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 proven, including exceptional circumstances, which was not known at the time, and may have affected the outcome had the Faculty Research Committee (and the Research Degrees Committee) known. There must be a valid reason for not making it known at the time.

**8.11** You must submit your appeal in writing to the Academic Registrar within 10 working days of the date of the letter sent informing you of the decision.

**8.12** The Academic Registrar will chair a Support to Study Appeals Panel, which will decide whether a case exists and advise you of the outcome within 10 working days.

**8.13** In the event of a conflict of interest, the Academic Registrar will nominate an appropriate member of staff to deal with your appeal on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

**8.14** You can submit a grievance to the University Council under the terms provided by Statute 17 (22) if you are dissatisfied with the appeal. Grievances must be submitted within 14 calendar days of the letter informing you of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances 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 proven, including exceptional circumstances, which was not known at the time of the review, and may have affected the outcome had the Committee known. There must be a valid reason for not making it known at the time.

## **9. EXAMINATION**

### **Master of Philosophy (MPhil)**

**9.1** The final examination will be on the basis of a thesis.

**9.2** You must submit a thesis of a maximum of 60,000 words.

**9.3** Alternatively, if approved by the Faculty Research Committee at the start of the programme of study, you can submit the following:

**(a)** a body of creative work, suitable for publication and/or exhibition, which has been documented and recorded by means appropriate for the purposes of examination and eventual deposit in the University Library; and

**(b)** an accompanying thesis of no more than 30,000 words showing clear evidence of academic competence and awareness of the current critical context in which the creative work has been produced.

### **Doctoral Degrees (PhD, DM)**

**9.4** The final examination will be on the basis of a thesis.

**9.5** You must submit a thesis of a maximum of 100,000 words for a PhD award or 70,000 words for a DM award.

**9.6** Alternatively, if approved by the Faculty Research Committee at the start of the programme of study, you can submit the following:

**(a)** a body of creative work, suitable for publication and/or exhibition, which has been documented and recorded by means appropriate for the purposes of examination and eventual deposit in the University Library; and

**(b)** an accompanying thesis of no more than 50,000 words showing clear evidence of academic competence and awareness of the current critical context in which the creative work has been produced.

### **10. THESIS**

**10.1** Your thesis must be written in English, except in language subjects where the supervisor has agreed it can be in another language.

**10.2** The thesis must be your own account of your research and must be accompanied by a declaration stating this. A breach of this regulation can result in an allegation of academic misconduct (see Regulation D4).

**10.3** Every copy of a thesis submitted must include an abstract of a maximum of 300 words.

**10.4** The majority of the work that contributes to the thesis must have been undertaken since registering onto the current programme of study. Any work or any thesis previously submitted to a higher education institution, including Keele, cannot normally be re-submitted, except as part of re-examination. You can incorporate thesis work which has previously been submitted towards a higher degree at this or any other higher education institution, provided that this is agreed with the supervisor and clearly indicated in the thesis and on the declaration form.

**10.5** Before the degree is awarded you, or someone acting on your behalf, must deposit a bound copy of your thesis with the University Library. This copy will be the property of the University.

### **11. ORAL EXAMINATION AND AWARD**

**11.1** You must attend an oral examination.

**11.2** Once it receives your approved title and an examinational panel nomination from Faculty Research Committee, the Research Degrees Committee will appoint a minimum of two examiners and an independent chair for your oral examination. One of the examiners must be external.

**11.3** There will be two external examiners in the following circumstances:

**(a)** If the student is also a member of Keele academic staff;

**(b)** If no appropriate internal examiner can be found;

**(c)** Any other circumstances that the Research Degrees Committee considers it necessary to have a second external examiner.

**11.4** Following the oral examination, the examiners will recommend to the Research Degrees Committee that:

**(a)** you be awarded the degree for which the you have submitted your thesis; or

**(b)** you be awarded the degree for which the you have submitted your thesis once satisfactory minor revisions have been made to the thesis; or

**(c)** you have not met the required standard for the award, but your submission is of sufficient merit to permit you to re-present your thesis within one calendar year from the date of the decision at the relevant meeting of the Research Degrees Committee and to attend a further oral examination should the examiners require it. A second oral examination will be required, unless both examiners agree that the quality of the resubmitted work meets the criteria for award of a thesis with no corrections (paragraph 11.4.a above) or minor corrections (paragraph 11.4.b above). The procedures for an oral examination following resubmission will be the same as those for an initial oral examination, and examiners are required to agree a joint recommendation; or

**(d)** instead of a Level 8 award, you should be approved for an MPhil award at Level 7, subject to any required minor amendments; or

**(e)** instead of a Level 8 award, you should be permitted to re-present the thesis for the award of an MPhil award at Level 7, and, where required by the examiners, to attend a further oral examination within one calendar year from the date of the decision at the relevant meeting of the Research Degrees Committee; or

**(f)** you should not be awarded any degree nor be permitted to re-present the thesis, nor submit to any further examination.

**(g)** where the examiners are unable to come to a joint recommendation, an additional examiner or examiners should be appointed to resolve the matter.

**11.5** You can appeal against the decision of the Research Degrees Committee following [Regulation B6](#).

**11.6** Alternative Exit Award

**(a)** If your PhD or MPhil programme includes an integrated taught component you may be eligible for a taught exit award. You may be eligible if you have not completed a doctoral programme or if you have failed to satisfy the examiners in the research component. In these cases, you can be recommended for the award of Postgraduate Diploma or Postgraduate Certificate, provided you have fulfilled the credit requirements. You must achieve:

**i.** For the award of a Postgraduate Diploma, 120 credit points with at least 90 credit points at Level 7; or

**ii.** For the award of a Postgraduate Certificate, 60 credit points with at least 40 credit points at Level 7.

**11.7** Posthumous

**(a)** A postgraduate research degree can be conferred posthumously if a student dies before they were able to complete the requirements of their award. A posthumous award can be accepted on the student's behalf by a parent, spouse or other appropriate individual. If the student had submitted their thesis for examination but had not yet been examined, examiners will be appointed in the usual way and will submit reports to the Research Degrees Committee for consideration.

**(b)** If a student dies before they were able to submit their thesis for examination, the Research Degrees Committee will consider available evidence of the student's ability. A sufficient amount of the research must have been completed in order to determine if the required standard has been achieved. The supervisor will submit a written statement to support the recommendation.

### **11.8 Aegrotat**

**(a)** An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as a student being unable to complete their award due to severe illness. All research awards are available as aegrotat awards, except degree programmes that are subject to fitness to practise requirements.

**(b)** An aegrotat award is a final exit award; therefore it must be the end of the student's programme of study. Before a recommendation for an aegrotat award is submitted, the student must indicate that they are willing to accept the award and that they understand they are waiving their right to be reassessed.

**(c)** If the student had submitted their thesis for examination but had not yet been examined, examiners will be appointed in the usual way and will submit reports to the Research Degrees Committee for consideration.

**(d)** If the student has not submitted their thesis for examination, the Research Degrees Committee will consider available evidence of the student's ability. A sufficient amount of the research must have been completed in order to determine if the required standard has been achieved. The supervisor will submit a written statement to support the recommendation.

## **12. INTELLECTUAL PROPERTY RIGHTS**

**12.1** We, Keele University, own any Intellectual Property that arises from your studies for a research degree at the University. You must comply with the arrangements for ownership and management of intellectual property rights as set out in the Code of Practice on Postgraduate Research Degrees.

## **13. RESEARCH DEGREES BY PUBLISHED WORK – PHD AND HIGHER DOCTORATES (DLITT, LLD, OR DSC)**

**13.1** We can award research degrees by published work to candidates who have demonstrated a sustained record of academic publication.

Under this Regulation you can proceed to the following degree programmes: PhD (Doctor of Philosophy) or a Higher Doctorate: Doctor of Letters (DLitt), Doctor of Laws (LLD) and Doctor of Science (DSc).

### **13.2 Standards of Award**

**(a)** Candidates for the degree of PhD by publication must meet the same standards of award as candidates for the PhD by supervision.

**(b)** Candidates for a Higher Doctorate (DLitt, LLD, DSc) must meet a substantially higher standard than that expected for a PhD. The work you submit must represent a substantial, original and long-term contribution, over a sustained period, to the development of knowledge within a discipline. The work must demonstrate internationally recognised excellence and that the candidate is a recognised authority in the relevant field of study.

### **13.3 Eligibility**

**(a)** The PhD by publication award is based on the submission of a critical overview and portfolio of evidence containing peer reviewed published work and other outputs.

**(b)** In order to be eligible to submit for a degree by published work, you must, as a minimum:

**i.** be a graduate of Keele University for six years or more (PhD) or nine years or more (Higher Doctorate); or

**ii.** hold a Master's Degree of Keele University for five years or more (PhD) or eight years or more (Higher Doctorate); or

**iii.** hold a Doctoral Degree of Keele University for six years or more (Higher Doctorate only); or

**iv.** be a graduate of any other University approved for this purpose for six years or more and have been a member of the academic staff of Keele University for three years or more (PhD) or be a graduate of any other University approved for this purpose for nine years or more and have been a member of the academic staff of this University for three years or more (Higher Doctorate); or

**v.** be any other person associated with the work of Keele University whose qualifications are deemed by the Research Degrees Committee, on behalf of Senate, to be acceptable.

**(c)** We will normally only consider applications in subject matters for which we currently offer supervision and where appropriate supervision is available.

### **13.4 Application Procedure**

**(a)** To apply for a PhD or Higher Doctorate by Published Work you must first submit the following to the Deputy Director of Global Student Recruitment and Admissions:

**i.** a statement of the intended award;

**ii.** a critical commentary, including a précis of the work to be submitted and an explanation of the relevance of the works to the advancement of knowledge in the research area, not exceeding 500 words (PhD) or 1000 words (Higher Doctorate);

**iii.** your curriculum vitae (CV), including a full list of publications; and

**iv.** a proposed title

**(b)** The Deputy Director of Global Student Recruitment and Admissions will consult with the appropriate Faculty to confirm whether the application is appropriate and that appropriate supervision is available. If satisfied, they will arrange for the Research Degrees Committee to consider the application. The Research Degrees Committee may take additional advice from within the University or externally.

**(c)** The approved title will be confirmed by the Faculty Research Committee, and the Research Degrees Committee will appoint two external examiners and an independent chair.

### **13.5 Supervision**

**(a)** For a PhD by Published Work, the relevant Faculty will assign you an appropriate supervisor.

### **13.6 Submission**

**(a)** If the Research Degrees Committee approves your application for a PhD or Higher Doctorate by Published Work, you must make a submission within six calendar months of the notification of the approval.

**(b)** You must submit three copies of your portfolio, including the published works, and a critical commentary of a maximum of 10,000 words. The contents of the portfolio are explained in the Code of Practice for Research Degrees and accompanying guidance document.

**(c)** The contents of your submission must be in the English language unless specific permission to use another language has been granted by the Research Degrees Committee.

**(d)** You must not resubmit outputs that have previously been considered by any higher education institution for an award, including Keele.

**(e)** The submission must be accompanied by the relevant examination fee.

### **13.7 Examination**

**(a)** Once it receives your approved title and an examinational panel nomination from Faculty Research Committee, the Research Degrees Committee will appoint a minimum of two examiners and an independent chair for your oral examination. One of the examiners must be external.

**(b)** The examiners will examine the work submitted, write independent reports, and write a further joint report agreeing their recommendation to Research Degrees Committee. They will make a recommendation to the Research Degrees Committee who, after consideration, will make a recommendation to Senate.

**(c)** An oral examination is required for all submissions for a PhD by Published Work. For a Higher Doctorate by Published Work an oral examination will normally not be required; however, this decision is at the discretion of the examiners. Examiners must make their decision on whether or not to hold an oral examination clear in their initial reports.

**(d)** Examiners of a PhD or Higher Doctorate by Published Work will recommend that:

**i.** you be awarded the degree for which you have made a submission; or

**ii.** you be awarded the degree for which you have made a submission once satisfactory revisions to the critical commentary have been made; or

**iii.** you should not be awarded any degree nor be permitted to re-present the thesis, nor submit to any further examination.

**iv.** they are unable to come to a joint recommendation and an additional examiner or examiners will be appointed to resolve the matter.

**(e)** On behalf of the Research Degrees Committee, Student Records and Examinations will communicate the outcome of the examination process to you and any subsequent instructions before approval at Senate.

## **14. ACADEMIC MISCONDUCT**



**14.1** Any allegation of academic misconduct shall be dealt with in accordance with [Regulation D4 Student Academic Misconduct](#) and the University's [Student Academic Misconduct Code of Practice](#).

## REGULATION D1: ASSESSMENT

(formerly Regulation 8: General Regulations for University Examinations and Assessments)

### 1. SCOPE

1.1 This regulation sets out the main rules that apply to assessment of students on modules leading to University awards. The rules set out in this Regulation apply at all taught levels of study but some programmes may have some variations or additional rules in place which apply to their modules. Such variations or additions will be notified to students in the relevant [Programme Specification](#).

### 2. LEARNING PRINCIPLES

2.1 The University's approach to assessment is set out in its Learning Principles which are published on the University's website and can be found [here](#).

### 3. SETTING AND SUBMISSION OF ASSESSMENT

3.1 It is the responsibility of the relevant examination board to agree the most appropriate approval process for assessment tasks for modules that count towards students' degree classification. It must also consider the way in which external examiners can be involved to confirm the comparability and appropriateness of academic standards of coursework and examination tasks.

3.2 The nature and weighting of the assessments for each module are set out in the relevant module specifications and will be published to students in advance.

3.3 Schools<sup>[1]</sup> will make available to their students, where appropriate, examples of previous examination materials.

3.4 The deadline for the submission of assessed work for taught students is standard across the University. It is set at 10am on the date of submission (from 1st September 2020, this will be revised to 1pm). Students are normally required to submit their coursework electronically only. Where this is impossible or impracticable for a particular assessment task, students will be informed in the relevant handbook of the alternative submission format.

### 4. ASSESSMENT CRITERIA

4.1 The University has sets of Generic Assessment Criteria for undergraduate and taught postgraduate work that are published [here](#).

4.2 The pass mark for modules is agreed at the time the module is first approved. The pass mark is set as follows: at undergraduate level, the pass mark is normally set at 40% and for taught postgraduate modules at 50%. Exceptions may be approved based on the requirements of professional or accrediting bodies. All such exceptions will be notified to students in the relevant programme documentation.

### 5. ANONYMOUS MARKING

**5.1** Anonymous marking is where the marker has no knowledge of the identity of the student who produced the assessed work until after the marking process is complete.

**5.2** All examinations and coursework assessments, with the exception of the types of assessment listed below, will be marked anonymously. This applies to all levels of study. Wherever possible, anonymity should not be lifted until all of the assessment process, including moderation, second marking and the reconciliation of discrepancies between markers, has been completed.

**5.3** The following assessment types have been identified as approved exemptions from anonymous marking. It is not necessary to apply for exemption from anonymous marking for assessment components of these types:

- Observed assessments such as presentations (individual and group), OSCEs-style assessments or role plays;
- Reports/projects associated with observed assessments, for example where the examiner is assessing the presentation as well as the report/project;
- Laboratory work;
- Practicals;
- Fieldwork;
- Oral (e.g. language) assessments and vivas;
- Placements and placement reports;
- Portfolios of personal work submitted as evidence of attainment which would be difficult to anonymise without a great deal of effort;
- When the summative assessment builds on earlier formative assessment, and where the examiner assesses the effectiveness of the student's response to feedback received on the formative assessment.
- Research dissertations and theses.

**5.4** Faculty Education Committees can approve the exemption of a programme, module or assessment component from the requirement for anonymous marking if a sufficient case is made. Approved exemptions apply until the nature of the assessment component is changed.

## **6. MODERATION**

**6.1** The University sets out its approach to the moderation of assessed work in its Marking and Moderation Policy which can be found [Marking and Moderation Policy](#).

## **7. EXTERNAL EXAMINER**

The Senate of the University appoints external examiners for all taught programmes. The roles and responsibilities, as well as the relevant processes are set out in the [External Examiners Code of Practice](#).

## **8. THE ASSESSMENT AND RECOGNITION OF PRIOR LEARNING**

The University's approach to the recognition of prior learning leading to credit which contributes to the required credit thresholds for taught programmes is set out in the University's [Recognition of Prior Learning Policy](#).

## **9. TREATMENT OF MARKS**

**9.1** Module marks will be calculated based upon the mark/s students are awarded for each assessment component of that module, together with the weighting that assessment component contributes towards the module mark. The mark will be rounded to the nearest integer, with marks of 0.5 or above rounded up.

**9.2** If the module mark is calculated as 39 and the pass mark of the module is 40, then the mark will automatically be raised to 40 and the module will be passed. If the module mark is calculated as 49 and the pass mark of the module is 50, then the mark will automatically be raised to 50 and the module will be passed. However, such marks will not automatically be raised where the module is a Qualified Fail (see paragraph 9.3). All other module marks calculated as ending in a '9' will stand.

**9.3** In addition to achieving the required pass mark, some modules also require a minimum mark to be achieved on one or more of the assessment components in order to pass the module. These are called Qualifying Components and a fail in such a component will result in the module being a Qualified Fail.

## **10. SCALING OF MARKS**

10.1 Examination Boards may in exceptional circumstances agree to scale the marks for an assessment component or for a whole module of all or part of a module cohort. Such a decision will always be made in consultation with the relevant external examiner(s) and the reasons, process and results of such scaling exercise will be recorded in the minutes of the examination board. Further detail can be found in the [Marking and Moderation Policy](#).

## **11. TURN AROUND TIME**

**11.1** Feedback on assessed work, with the exception of examinations, can be provided to students in a variety of ways and formats but should be available to students in a timely manner that allows students to benefit from such feedback. Students can normally expect to receive feedback on their assessed work within 15 working days. Where feedback cannot be provided to students within the normal timescale, this will be made explicit to students at the earliest opportunity.

## **12. REASSESSMENT**

### **12.1 Eligibility for Reassessment**

**12.1.1** If a student fails an assessment component within a module and this leads to the module being failed overall, then they will normally be allowed one further and final assessment attempt by the examination board.

**12.1.2** If a student fails an assessment component within a module but passes the module overall, the student will not be allowed a further assessment attempt even if they have valid exceptional circumstances. However, if accepted by the relevant panel, such circumstances will be held on file and may be taken into consideration by the final examination board if their classification is on the borderline to a higher classification.

**12.1.3** Students who have passed a module and been awarded credit for it by the examination board are not allowed to undertake further assessment in that module in order to improve their mark

unless they are subsequently repeating study on that module as part of a repeat year. See also [Regulation D2](#) Progression and Classification.

**12.1.4** Students are normally required to undertake both assessment attempts before any of their failed modules can be condoned in line with the relevant condonement rules as set out in [Regulation D5](#) Condonement and Compensation.

**12.1.5** There is no limit to the number of modules a student may be reassessed in although a student may forfeit the right to reassessment if they are deemed not to have engaged appropriately with assessment. For more information see [Regulation B8](#) Termination of Studies.

## **12.2 Consequences of Reassessment**

**12.2.1** Students who pass a module they have previously failed will receive a mark that is capped at the pass mark for that module, irrespective of the actual mark achieved.

**12.2.2** Students who are allowed a further assessment opportunity as a first attempt, usually as a result of valid exceptional circumstances, will not have their mark capped.

## **12.3 Structure and Content of Reassessment**

**12.3.1** Reassessment will normally, 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 will not include those assessment components that the student has already passed.

**12.3.2** Where a student is permitted to be reassessed in one or more failed modules without attendance on the module(s), the following arrangements apply:

**(i)** the reassessment should be, unless the relevant Board of Examiners decides that this is not practical, of the same structure and be based upon the same material as the assessment at the time of the initial failure;

**(ii)** for reassessment beyond one year from 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 is responsible for ensuring arrangements are made:

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

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

## **12.4 Timing of Reassessment**

**12.4.1** Students are normally expected to undertake reassessment of failed Semester 1 modules in the assessment or reassessment period at the end of Semester 2 unless they have valid exceptional circumstances that prevent them from undertaking reassessment at that time.

**12.4.1** Failed Semester 2 modules are reassessed in the reassessment period prior to the start of the next academic year.

## **13. LATE SUBMISSION**

**13.1** If students are late submitting assessed work at the first attempt (or for reassessment at the first attempt), but the work is received within seven calendar days after the submission deadline without valid exceptional circumstances, the maximum that can be awarded is the module pass

mark (typically 40% for an undergraduate programme and 50% for a postgraduate programme) or qualifying mark if higher.

**13.2** If a student is late submitting assessed work at the first attempt (or for reassessment at the first attempt) more than seven calendar days after the deadline or non-submission of work, without valid exceptional circumstances, the work will not be accepted and they will receive a mark of '0' for that component of the module, which may lead to failure of the module as a whole.

**13.3** If students are late submitting work as reassessment and there are no exceptional circumstances, the work will receive a mark of '0' with no further reassessment opportunity.

#### **14. REQUESTS FOR ALTERNATIVE ASSESSMENTS**

**14.1** In a situation where a student is, for medical reasons, temporarily unable to undertake the assessment tasks prescribed for their modules, their School may apply on their behalf for approval to vary the assessment tasks as long as the alternative assessment arrangements allow the student to demonstrate that they have met the module learning outcomes. There cannot normally be any long term or permanent exemptions from any assessment modus beyond one academic year and instead the student will either be referred to the Support to Study process as set out in [Regulation B4: Fitness to Study](#) or a case conference will be convened as set out in paragraph 14.4 below. On programmes that are subject to professional accreditation, it may not be possible to provide alternative assessment tasks.

**14.2** Applications for temporary alternative coursework assessments should be made to the Faculty Dean of Education, who may approve them on the advice of the School's Director of Education, provided relevant evidence to support the application has been submitted.

**14.3** Applications for temporary alternative assessments to examination should also be made to the Faculty Dean of Education who will consider them in consultation with the Head of Academic Standards and Student Conduct. They may approve such applications, provided relevant evidence to support the application has been submitted and the application has the support of the School.

**14.4** Where such applications are intended to exempt students from the standard assessments for more than one semester, the Faculty Dean of Education and the Head of Academic Standards and Student Conduct will convene a case conference typically involving the student's School, Disability Services and relevant Professional Services to consider the case. They will make their decision based on the advice received from the case conference which will be based on the understanding that there cannot be any permanent exemptions from any assessment modus.

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<sup>[1]</sup> 'School' as used in this regulation should be understood to include the Languages Centre and the Foundation Year Centre

## REGULATION D2: PROGRESSION AND CLASSIFICATION RULES

For Undergraduate students commencing or repeating Level 4 study in full PRIOR TO September 2022 and all Postgraduate Taught students

Regulation D2 sets out the fundamental requirements for progression to the next level of study and for the classification of each degree. Where there are programme specific deviations or exemptions for particular programmes of study, these will be set out in the relevant Programme Specification.

This regulation should be read in conjunction with Regulation D5, which explains the rules around module condonement and compensation.

### 1. BACHELOR'S DEGREES

If you are studying Medicine you should refer to Regulation C5 (Medical Bachelor's Degrees)

#### 1.1 Progression from Level 4 to Level 5

1.1.1 You can progress to Level 5 if you meet one of the following requirements:

- (a) You are awarded 120 credits at Level 4; or
- (b) (if you are a Single Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed; or
- (c) (if you are a Combined Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed and you fail no more than 15 credits in each subject.

1.1.2 You must be awarded credit for all modules failed at Level 4 (1.1.1b or 1.1.1c) either over the summer reassessment period or whilst studying at Level 5.

(a) Compulsory and optional modules credits must be awarded within the maximum allowed two assessment attempts, or your studies will be terminated. The exception to this is where further reassessment is allowed owing to agreed exceptional circumstances, which is explained in Regulation B3 (Exceptional Circumstances).

(b) A failed elective module can be replaced by studying and being awarded credits for a different elective module undertaken during your Level 5 studies.

(c) You will not be permitted to progress to Level 6 until you have been awarded 120 Level 4 credits.

1.1.3 If you do not meet any of the progression thresholds set out in 1.1.1 above but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.1.4 If you cannot meet any of the progression thresholds set out in 1.1.1 above or you have already taken summer reassessment but still not met the thresholds, you will be given one of the following progression outcomes:

(a) If you have not already repeated Level 4, you will be offered the following repeat year options:

- i. Repeat Level 4 in full. You will attend a full 120 credits of Level 4 modules in the next academic year and the results from these modules will replace the results of all Level 4 modules you have previously taken, whether or not you have been awarded credit for them.
- ii. Repeat only failed Level 4 modules. You will keep the marks from the Level 4 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 4 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

- iii. Repeat only the assessment of failed Level 4 modules. You will keep the marks from the Level 4 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 4 modules you have failed. You must be awarded credit for these failed modules within the maximum allowed two assessment attempts, including any attempts you have previously taken.

(b) If you have already repeated Level 4, we will normally terminate your studies.

## 1.2 Progression from Level 5 to Level 6

1.2.1 You can progress to Level 6 if you meet one of the following credit thresholds:

- (a) You are awarded 120 credits at Level 4 and 120 credits at Level 5; or
- (b) You are awarded 120 credits at Level 4 and a minimum of 105 credits at Level 5, provided you still have an assessment attempt remaining on any compulsory or optional module you have failed.

1.2.2 You must be awarded credit for the module you have failed at Level 5 (1.2.1b) either over the summer reassessment period or whilst studying at Level 6.

- (a) Credit for compulsory and optional modules must be awarded within the maximum allowed two assessment attempts, or your studies will be terminated. For reassessment resulting from exceptional circumstances see regulation B3.
- (b) A failed elective module can be replaced by studying and being awarded credits for a different elective module during semester one of your Level 6 studies.

(c) If you are not awarded credit for your failed Level 5 module, or for a replacement Level 5 elective module, whilst studying at Level 6, you will not be able to obtain a degree award and your studies will be terminated.

1.2.3 If you do not meet either of the progression thresholds set out in 1.2.1 above but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.2.4 If you cannot meet either of the progression thresholds set out in 1.2.1 above or you have already taken summer reassessment but still not met the thresholds, you will be given one of the following progression outcomes:

- (a) Provided you have not failed a compulsory or optional Level 4 module after the maximum allowed two attempts and have not already repeated either Level 4 or Level 5, you will be offered the following repeat year options:

- i. Repeat Level 5 in full. You will attend a full 120 credits of Level 5 modules in the next academic year and the results from these modules will replace the results of all Level 5 modules you have previously taken, whether passed or failed.
- ii. Repeat only failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 5 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

- iii. Repeat only the assessment of failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 5 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 4 module with an assessment attempt remaining, or a failed elective Level 4 module, you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 5 study.

- (b) If you have failed a compulsory or optional Level 4 module after the maximum allowed two attempts or you have already repeated Level 4 or Level 5, we will normally terminate your studies.

1.3 Degree classification - all Bachelor's Degrees, except:

BA International Governance and Public Policy programme with Beijing Foreign Studies University (see 1.4)

BSc Post-Registration Nursing and Midwifery programmes for pre-September 2016 starters (see 1.5)

1.3.1 Provided you have met the credit requirements to obtain your degree, your degree will be classified based upon the marks you obtain at both Level 5 and Level 6, using a weighted average module mark, which is calculated in four steps as described in section 1.3.2 below. In the calculation, the following rules apply:

- (a) This average module mark will be weighted, based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) In cases where, either at Level 5 or Level 6, more than 120 credits of modules are required, the 120 credits with the highest module marks will be used in the calculation process.
- (c) If you repeat a year of study at Level 5 or Level 6, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.
- (d) If your degree programme includes two years of study at Level 6, the average of the marks from the 240 credits of modules studied will be used in the calculation process.
- (e) The marks you obtain from any Level 5 modules whilst undertaking a semester study abroad will be used in your degree classification.
- (f) The mark/s you obtain from any modules studied during an International Year, Placement Year or Entrepreneurship Year will not be used in your degree classification.

1.3.2 Your weighted average module mark and degree classification are determined as follows:



Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your Level 6 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of one third of your Level 5 average module mark and two thirds of your Level 6 average module mark.

Step 4: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and will be used to determine your degree classification, as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 67% AND at least 60 Level 6 credits with a mark of 70 or higher

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 57% AND at least 60 Level 6 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 47% AND at least 60 Level 6 credits with a mark of 50 or higher

#### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

#### PASS

A weighted average module mark of at least 35%

1.3.3 If you are studying a Bachelor's Degree programme which uses 120-credit modules, then your award will be classified as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 67% AND a mark of at least 70 in the Level 6 module

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 57% AND a mark of at least 60 in the Level 6 module

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 47% AND a mark of at least 50 in the Level 6 module

#### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

#### PASS

Not awarded

1.3.4 If you study only Level 6 modules on your Keele degree programme, your degree will be classified based upon the average mark you obtain on those modules.

- (a) Your average module mark will be calculated based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) In cases where more than 120 credits of modules are required at Level 6, the 120 credits with the highest module marks will be used in the calculation process.
- (c) If you repeat a year of study at Level 6, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.
- (d) If your degree programme includes two years of study at Level 6, the average of the marks from the 240 credits of modules studied will be used in the calculation process.

Your average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

#### FIRST CLASS HONOURS

An average module mark of at least 70%

OR an average module mark of at least 67% AND at least 60 Level 6 credits with a mark of 70 or higher

#### SECOND CLASS HONOURS (Division I)

An average module mark of at least 60%

OR an average module mark of at least 57% AND at least 60 Level 6 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

An average module mark of at least 50%

OR an average module mark of at least 47% AND at least 60 Level 6 credits with a mark of 50 or higher

#### THIRD CLASS HONOURS

An average module mark of at least 40%

#### PASS

An average module mark of at least 35%

## 1.4 Degree classification - BA International Governance and Public Policy programme with Keele University and Beijing Foreign Studies University

1.4.1 Your degree will be classified based upon the marks you obtain from all 120 credits of Level 5 modules and the 90 credits of Keele Level 6 modules (as assigned in the Programme Specification), using a weighted average module mark, which is calculated in four steps as described in section 1.4.2 below. In the calculation, the following rules apply:

- (a) This average module mark will be weighted, based upon the credit value of each module so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) If you repeat a year of study at Level 5 or Level 6, it will be the marks you obtain from the modules taken in the repeat year that will be used in the calculation process.

1.4.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your 120 credits of Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your 90 credits of Keele Level 6 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of half of your Level 5 average module mark and half of your Level 6 average module mark.

Step 4: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 67% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 70 or higher

### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 57% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 60 or higher

### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 47% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 50 or higher

### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

### PASS

A weighted average module mark of at least 35%

1.5 Degree classification - BSc Post-Registration Nursing and Midwifery programmes for pre-September 2016 starters

1.5.1 Your degree will be classified based upon the sum of the marks you obtain from all 15-credit Level 6 modules studied on your degree programme. In the calculation, the following rules apply:

(a) Where you have studied one or more 30-credit modules, the mark upon these modules will be doubled when calculating the sum of your marks.

(b) Where you have been granted Accreditation of Prior Learning based upon Level 6 modules you have already studied at Keele prior to commencing your degree programme, the marks you obtained from these modules will also be included in the sum of your marks.

1.5.2 The sum of your module marks is referred to as your 'aggregate mark' and will be used to determine your classification, as follows:

#### FIRST CLASS HONOURS

An aggregate mark of at least 560

OR an aggregate mark of at least 520 and at least 75 Level 6 credits with a mark of 70 or higher

#### SECOND CLASS HONOURS (Division I)

An aggregate mark of at least 480

OR an aggregate mark of at least 440 and at least 75 Level 6 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

An aggregate mark of at least 400

OR an aggregate mark of at least 360 and at least 75 Level 6 credits with a mark of 50 or higher

#### THIRD CLASS HONOURS

An aggregate mark of at least 320

#### PASS

Not awarded

#### 1.6 Failure at Level 6

1.6.1 Until you have obtained 120 credits at levels 4, 5, and 6, you will not be able to obtain a degree award. If you fail to obtain 120 credits at level 6 and have a reassessment opportunity remaining on all failed credits, you will be offered summer reassessment to obtain the required volume of credit for your award. Your Level 6 outcome will be confirmed once the reassessment outcome is known. If you fail to obtain 120 credits at Level 6 and do not have a reassessment opportunity remaining on all failed credits, please see 1.6.3 and 1.6.4, as appropriate.

1.6.2 After summer reassessment, if you still cannot meet the requirements for your Level 6 award, you will be issued with one of the following outcomes.

1.6.3 If you have previously repeated any year of study, your studies will be terminated and you will be issued with the highest interim exit award you are eligible for.

1.6.4 If you have not previously repeated any year of study and have passed 120 credits at Level 4 and 120 credits at Level 5, you will be offered the following repeat options, unless otherwise specified in the regulations for your programme of study:

i. Repeat Level 6 in full. You will attend a full 120 credits of Level 6 modules in the next academic year and the results from these modules will replace the results of all Level 6 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the Level 6 modules you have failed.

iii. (only if you still have assessment attempts remaining upon all your failed modules)  
Repeat only the assessment of failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 6 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

## 2. INTEGRATED MASTER'S DEGREES

### 2.1 Progression from Level 4 to Level 5 study

The rules for progression from Level 4 to Level 5 are stated in 1.1 above.

### 2.2 Progression from Level 5 to Level 6 study

The rules for progression from Level 5 to Level 6 are stated in 1.2 above. In addition, to progress from Level 5 to Level 6 of an Integrated Master's Degree Programme, you must also achieve a minimum average module mark at Level 5 of 50%.

### 2.3 Progression from Level 6 to Level 7 study

2.3.1 To progress from Level 6 to Level 7 you must at least satisfy the requirements under Regulation C3 for the award of an Honours Degree in the Lower Second Class Honours category.

2.3.2 If you do not meet this requirement, but could meet this after being awarded credit from any available summer reassessment, you must take that reassessment and your progression outcome will be confirmed once the reassessment outcome is known.

2.3.3 If you cannot meet this requirement by being awarded credit from any available summer reassessment, or you have already taken summer reassessment but still not met this requirement, then you shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3 and which will be classified as stated in section 1.3

above. The honours degree award title shall be such as is specified in the relevant programme specification.

## 2.4 Degree classification

2.4.1 Your degree will be classified based upon the marks you obtain from your Level 5, Level 6 and Level 7 modules, using a weighted average module mark, which is calculated in five steps as described in sections 2.4.2 below. In the calculation, the following rules apply:

- (a) Your average module mark will be calculated based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) In cases where, either at Level 5, Level 6 or Level 7, more than 120 credits of modules are required, the 120 credits with the highest module marks will be used in the calculation process.
- (c) If you repeat a year of study at Level 5, Level 6 or Level 7, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.
- (d) If your degree programme includes two years of study at either Level 6 or Level 7, the average of the marks from the 240 credits of modules studied will be used in the calculation process.
- (e) The marks you obtain from any Level 5 modules whilst undertaking a semester study abroad will be used in your degree classification.
- (f) The mark/s you obtain from any modules studied during an International Year, Placement Year or Entrepreneurship Year will not be used in your degree classification.

2.4.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your Level 5 modules.

Step 2: A Level 6 average module mark will be calculated, based upon the marks you obtain from your Level 6 modules.

Step 3: A Level 7 average module mark will be calculated, based upon the marks you obtain from your Level 7 modules.

Step 4: A weighted average module mark will be calculated, based upon the sum of 20% of the average module mark obtained at Level 5, 30% of the average module mark obtained at Level 6 and 50% of the average module mark obtained at Level 7.

Step 5: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 67% AND at least 60 Level 7 credits with a mark of 70 or higher

### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 57% AND at least 60 Level 7 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 47% AND at least 60 Level 7 credits with a mark of 50 or higher

2.4.3 If you are studying the MPharm Master's Degree programme, then your award will be classified as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND a mark of at least 70 in the Level 7 module

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND a mark of at least 60 in the Level 7 module

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND a mark of at least 50 in the Level 7 module

### 3. FOUNDATION DEGREES

#### 3.1 Progression from Level 4 to Level 5 study

The rules for progression from Level 4 to Level 5 are stated in 1.1 above

#### 3.2 Degree classification

Foundation Degrees are not classified.

### 4. POSTGRADUATE MASTER'S DEGREES

#### 4.1 Progression

There is no formal progression point to the dissertation stage of a postgraduate Master's programme unless otherwise detailed in the Programme Specification

#### 4.2 Degree classification

4.2.1 An average module mark will be calculated based upon all Level 7 modules you study on your Masters Degree programme.

(a) Your average module mark will be weighted, based upon the credit value of each module. For example, a 30-credit module will carry twice the weight of a 15-credit module.

(b) Where you have been granted Recognition of Prior Learning (RPL) based upon Level 7 modules you have already studied at Keele prior to commencing your degree programme, these modules will also be included in the calculation.

4.2.2 This average module mark will be rounded to the nearest integer (with a mark of 0.5 or above rounded up) and used to determine your degree classification. Your degree will be classified with either Distinction or Merit if you meet the average mark thresholds noted below, provided you have not been granted compensation on any failed modules:

**DISTINCTION** - an average module mark of at least 68% calculated in accordance with any weightings specified in the relevant Programme Specification AND a mark of at least 70 in at least 60 credits used to calculate your award.

**MERIT** - an average module mark of at least 58% calculated in accordance with any weightings specified in the relevant Programme Specification AND a mark of at least 60 in at least 60 credits used to calculate your award.

## 5. POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

### 5.1 Progression

There is no formal progression point on either a Postgraduate Diploma or Postgraduate Certificate Programme.

### 5.2 Award classification

Postgraduate Diplomas and Postgraduate Certificates are not classified.

## 6. POSTHUMOUS AND AEGROTAT AWARDS

### 6.1 Posthumous Award

6.1.1 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 Vice-Chancellor in their capacity as Chair of Senate. All posthumous awards are unclassified.

6.1.2 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.

### 6.2 Aegrotat Award

6.2.1 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 the exceptional circumstances processes have been fully considered and followed as applicable. All taught awards are available as Aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board may exercise their discretion to recommend conferment of an Aegrotat award. Acceptance of an Aegrotat award completes your study on a programme.



## REGULATION D2: PROGRESSION AND CLASSIFICATION RULES

For Undergraduate students commencing or repeating Level 4 study in full FROM September 2022 and all Postgraduate Taught students

Regulation D2 sets out the fundamental requirements for progression to the next level of study and for the classification of each degree. Where there are programme specific deviations or exemptions for particular programmes of study, these will be set out in the relevant Programme Specification.

This regulation should be read in conjunction with Regulation D5, which explains the rules around module condonement.

### 1. BACHELOR'S DEGREES

If you are studying Medicine you should refer to Regulation C5 (Medical Bachelor's Degrees)

#### 1.1 Progression from Level 4 to Level 5

1.1.1 You can progress to Level 5 if you meet one of the following requirements:

- (a) You are awarded 120 credits at Level 4; or
- (b) (if you are a Single Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed; or
- (c) (if you are a Combined Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed and you fail no more than 15 credits in each subject.

1.1.2 You must be awarded credit for all modules failed at Level 4 (1.1.1b or 1.1.1c) either over the summer reassessment period or whilst studying at Level 5.

(a) Compulsory and optional modules credits must be awarded within the maximum allowed two assessment attempts, or your studies will be terminated. The exception to this is where further reassessment is allowed owing to agreed exceptional circumstances, which is explained in Regulation B3 (Exceptional Circumstances).

(b) A failed elective module can be replaced by studying and being awarded credits for an additional option module undertaken during your Level 5 studies.

(c) You will not be permitted to progress to Level 6 until you have been awarded 120 Level 4 credits.

1.1.3 If you do not meet any of the progression thresholds set out in 1.1.1 above but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.1.4 If you cannot meet any of the progression thresholds set out in 1.1.1 above or you have already taken summer reassessment but still not met the thresholds, you will be given one of the following progression outcomes:

(a) If you have not already repeated Level 4, you will be offered the following repeat year options:

- i. Repeat Level 4 in full. You will attend a full 120 credits of Level 4 modules in the next academic year and the results from these modules will replace the results of all Level 4 modules you have previously taken, whether or not you have been awarded credit for them.
- ii. Repeat only failed Level 4 modules. You will keep the marks from the Level 4 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 4 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

- iii. Repeat only the assessment of failed Level 4 modules. You will keep the marks from the Level 4 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 4 modules you have failed. You must be awarded credit for these failed modules within the maximum allowed two assessment attempts, including any attempts you have previously taken.

(b) If you have already repeated Level 4, we will normally terminate your studies.

## 1.2 Progression from Level 5 to Level 6

1.2.1 You can progress to Level 6 if you meet one of the following credit thresholds:

- (a) You are awarded 120 credits at Level 4 and 120 credits at Level 5; or
- (b) You are awarded 120 credits at Level 4 and a minimum of 105 credits at Level 5, provided you still have an assessment attempt remaining on any compulsory or optional module you have failed.

1.2.2 You must be awarded credit for the module you have failed at Level 5 (1.2.1b) either over the summer reassessment period or whilst studying at Level 6.

(a) Credit for compulsory and optional modules must be awarded within the maximum allowed two assessment attempts, or your studies will be terminated. For reassessment resulting from exceptional circumstances see regulation B3.

(b) A failed elective module can be replaced by studying and being awarded credits for an additional option module during semester one of your Level 6 studies.

(c) If you are not awarded credit for your failed Level 5 elective module, or for the option module which replaced it at Level 6, you will not be able to obtain a degree award and your studies will be terminated.

1.2.3 If you do not meet either of the progression thresholds set out in 1.2.1 above but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.2.4 If you cannot meet either of the progression thresholds set out in 1.2.1 above or you have already taken summer reassessment but still not met the thresholds, you will be given one of the following progression outcomes:

(a) Provided you have not failed a compulsory or optional Level 4 module after the maximum allowed two attempts and have not already repeated either Level 4 or Level 5, you will be offered the following repeat year options:

- i. Repeat Level 5 in full. You will attend a full 120 credits of Level 5 modules in the next academic year and the results from these modules will replace the results of all Level 5 modules you have previously taken, whether passed or failed.
- ii. Repeat only failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 5 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

- iii. Repeat only the assessment of failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 5 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 4 module with an assessment attempt remaining, or a failed elective Level 4 module, you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 5 study.

- (b) If you have failed a compulsory or optional Level 4 module after the maximum allowed two attempts or you have already repeated Level 4 or Level 5, we will normally terminate your studies.

1.3 Degree classification - all Bachelor's Degrees, except:

BA International Governance and Public Policy programme with Beijing Foreign Studies University (see 1.4)

BSc Public Health Management and BSc Rehabilitation and Exercise Therapy with Chengdu University of Traditional Chinese Medicine (see 1.5)

1.3.1 Provided you have met the credit requirements to obtain your degree, your degree will be classified based upon the marks you obtain at both Level 5 and Level 6, using a weighted average module mark, which is calculated in four steps as described in section 1.3.2 below. In the calculation, the following rules apply:

- (a) This average module mark will be weighted, based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) In cases where, either at Level 5 or Level 6, more than 120 credits of modules are required, the 120 credits with the highest module marks will be used in the calculation process.
- (c) If you repeat a year of study at Level 5 or Level 6, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.
- (d) If your degree programme includes two years of study at Level 6, the average of the marks from the 240 credits of modules studied will be used in the calculation process.
- (e) The marks you obtain from any Level 5 modules whilst undertaking a semester study abroad will be used in your degree classification.
- (f) The mark/s you obtain from any modules studied during an International Year, Placement Year or Entrepreneurship Year will not be used in your degree classification.

1.3.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your Level 6 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of one third of your Level 5 average module mark and two thirds of your Level 6 average module mark.

Step 4: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and will be used to determine your degree classification, as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND at least 60 Level 6 credits with a mark of 70 or higher

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND at least 60 Level 6 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND at least 60 Level 6 credits with a mark of 50 or higher

#### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

#### PASS

A weighted average module mark of at least 35%

1.3.3 If you are studying a Bachelor's Degree programme which uses 120-credit modules, then your award will be classified as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND a mark of at least 70 in the Level 6 module

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND a mark of at least 60 in the Level 6 module

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND a mark of at least 50 in the Level 6 module

#### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

PASS

Not awarded

1.3.4 If you study only Level 6 modules on your Keele degree programme, your degree will be classified based upon the average mark you obtain on those modules.

(a) Your average module mark will be calculated based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.

(b) In cases where more than 120 credits of modules are required at Level 6, the 120 credits with the highest module marks will be used in the calculation process.

(c) If you repeat a year of study at Level 6, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.

(d) If your degree programme includes two years of study at Level 6, the average of the marks from the 240 credits of modules studied will be used in the calculation process.

Your average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

#### FIRST CLASS HONOURS

An average module mark of at least 70%

OR an average module mark of at least 68% AND at least 60 Level 6 credits with a mark of 70 or higher

#### SECOND CLASS HONOURS (Division I)

An average module mark of at least 60%

OR an average module mark of at least 58% AND at least 60 Level 6 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

An average module mark of at least 50%

OR an average module mark of at least 48% AND at least 60 Level 6 credits with a mark of 50 or higher

#### THIRD CLASS HONOURS

An average module mark of at least 40%

PASS

An average module mark of at least 35%

## 1.4 Degree classification - BA International Governance and Public Policy programme with Keele University and Beijing Foreign Studies University

1.4.1 Your degree will be classified based upon the marks you obtain from all 120 credits of Level 5 modules and the 90 credits of Keele Level 6 modules (as assigned in the Programme Specification), using a weighted average module mark, which is calculated in four steps as described in section 1.4.2 below. In the calculation, the following rules apply:

- (a) This average module mark will be weighted, based upon the credit value of each module so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) If you repeat a year of study at Level 5 or Level 6, it will be the marks you obtain from the modules taken in the repeat year that will be used in the calculation process.

1.4.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your 120 credits of Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your 90 credits of Keele Level 6 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of half of your Level 5 average module mark and half of your Level 6 average module mark.

Step 4: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 70 or higher

### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 60 or higher

### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 50 or higher

### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

### PASS

A weighted average module mark of at least 35%

## 1.5 Degree classification - BSc Public Health Management and BSc Rehabilitation and Exercise Therapy with Chengdu University of Traditional Chinese Medicine

1.5.1 Your degree will be classified based upon the marks you obtain from all 90 credits of Keele Level 5 modules and all 90 credits of Keele Level 6 modules (as assigned in the Programme Specification), using a weighted average module mark, which is calculated in four steps as described below. In the calculation, the following rules apply:

- (a) This average module mark will be weighted, based upon the credit value of each module so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) If you repeat a year of study at Level 5 or Level 6, it will be the marks you obtain from the modules taken in the repeat year that will be used in the calculation process.

1.5.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your 90 credits of Keele Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your 90 credits of Keele Level 6 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of one third of your Level 5 average module mark and two thirds of your Level 6 average module mark.

Step 4: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 70 or higher

### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 60 or higher

### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND at least 45 Keele Level 6 credits all gained from modules with a mark of 50 or higher

### THIRD CLASS HONOURS

A weighted average module mark of at least 40%

### PASS

A weighted average module mark of at least 35%

## 2. INTEGRATED MASTER'S DEGREES

## 2.1 Progression from Level 4 to Level 5 study

The rules for progression from Level 4 to Level 5 are stated in 1.1 above.

## 2.2 Progression from Level 5 to Level 6 study

The rules for progression from Level 5 to Level 6 are stated in 1.2 above. In addition, to progress from Level 5 to Level 6 of an Integrated Master's Degree Programme, you must also achieve a minimum average module mark at Level 5 of 50%.

## 2.3 Progression from Level 6 to Level 7 study

2.3.1 To progress from Level 6 to Level 7 you must at least satisfy the requirements under Regulation C3 for the award of an Honours Degree in the Lower Second Class Honours category.

2.3.2 If you do not meet this requirement, but could meet this after being awarded credit from any available summer reassessment, you must take that reassessment and your progression outcome will be confirmed once the reassessment outcome is known.

2.3.3 If you cannot meet this requirement by being awarded credit from any available summer reassessment, or you have already taken summer reassessment but still not met this requirement, then you shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3 and which will be classified as stated in section 1.3 above. The honours degree award title shall be such as is specified in the relevant programme specification.

## 2.4 Degree classification

2.4.1 Your degree will be classified based upon the marks you obtain from your Level 5, Level 6 and Level 7 modules, using a weighted average module mark, which is calculated in five steps as described in sections 2.4.2 below. In the calculation, the following rules apply:

- (a) Your average module mark will be calculated based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) In cases where, either at Level 5, Level 6 or Level 7, more than 120 credits of modules are required, the 120 credits with the highest module marks will be used in the calculation process.
- (c) If you repeat a year of study at Level 5, Level 6 or Level 7, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.
- (d) If your degree programme includes two years of study at either Level 6 or Level 7, the average of the marks from the 240 credits of modules studied will be used in the calculation process.
- (e) The marks you obtain from any Level 5 modules whilst undertaking a semester study abroad will be used in your degree classification.
- (f) The mark/s you obtain from any modules studied during an International Year, Placement Year or Entrepreneurship Year will not be used in your degree classification.

2.4.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your Level 5 modules.



Step 2: A Level 6 average module mark will be calculated, based upon the marks you obtain from your Level 6 modules.

Step 3: A Level 7 average module mark will be calculated, based upon the marks you obtain from your Level 7 modules.

Step 4: A weighted average module mark will be calculated, based upon the sum of 20% of the average module mark obtained at Level 5, 30% of the average module mark obtained at Level 6 and 50% of the average module mark obtained at Level 7.

Step 5: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND at least 60 Level 7 credits with a mark of 70 or higher

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND at least 60 Level 7 credits with a mark of 60 or higher

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND at least 60 Level 7 credits with a mark of 50 or higher

2.4.3 If you are studying an Integrated Master's Degree programme which uses 120-credit modules, then your award will be classified as follows:

#### FIRST CLASS HONOURS

A weighted average module mark of at least 70%

OR a weighted average module mark of at least 68% AND a mark of at least 70 in the Level 7 module

#### SECOND CLASS HONOURS (Division I)

A weighted average module mark of at least 60%

OR a weighted average module mark of at least 58% AND a mark of at least 60 in the Level 7 module

#### SECOND CLASS HONOURS (Division II)

A weighted average module mark of at least 50%

OR a weighted average module mark of at least 48% AND a mark of at least 50 in the Level 7 module

### 3. FOUNDATION DEGREES

#### 3.1 Progression from Level 4 to Level 5 study

The rules for progression from Level 4 to Level 5 are stated in 1.1 above

### 3.2 Degree classification

Foundation Degrees are not classified.

## 4. POSTGRADUATE MASTER'S DEGREES

### 4.1 Progression

There is no formal progression point to the dissertation stage of a postgraduate Master's programme unless otherwise detailed in the Programme Specification

### 4.2 Degree classification

4.2.1 An average module mark will be calculated based upon all Level 7 modules you study on your Masters Degree programme.

(a) Your average module mark will be weighted, based upon the credit value of each module. For example, a 30-credit module will carry twice the weight of a 15-credit module.

(b) Where you have been granted Recognition of Prior Learning (RPL) based upon Level 7 modules you have already studied at Keele prior to commencing your degree programme, these modules will also be included in the calculation.

4.2.2 This average module mark will be rounded to the nearest integer (with a mark of 0.5 or above rounded up) and used to determine your degree classification. Your degree will be classified with either Distinction or Merit if you meet the average mark thresholds noted below, provided you have not been granted compensation on any failed modules:

**DISTINCTION** - an average module mark of at least 68% calculated in accordance with any weightings specified in the relevant Programme Specification AND a mark of at least 70 in at least 60 credits used to calculate your award.

**MERIT** - an average module mark of at least 58% calculated in accordance with any weightings specified in the relevant Programme Specification AND a mark of at least 60 in at least 60 credits used to calculate your award.

## 5. POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

### 5.1 Progression

There is no formal progression point on either a Postgraduate Diploma or Postgraduate Certificate Programme.

### 5.2 Award classification

Postgraduate Diplomas and Postgraduate Certificates are not classified.

## 6. POSTHUMOUS AND AEGROTAT AWARDS

### 6.1 Posthumous Award

6.1.1 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 Vice-Chancellor in their capacity as Chair of Senate. All posthumous awards are unclassified.

6.1.2 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.

## 6.2 Aegrotat Award

6.2.1 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 the exceptional circumstances processes have been fully considered and followed as applicable. All taught awards are available as Aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board may exercise their discretion to recommend conferment of an Aegrotat award. Acceptance of an Aegrotat award completes your study on a programme.

## REGULATION D3: BOARD OF EXAMINERS

(formerly Regulation 9: Boards of Examiners)

1. Registry oversees the establishment of such local and central module, progression and award boards of examiners as may be required. All local and central award boards will formally report to the Senate for the confirmation of awards at Levels 6, 7 and 8.

### 2. LOCAL MODULE EXAMINATION BOARDS

2.1 There will be local module examination boards. Schools will determine the number and composition of local module examination boards at undergraduate and postgraduate level in such a way to ensure that they cover the modules for programmes offered by the School. The School has responsibility for arranging a sufficient number of module examination boards to ensure that due consideration can be given to the delivery and assessments of each module and the marks achieved by students on these modules. The scheduling of module examination boards has to take account, where applicable, of the mark deadlines prescribed in the Academic Assessments Calendar.

2.2 Constitution: The examination board will have as its membership the following

- The Chair - who will be an academic member of staff the School but not the programme director – who should have detailed knowledge of the relevant University and programme regulations
- The Academic Assessment Officer or equivalent
- Programme Directors (or equivalent) for all the programmes or subjects under consideration
- Academic members of staff involved with the delivery and assessment of the modules under consideration, at the discretion of the School and subject to the quoracy rules below
- The relevant external examiner(s)

2.3 Quoracy: For the transaction of business, there must be at least the Chair and two internal members of staff present, as well as a secretary to record the minutes of the board meeting. The

attendance of the external examiner at the relevant local module examination board is a requirement at least once per academic year, normally at the end of the academic year. Only in exceptional circumstances and by prior arrangement may the external examiner discharge their responsibilities without participation at the board.

**2.4** The functions of the local Module Examination Boards are:

- i. to receive assurances regarding the delivery and assessment of the modules for which marks are being considered;
- ii. to consider the component marks and to approve the overall mark to be awarded to each student for each module;
- iii. To note valid ECs and other approved requests for extensions or further assessment attempts;
- iv. to consider the range of performances across modules and to make recommendations regarding the reassessment modes and timings for those students entitled to further assessment attempts;
- v. where appropriate, to review the mark profile of candidates on the borderline between degree classifications and agree whether to recommend an upgrade to the higher classification in line with the Senate approved criteria;
- vi. to make recommendations to Senate for the award of University prizes.

**2.5** Heads of School are responsible for deciding the procedure to be followed in the review and approval of summative assessment tasks, where these account for more than 20% of the module mark, ensuring appropriate involvement of external examiners in the process.

### **3 CENTRAL PROGRESSION AND AWARD BOARDS**

**3.1** There will be a Central Board of Examiners for each undergraduate level of study to consider the progression and award outcomes for all candidates who are not considered by a Local or Bespoke Progression or Award Board.

**3.2** Constitution: These Central Boards of Examiners will have as its membership the following:

- a Pro Vice-Chancellor nominated by the Vice-Chancellor in the Chair
- a representative for each subject
- the Chief External Examiner
- each Central Board of Examiners will normally have the Head of Records and Examinations and the Head of Academic Quality in attendance in an advisory capacity

**3.3** Quoracy: For the transaction of business, there must be at least the Chair and ten internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of the Chief External Examiner at each central progression and award board is a requirement at least twice per academic year.

**3.4** The functions of Central Boards of Examiners shall be:

- i. to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;

- ii. to make recommendations to Senate on awards and classifications to be made to individual students;
- iii. to determine a degree classification for each student identified by the relevant algorithm as being on the borderline between two classifications;
- iv. to confirm prizes for students nominated for these by their Schools.

#### **4. LOCAL PROGRESSION AND AWARD BOARDS**

**4.1** There will be local Progression and Award Boards to consider the progression and award outcomes for candidates on programmes which do not fit the structure or academic calendar to allow them to be considered by a Central Progression or Award Board. This includes typically undergraduate programmes in the Faculty of Medicine and Health Sciences and all postgraduate programmes.

**4.2** Constitution: These Local Progression and/or Award Boards of Examiners will have as its membership the following:

- The Chair - who will be an academic member of staff in the School but not the programme director – who should have detailed knowledge of the relevant University- and programme regulations
- The Academic Assessment Officer or equivalent
- Programme Directors (or equivalent) for all the programmes or subjects under consideration
- Academic members of staff involved with the delivery and assessment of the modules under consideration, at the discretion of the School and subject to the quoracy rules below
- The relevant external examiner(s)

**4.3** Quoracy: For the transaction of business, there must be at least the Chair and two internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of an external examiner is a requirement for award boards where final degree outcomes and classifications are agreed.

**4.4** The functions of local Progression and Award Boards of Examiners shall be:

- v. to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
- vi. to make recommendations to Senate on awards and classifications to be made to individual students;
- vii. to determine a degree classification for each student identified by the relevant algorithm as being on the borderline between two classifications;
- viii. to confirm prizes for students nominated for these by their School.

#### **5. OTHER EXAMINATION BOARDS**

**5.1** For any programme offered by the University and not covered in sections 3 and 4 above, the Academic Registrar will approve appropriate examination board arrangements.

**5.2** For Foundation Year programmes, there shall be Foundation Year local module examination boards set up in line with the principles set out above.

**5.3** Foundation Year awards and progression to undergraduate degree programmes at the University will be considered at a Foundation Year Progression and Award Board, which shall be constituted as follows:

- a Dean or nominee in the Chair
- a representative from each Faculty offering progression to Foundation Year students
- the Head of Foundation Year Centre
- the Head of Student Records and Examinations or nominee
- the Head of Academic Quality and Student Conduct or nominee

**5.4** For programmes offered in collaboration with a partner, the University will consider at the outset the most appropriate examination board arrangements, to be agreed by Academic Registry. To ensure the necessary oversight, Registry may from time to time require the inclusion of additional internal or external members for the board.

## REGULATION D4: STUDENT ACADEMIC MISCONDUCT

(formerly Regulation 8.12: Unacceptable Coursework and Academic Misconduct)

- 1.** Keele students must produce assessed work honestly and without attempting to gain any unfair advantage. This applies to coursework, examination and all other types of assessed work.
- 2.** All work you submit for assessment is accepted as your own effort and understanding of the subject matter, written without undue assistance or falsification of any kind. Additional documents which contribute to assessment outcomes, such as evidence supporting exceptional circumstances claims or academic appeals must be genuine and not be falsified.
- 3.** The University's definition of academic misconduct can be found in the [Code of Practice on Student Academic Misconduct](#). The Code of Practice explains the process for dealing with suspicion or evidence of academic misconduct. The penalties for committing academic misconduct are also detailed in the Code of Practice.
- 4.** The University has a range of penalties which match the severity of the academic misconduct. These include, but are not limited to: a formal warning; the retrospective removal of previously obtained credit/awards; or, the termination of studies.

## REGULATION D5: MODULE CONDONEMENT AND COMPENSATION

For Undergraduate students commencing or repeating Level 4 study in full PRIOR TO September 2022 and all Postgraduate Taught students

This regulation sets out the fundamental rules around module condonement and compensation for taught undergraduate and taught postgraduate programmes. Where there are programme specific deviations or exemptions for particular programmes of study, these will be set out in the relevant programme specification.

This regulation should be read in conjunction with Regulation D2, which explains the rules around progression and degree classification.

## 1. MODULE CONDONEMENT ON TAUGHT UNDERGRADUATE PROGRAMMES

1.1 Condonement means you are awarded credits despite failure in a module, subject to the conditions below. The module mark is retained on your transcript.

1.2 Condonement can only be applied to a module under the following conditions:

- The mark you have been awarded for the module must be between 30 and 39 (or between 40 and 49 for modules at Level 7)
- You must have taken the maximum allowed number of attempts to pass the module (with the exception of final year modules where condonement will be applied by the relevant Award Board after just one attempt).
- The module result must not be a qualified fail, signified by a grade of 'Q', which is where one or more assessment components within the module have not been completed to a specified standard.

1.3 The programmes where condonement can apply and the rules for awarding condonement in those programmes are detailed below.

1.3.1 Bachelor's Degree Programmes in:

- Faculty of Natural Sciences
- Faculty of Humanities and Social Sciences excluding Bachelor of Arts in International Governance and Public Policy (where the rules are noted in 1.3.2)
- Pharmaceutical Science Technology and Business
- Health and Wellbeing
- Rehabilitation Science
- Rehabilitation and Exercise Science

Condonement can be applied to a maximum of 60 credits of modules, subject to the following rules:

- A maximum of 30 credits across Level 4 and Level 5, provided that no other modules have been failed at those levels of study
- A maximum of 30 credits of Level 6, provided that no other modules have been failed at that level of study

1.3.2 Bachelor of Arts in International Governance and Public Policy

Condonement can be applied to a maximum of 60 credits of modules, subject to the following rules:

- A maximum of 15 credits at each level of study, provided that no other modules have been failed at that level of study
- Condonement cannot be applied to Academic English Language modules

1.3.3 Integrated Master's Degree Programmes in:

- Faculty of Natural Sciences
- Faculty of Humanities and Social Sciences.

Condonement can be applied to a maximum of 80 credits of modules, subject to the following rules:

- A maximum of 45 credits across Level 4, Level 5 and Level 6 modules (with no more than 30 credits at any one of those levels of study), provided that no other modules have been failed at those levels of study

- A maximum of 35 credits at Level 7, provided that no other modules have been failed at that level of study

## 2. MODULE CONDONEMENT ON TAUGHT POSTGRADUATE PROGRAMMES

Condonement is not awarded on taught postgraduate programmes.

## 3. MODULE COMPENSATION ON TAUGHT UNDERGRADUATE PROGRAMMES

3.1 Compensation means you are awarded credits despite failure in a module, where the failure is balanced by good performance in a related module or modules. Compensation is awarded at the discretion of the Examination Board. The module mark is retained on your transcript.

3.2 The programmes where compensation may apply and the rules for awarding compensation in those programmes are detailed below.

### 3.2.1 BSc in Mathematics (Single and Combined Honours), BSc in Health and Rehabilitation

Compensation can only be applied to Level 5 and 6 modules with a mark below 30, as follows:

- A maximum of 30 credits across Level 5 and Level 6
- A maximum of 15 credits at Level 5
- Any compensation that is applied will reduce the total amount of condonement that is allowed on that programme. The combined maximum amount of condonement and compensation that can be applied is shown here

### 3.2.2 BSc in Physics (Single and Combined Honours), BSc in Astrophysics (Single and Combined Honours)

Compensation can only be applied to a maximum of 30 Level 6 optional or elective modules with a mark below 30.

Any compensation that is applied will reduce the total amount of condonement that is allowed on that programme. The combined maximum amount of condonement and compensation that can be applied is shown here

## 4. MODULE COMPENSATION ON TAUGHT POSTGRADUATE PROGRAMMES

4.1 Compensation means you are awarded credits despite failure in a module, where the failure is balanced by good performance in a related module or modules. The module mark is retained on your transcript.

4.2 All Postgraduate Master's Degree and Postgraduate Diploma Programmes allow compensation as set out below, unless the programme specification states that compensation is not allowed.

4.3 Compensation is applied to modules which, after all assessment attempts have been taken, have a mark between 45 and 49 inclusive. It is applied on up to a maximum of 30 credits of taught modules in total, provided you have attained a mark of at least 55 in one or more modules at least equivalent to the credit value of the failed module/s being compensated. Dissertation modules or equivalent final project modules cannot be compensated.



## REGULATION D5: MODULE CONDONEMENT AND COMPENSATION

For Undergraduate students commencing or repeating Level 4 study in full FROM September 2022 and all Postgraduate Taught students

This regulation sets out the fundamental rules around module condonement for taught undergraduate and module compensation for taught postgraduate programmes. Where there are programme specific deviations or exemptions for particular programmes of study, these will be set out in the relevant programme specification.

This regulation should be read in conjunction with Regulation D2, which explains the rules around progression and degree classification.

### 1. MODULE CONDONEMENT ON TAUGHT UNDERGRADUATE PROGRAMMES

1.1 Condonement means you are awarded credits despite failure in a module, subject to the conditions below. The module mark is retained on your transcript.

1.2 Condonement can only be applied to a module under the following conditions:

- The mark you have been awarded for the module must be between 35 and 39 (or between 45 and 49 for modules at Level 7)
- You must have taken the maximum allowed number of attempts to pass the module (with the exception of final year modules where condonement will be applied by the relevant Award Board after just one attempt).
- The module result must not be a qualified fail, signified by a grade of 'Q', which is where one or more assessment components within the module have not been completed to a specified standard.

1.3 The rules for awarding condonement on undergraduate programmes are detailed below.

1.3.1 All Bachelor's Degree Programmes apart from those where this is specified in their programme specification (available here: Undergraduate):

Condonement can be applied to a maximum of 60 credits of modules, subject to the following rules:

- A maximum of 30 credits across Level 4 and Level 5, provided that no other modules have been failed at those levels of study
- A maximum of 30 credits of Level 6, provided that no other modules have been failed at that level of study

1.3.2 Integrated Master's Degree Programmes in:

- Faculty of Natural Sciences
- Faculty of Humanities and Social Sciences.

Condonement can be applied to a maximum of 80 credits of modules, subject to the following rules:

- A maximum of 45 credits across Level 4, Level 5 and Level 6 modules (with no more than 30 credits at any one of those levels of study), provided that no other modules have been failed at those levels of study
- A maximum of 35 credits at Level 7, provided that no other modules have been failed at that level of study

### 2. MODULE CONDONEMENT ON TAUGHT POSTGRADUATE PROGRAMMES

Condonement is not awarded on taught postgraduate programmes.

### 3. MODULE COMPENSATION ON TAUGHT UNDERGRADUATE PROGRAMMES

Compensation is not awarded on taught undergraduate programmes.

### 4. MODULE COMPENSATION ON TAUGHT POSTGRADUATE PROGRAMMES

4.1 Compensation means you are awarded credits despite failure in a module, where the failure is balanced by good performance in a related module or modules. The module mark is retained on your transcript.

4.2 All Postgraduate Master's Degree and Postgraduate Diploma Programmes allow compensation as set out below, unless the programme specification states that compensation is not allowed.

4.3 Compensation is applied to modules which, after all assessment attempts have been taken, have a mark between 45 and 49 inclusive. It is applied on up to a maximum of 30 credits of taught modules in total, provided you have attained a mark of at least 55 in one or more modules at least equivalent to the credit value of the failed module/s being compensated. Dissertation modules or equivalent final project modules cannot be compensated.

## REGULATION E1: UNIVERSITY QUALIFICATIONS FRAMEWORK

(formerly Ordinance II)

### 1. UNIVERSITY QUALIFICATIONS FRAMEWORK

Award Type	Abbreviations / Examples	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Doctorate	PhD	8	Not credit rated	
Doctor of Medicine	DM	8	Not credit rated	
Professional / Taught Doctorate	EdD, DSW, DPharm	8	540	360
Master's Degree by Research	MPhil	7	Not credit rated	
Postgraduate Taught Master's Degree	MA, MSc, LLM, MBA	7	180 <sup>1</sup>	150
Postgraduate Taught Master's Degree	MRes	7	180 <sup>2</sup>	150
Integrated Master's Degree	MPharm, MMaths	7	480	120
Postgraduate Diploma	PGDip	7	120	90
Postgraduate Certificate	PGCert	7	60	40

Award Type	Abbreviations / Examples	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Postgraduate Certificate in Education	PGCE	7	60	40
Bachelor's degree with honours	BA, BSc, LLB (Hons)	6	360	120
Bachelor's degree	BA, BSc, LLB	6	360	120
Bachelor of Medicine and Surgery	MBChB	6	600	-
BSc (Intercalated)	BSc (Intercalated)	6	120	120
Professional Graduate Certificate in Education	PGCE	6	60	60
Graduate Diploma	GradDip	6	80	80
Graduate Certificate	GradCert	6	40	40
Foundation Degree	FdA/FdSc	5	240	120
Diploma of Higher Education	DipHE	5	240	120
Certificate of Higher Education	CertHE	4	120	120
Certificate in Foundation Year Studies*		3	120	

\* University award not associated with a national framework

<sup>1</sup> Including a minimum of 120 taught credits.

<sup>2</sup> Including a minimum of 60 taught credits which may include research methods training.

## 2. JOINT AND DUAL AWARDS

The University may enter into arrangement with other recognised degree-awarding institutions of higher education in the UK or abroad to offer programmes that lead to dual or joint awards with those institutions.

## REGULATION E2: PROGRAMME DOCUMENTATION

1. The University publishes a set of documents for the purpose of providing current students, applicants and external stakeholders with information about its programmes of study. They are also

used in the approval and review of programmes by the University and Professional and Statutory Regulatory Bodies (PSRBs).

**2.** As a minimum, the University will produce the following documents for each programme of study:

**2.1** A **Programme Specification**: this is the definitive programme document for all programmes of study offered by the University. It is reviewed every year by the School and published on the University website.

**2.2** Course Information Document (CID): this is a concise version of an undergraduate programme specification containing key information, which is sent to applicants with an offer of study.

**2.2.1** *Note*: any programme-specific regulations are included in the programme specifications and CIDs, either within the main document or as a separate annex at the end. These describe any variations from or additions to the University's [main academic regulations](#). Only in exceptional cases, such as a joint award with a partner university, should a separate programme regulations document be produced and published to students as a free-standing document.

**2.3** Module specification: this is created for every module offered by the University. It contains information about the learning, teaching and assessment patterns applicable to the particular module. Key information from the module specification is published in the [module catalogue](#) on the University website.

**2.4** Student Handbook: this document provides students with a range of information about their studies, typically covering areas such as key contacts, study opportunities, student support arrangements and key information relating to School and University processes. Student handbooks may be issued at programme, subject, and/or School level.

**3.** The University makes every effort to ensure the accuracy of the information published in its programme documentation. Over time, programmes may change in response to, for example, feedback from students or as a result to developments in subject areas. Where this is necessary, any changes will be communicated to students in a timely manner wherever possible.

# REGULATIONS B1 AND B2 - PRE 2020/21

## [Regulation B1](#)

### **1. 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.

**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.

### **2. 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.

### **3. 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 B2 Temporary Exclusion of Students. 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.

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.

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

**3.3** For students registered on a programme of study that is covered by Regulation B5 Fitness to Practice 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 Practice under Regulation B5 and any student professional registration issues may be considered.

#### **4. 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).

#### **5. 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)** 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;

**(b)** failure to respond to reasonable requests or directions by University staff;

**(c)** noise disturbances in halls of residence;

**(d)** 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;

**(e)** conduct which, by whatever means, disrupts the work of students or staff of the University;

(f) 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) a serious or persistent breach of University regulations or policies or terms and conditions;

(b) persistent minor offences, or multiple concurrent minor offences;

(c) vexatious complaints and/or statements against the University or its members;

(d) verbal abuse or threats made against members of the University;

(e) refusal to pay a fine or observe another penalty imposed under this regulation;

(f) 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);

(g) possession of firearms, other weapons and explosives either real or imitation, on the University premises;

(h) falsification or serious misuse of University records, including degree or diploma certificates;

(i) false pretences or impersonation of others, within or outside the University, in connection with academic attainments, attendance monitoring, or visa checking points;

(j) theft, fraud, misapplication of or gross negligence in connection with funds or property of any kind;

(k) causing physical harm; threatening, offensive or indecent behaviour;

(l) offences against the criminal law, where these offences involve other students or directly affect the *interests* of the University;

(m) 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;

(n) 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;

(o) conduct which is likely to bring the University into disrepute.

## 6. 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 Student and Academic Services (SAS).

**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 Student and Academic Services 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, deal with the case via Chair's Action or invite the student to a formal meeting of the Discipline Committee.

**6.7** Where the decision is taken to deal with the case via Chair's Action, the student will be invited to submit a written response to the investigation report. This statement and the investigation report will be considered by the Chair who may seek a view from the other Discipline Committee members (see 7.1) before making a decision. The student will be informed of their decision and of their right of appeal by email.

## **7. THE DISCIPLINE COMMITTEE**

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

- (a)** a Chair (which will be a senior academic or administrative member of staff nominated by the Vice-Chancellor);
- (b)** a member of staff (either academic or administrative) nominated by a Dean or Director;
- (c)** 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 (see Section 9). 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.

## **8. 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.

## **9. AVAILABLE SUPPORT AND REPRESENTATION**

**9.1** Students have the right to be accompanied to any formal disciplinary meetings. This would normally be a member of the ASK (Advice and Support at Keele) Team, a current student, an elected officer of the Keele University Students' Union or Keele Postgraduate Association or a member of staff.

**9.2** Notification of a representative from within the University as outlined in paragraph 9.1 above must be given to the Secretary of the Discipline Committee at least 24 hours in advance of the meeting. Your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

**9.3** The University has the discretion to accept other supporters including legal representatives, where this is deemed necessary. If you wish to be accompanied by an external representative you

must make a formal request for consideration via the Student Appeals, Complaints and Conduct team. If your request is approved, your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

## **10. 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.

## **11. 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:

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

**(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 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 Academic Quality and Student Conduct or nominee or by the Pro Vice-Chancellor (Students) if the 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.

**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:

**(a)** 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 B2](#)

### **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 B1 Student Discipline. For example, a student may be required not to contact a named member or 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 and may include restrictions on:

**i.** attendance at all or some learning, teaching or assessment activities, including placements;

**ii.** participation in all or some University activities;

**iii.** attendance at or access to all or specified facilities or parts of the University (including residential accommodation);

**iv.** exercising the functions or duties of any office or committee membership in the University or the Students' Union;

**v.** contact with individuals associated with the incident being investigated;

**vi.** any other restriction deemed appropriate due to the incident being investigated.

**1.4** Temporary exclusions will always be based upon the outcome of a formal risk assessment carried out by a Temporary Exclusion Panel. Partial restrictions as described in 1.3 above can be imposed by

the Temporary Exclusion Panel. Where the risk assessment indicates that it is necessary to suspend a student from study completely or temporarily exclude them from the University completely, this must be authorised by the Deputy Vice-Chancellor or their nominee.

**1.5** All temporary exclusions will be for a specified period of time or until the outcome of the disciplinary process or criminal proceedings is known.

**1.6** 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 licence to practice may also be temporarily excluded from their studies by a Health and Conduct Committee or Fitness to Practice Committee under Regulation B5 Fitness to Practice.

**1.7** 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.

**1.8** 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 B1 Student Discipline 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 Director of Student Services or nominee, the Head of Academic Quality and Student Conduct or nominee, Pro Vice-Chancellor (Students), the Academic Registrar or Pro Vice-Chancellor (Education). In addition, the Panel may co-opt, on a case by case basis, members of the Student Services 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 below.

**2.2** In cases where the Temporary Exclusion Panel wants to impose a temporary exclusion from studies or a complete suspension from the University, the Panel has to make a recommendation to the Deputy Vice-Chancellor. 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 B1. 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 six 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 six 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. This would normally be a member of the ASK (Advice and Support at Keele) Team, a current student, an elected officer of the Keele University Students' Union or Keele Postgraduate Association or a member of staff.

**3.2** Notification of a representative from within the University as outlined in paragraph 3.1 above must be given to the Secretary of the panel at least 24 hours in advance of the meeting. Your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

**3.3** The University has the discretion to accept other supporters including legal representatives, where this is deemed necessary. If you wish to be accompanied by an external representative you must make a formal request for consideration via the Student Appeals, Complaints and Conduct team. If your request is approved, your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

### **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 accept 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 Director of Student Services or nominee, or the Head of Academic Quality and Student Conduct or nominee, or one 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 21 calendar days, by a meeting of the Temporary Exclusion Panel and the Panel will follow the process set out in paragraph 2.1 above. Following the meeting, the Temporary Exclusion Panel will make, if required by paragraph 2.2 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. The University will 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 B1 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.